



Solicitation Information
9 February 07

LOI # 7003226

TITLE: Design Services for STEM Project – Rhode Island College

Submission Deadline: 6 March 07 @ 2:00 PM (Eastern Time)

RE-BID/ PROPOSAL CONFERENCE: Yes Date: 19 February 07 Time: 10:00 AM (Eastern) Mandatory: Yes Location: Roberts Hall, Rhode Island College, 600 Mt. Pleasant Avenue, Providence, RI
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SURETY REQUIRED: No

BOND REQUIRED: No

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

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov.

NOTE TO VENDORS:

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 Rhode Island College is soliciting offers from qualified firms to provide ARCHITECTURAL/ENGINEERING services relating to the UPDATE AND MODERNIZATION OF CLASSROOMS FOR STEM PROJECT AT THE RHODE ISLAND COLLEGE, in accordance with the terms of this solicitation and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page (<http://www.purchasing.ri.gov>)

This is a Request for Letters of Interest, not an Invitation for Bid: responses will be evaluated on the basis of the qualifications of the responder, in addition to price; there will be no public opening and reading of responses received by the Office of Purchases pursuant to this Request, other than to name those offerors who have submitted letters of interest.

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, without exception, and will be released for inspection immediately upon request, once an award has been made.

It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but 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.

The State of Rhode Island has a goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, visit the web site www.mbr.ri.gov . To speak with an M.B.E. Officer, call (401) 574-8253.

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

RHODE ISLAND COLLEGE

SCOPE OF WORK ARCHITECTURAL/ENGINEERING

UPDATE AND MODERNIZATION OF CLASSROOMS FOR STEM PROJECT AT THE RHODE ISLAND COLLEGE

1. **Background Information.** Rhode Island College is implementing a program to modernize and update electronic classrooms throughout campus. A STEM center for science, technology, engineering and mathematics, students will be established in one of the classroom areas. The selected firm will focus on acoustics, ceiling and floor surfaces, lighting and electrical needs, technology wiring, window treatment, furniture and cosmetic appearance of rooms.

This solicitation for Letters of Interest involves five buildings and 17 classrooms containing a total of approximately 15,000 square feet. The majority of the classrooms are standard classrooms; while two lecture rooms are stadium classrooms. The successful architect will be provided with plans.

2. **Description of Proposed Project.** Rhode Island College intends to update and modernize 17 classrooms in five different buildings as part of an IT grant to modernize classroom technology on campus. An IT consultant, already hired, will be working with the selected design firm.

3. **Estimated Design Schedule.** Design would begin during the spring of 2007 and renovations should start in the summers of 2007, 2008 and 2009. This is a four year project with design in winter/spring and construction during May thru August of each year.

4. **Asbestos Removal.** The College will develop the required asbestos abatement plan and contract separately for all asbestos removal. The engineer/architect will not be involved in any asbestos abatement.

5. **Rhode Island College Rating Scale and Weight.** The rating used is based on the evaluation of five elements each worth twenty percent: four criteria categories and a weighted cost factor.

The scale used for the four criteria is a five-point scale with a rating of 1 being the lowest possible rating and 5 being the highest possible rating. The four criteria categories are: competence, ability to perform, past performance, and presentation.

The cost factor is weighted. The weight assigned, 1 through 5, is inversely related to the combined fixed fee and reimbursable costs provided. The higher the combined cost the lower the weight assigned. For example the highest cost would = 1, the lowest cost would = 5.

6. Required Services. The architect/engineer will be commissioned to provide complete architectural and engineering services for the update and modernization of the identified classrooms. The specific requirements shall include, but not be limited to, the following:

- 6.1 Prepare a Program Statement for the project, that will be reviewed and approved by the STEM Steering Committee. Prepare and maintain project schedules, including task dependencies and separate but related project work. Identify critical path tasks and report on any delays that may affect completion dates. Using standard project management tools (e.g., MS Project), provide periodic updates as requested by College management. This effort will include interviewing appropriate College faculty, administration and staff personnel.
- 6.2 Analyze the space requirements needed by potential occupants identified by the College. Make recommendations concerning alternative uses and optimal utilization of the renovated facilities total space availability.
- 6.3 Prepare Preliminary Schematics and Cost Estimates for presentation to the STEM Steering Committee for review and approval.
- 6.4 Prepare Final Schematics and Revised Cost Estimates for review and approval of the STEM Steering Committee and the College President.
- 6.5 Prepare Final Design, Plans, and Specifications, including required bid documents, for the update and modernization of IT classrooms at the Rhode Island College.
- 6.6 Review bid proposals and provides recommendations for award to the College.
- 6.7 Review all submittals to ensure conformance with the construction/renovation contract documents.
- 6.8 Provide general supervision of all renovation updates and modernization including periodic site visits, attendance at project meetings, and preparation of reports and documenting the findings of the visits and meetings. The site visits shall be a minimum of twice per week unless otherwise approved by the College. Project meetings shall be weekly. Architect/engineer shall make additional site visits as necessary to resolve any problems.
- 6.9 Maintain all necessary project records to provide a complete record of the project from inception through completion.
- 6.10 Supervise the project closeout to ensure that necessary certificates, approvals, as-built drawings, operations and maintenance manuals and other materials are obtained and submitted to the College.

Pre-Proposal Questions

There is a **mandatory** pre-proposal meeting to be held at Rhode Island College on the date and time indicated on page one of this solicitation.

Proposal Submission:

Combined TECHNICAL/COST PROPOSAL ("original" plus three (3) copies) submissions are to be either mailed or hand-delivered in a sealed envelope marked: "**LOI 7003226: Design Services STEM Project**" by the date and time indicated on page one of this solicitation.

**RI Dept of Administration
Division of Purchases, 2nd Floor
One Capitol Hill
Providence, RI 02908-5855**

NOTE: Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and may not be considered. The "official" time clock is located in the Division of Purchases Reception area. Proposals emailed, or faxed to the Division of Purchases, will not be considered.

Proposals should include the following:

1. A completed and signed three-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov.
2. A Cost Proposal the fee structure proposed for this scope of services,
3. A Technical Proposal describing the qualifications and background of the applicant and experience with similar programs, as well as the work plan or approach proposed for this requirement. Form 330 to be provided in this section.
4. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at www.purchasing.ri.gov.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CDRom or Diskette). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested.

Notwithstanding the above, the State reserves the right to accept, or reject, any, or all options, bids, and proposals. The State reserves the right to award in whole or in part, to award on the basis of cost alone, and to act in its best interest.

The ranked findings and selection recommendation will be submitted to the State's Architectural/ Engineering Consultant Services Selection Committee, and forwarded to the Director of Administration for final selection consideration.

