



Solicitation Information
10 April 07

LOI # 7003475

TITLE: Improvements to Recreational Facilities at Arcadia Management Area (Exeter, RI)

Submission Deadline: 10 May 07@ 2:20 PM (Eastern Daylight Time)

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than 23 April 07 @ 12:00 Noon (Eastern Time). Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be answered and posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

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 RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1 – INSTRUCTIONS AND NOTIFICATIONS TO OFFERERS:

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Environmental Management is soliciting proposals for Improvements to Recreational Facilities at Arcadia Management Area, Exeter, RI from qualified OFFERERS, and in accordance with the terms of this Request for Letters of Interest/Proposals (LOI/RFP) and the State's General Conditions of Purchase, which is available at www.purchasing.ri.gov

To access the State's General Conditions of Purchase, enter our website, click on RIVIP, then click on General Information and then click on Rules and Regulations. Once the Rules and Regulations are displayed, scroll to the bottom of the page and double click on Appendix A, which contains the State's General Conditions of Purchase.

The scope of work is described herein.

Potential Offerers are advised to review all sections of this solicitation 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.

The state reserves the right to award to one or more offerer. The State also reserves the right to award this project based on pricing alone.

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 offerer. 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 is to be considered fixed, unless otherwise indicated herein.

Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered.

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 subcontractors are permitted, provided that their use is clearly indicated in the OFFERER's proposal, and that the subcontractor(s) proposed to be used are identified in the proposal.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, 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 is a requirement only of the selected vendor(s).*

Bidders are advised that all materials submitted to the State of Rhode Island for consideration in response to this Letter of Interest/Request for Proposal 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.

Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI.

The offerer should be aware of the State's Minority Business Enterprise (MBE) requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator, at (401) 574-8253 or visit the website at <http://www.mbe.ri.gov>

The selected Contractor will provide services for a period of *one (1) year, renewable at the sole option of the State for a maximum of two (2) additional twenty-four (24) month periods.*

Letters of Interest or Requests for Proposals to provide the required services must be received by the Division of Purchases on or before DATE AND TIME indicated on page one of this solicitation. Responses (a clearly marked original plus **(5)** copies) should be mailed or hand-delivered in a sealed envelope marked "LOI # 7003475 : Improvements to Recreational Areas at Arcadia Management Area" to:

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

NOTE: Proposals received by the Division of Purchases after the above-referenced due date and time will be considered late and may not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The "official" time clock is located in the reception area for the Division of Purchases. **(Please be advised that Fedex/UPS do not always arrive by 10:30 am, you would be smart to send your submission to arrive at least one day early)**

RESPONSE CONTENTS

Responses must include the following:

- A completed and signed three-page RIVIP generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov)
- A statement of experience describing the Offeror's background, qualification, and experience with similar projects and all information described elsewhere in this solicitation (Standard Form #330)
- A completed and signed W-9 Form downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov

SECTION 2 – SCOPE OF WORK

BACKGROUND AND PURPOSE

The Project is located in the town of Exeter and is owned by the State of Rhode Island, Department of Environmental Management.

The Dawley Park building is located on RI route 3 (New London Turnpike) at the entrance to Teft Hill Trail in the town of Exeter. The building is currently unused but has been recently made watertight by replacing the roof shingles, adding new windows, insulation, and other improvements. There is electrical service to the building and a new ISDS has been installed. The building and surrounding area is planned to be used by RIDEM Division of Emergency Response for meetings during an emergency and for storage of related equipment.

GENERAL DESCRIPTION

The Department is seeking the services of an Architect to prepare documents meeting all federal, state, and local codes, guidelines, and regulations to upgrade and improve the Dawley Park Facility. It is the intent of the RIDEM to hand over architectural drawings and specifications to a competent builder for construction of this facility using common construction techniques.

- The Architect shall provide those services necessary to establish site-related limitations and requirements for the Project
- The Architect shall provide those services necessary to prepare Schematic Design Documents consisting of drawings and other documents illustrating the general scope, scale and relationship of Project components for approval by the RIDEM. Designs will be conceptual in character and based on the requirements developed under program requirements developed with RIDEM.
- The Architect shall provide Schematic Design Documents, the Design Development Documents consisting of drawings, specifications and other documents to fix and describe the size and character of the entire Project.

Dawley Park Facility: Provide architectural/ engineering services as follows:

Interior Design. Existing block building to be used for meetings by emergency response personnel of up to fifteen (15) people.

- DEM is not aware of any structural issues and assumes that the building is structurally sound.
- There are no known active termites or carpenter ants. Carpenter ants were encountered during selective demolition and eliminated; however, termite damage is visible.
- Public access to ground floor meeting room and possibly garage area; design to ADA requirements accordingly.
- An “open office” plan is desired with no interior walls. Any partitioning will be minor and of a non-permanent or cubicle design. Furnishings will be provide by outside contract pursuant to Division of Purchases procedures.

- Provide at least three (3) work stations, one (1) with some privacy.
- Garage to have heat and power.
- Provide electrical for entire building from 200 amp service located in garage.
- Exterior electric outlet for ER trailer.
- Entire interior of the building will require phone and data jacks and wiring. Owner to provide wiring from utility pole to building.
- Provide an up to date voice/data, alarm system coordinate with RIDEM Information Management Unit.
- Wire two existing front overhead door motors but no additional motors will be needed; specifically the rear overhead door.
- 2 frost proof water spigots
- Provisions for emergency power by portable generator with switching panel.
- Heating to be hydronic, oil fired.
- Heat garage for temporary work projects, and heat meeting area 365 day per year.
- Oil tank to be 275 gal. by Roth. Emergency Response to supply.
- Existing chimney must meet applicable code.
- No air conditioning required.
- Staircase to be enclosed, current orientation of stairs to remain.

New Storage Building Steel structure approximately 40 ft x 80 ft. for storage of boats, trailers and other miscellaneous equipment.

- The approximate location and orientation of the steel building will be behind and to the right of the existing building.
- Building to have 3 bays 12’ wide with a minimum clear height of 14’, with electrically operated overhead doors.
- No heat required.
- Provide skylights.
- Security alarm.
- Building to be prefabricated metal equal to Morton Bldgs.
- No air conditioning required.

Site Work Site work should include the following:

- Good access for truck with 26 ft. trailer.
- Truck entrance will be from the north and exiting from the south in an appropriate arch with adequate backup area to the bay doors; assume vehicle load of 12,000 pounds.
- A perimeter fence with entrance and exit gates will terminate at existing building walls. No special security features are required. Provide yard lighting.
- Provide parking space for 6 cars outside the security fence and clear of the park trail and facility driveway. These spaces are for public use of the trail and not Emergency R.esponse
- Gate to Teft Hill Trail
- Night lighting
- Provisions for antenna
- Paved parking and access roads for emergency response building
- Landscaping
- New well to produce a minimum of 5 gpm with the understanding that this desired goal may not be attainable. Provide contingency for overcoming site limitations, including a hydrologist, in the event similar conditions to the existing well are encountered.
- Well may be located outside the security fence if need be.
- Remove all unnecessary small buildings etc.
- Current ISDS design flow of 15 people and one toilet will remain unchanged.
- Tower design is dependent on height to be determined by Michael Mulhare (ER).
- Existing concrete pad for tower is to be demolished and disposed of.
- Existing 1000 gallon above ground fuel tank is to be removed but not the existing base and housing. **New 1000 gallon tank to be provided by construction contractor.**
- **Power lines for Interstate 95 rest stop run under the management trail.**
- No more clearing or excavation than the minimum needed.

Other Items of Importance

- A building permit is required, but no special environmental or health permits are anticipated. Specific appearances on Owner's behalf are not anticipated at this time.
- No laboratory or chemical wastes to be generated by ER.; no additional sinks.
- The decision to award this design contract will be based on fee.
- Although a frequent request in DEM design contracts, a project rendering is not required.
- Project is expected to meet all existing state energy codes and requirements.
- One standard flag pole and one 4 foot by 8 foot (4'X8') sign ; content to be provided by Owner.
- Submit lump sum proposal.

PROJECT KEY COMPONENTS

DESCRIPTION OF DESIGNATED SERVICES:

PART 1 - SITE ANALYSIS SERVICES

In the Site Analysis Phase the Architect/Engineer shall provide those services necessary to establish site-related limitations and requirements for the Project. The following services are to be provided:

1.01 Establish the site conditions for the design of the site around the existing Dawley Building and soil conditions for the new metal building.

- 1.01.1 Borings
- 1.01.2 Topographic Survey
- 1.01.3 Well drilling (Hydrologist)

PART 2 - SCHEMATIC DESIGN SERVICES (10%)

In the Schematic Design Phase the Architect/Engineer shall provide those services necessary to prepare Schematic Design Documents consisting of drawings and other documents illustrating the general scope, scale and relationship of Project components for approval by the DEM. Designs will be conceptual in character and based on the requirements developed under program requirements developed with DEM.

2.01 Project Administration services consisting of schematic design administrative functions including:

- 2.01.1 Consultation
- 2.01.2 Research
- 2.01.3 Conferences
- 2.01.4 Communications
- 2.01.5 Travel time
- 2.01.6 Progress reports
- 2.01.7 Direction of the work of in-house architectural/engineering personnel.

2.02 Agency Consulting/Review/Approval services consisting of schematic design activities including:

- 2.02.1 Agency consultations
- 2.02.2 Research of critical applicable regulations
- 2.02.3 Preparation of written and graphic explanatory materials.
- 2.02.4 Appearances on Owner's behalf at agency and community meetings. The services apply to applicable laws, statutes, regulations and codes of regulating entities and to reviews required of user or community groups with limited or no statutory authority but significant influence on approving agencies and individuals, including:
 - 2.02.4.1 Local political subdivisions
 - 2.02.4.2 Planning boards
 - 2.02.4.3 County agencies
 - 2.02.4.4 Regional agencies
 - 2.02.4.5 Federal agencies
 - 2.02.4.6 User organizations
 - 2.02.4.7 Community organizations

- 2.02.4.8 Consumer interest organizations
- 2.02.4.9 Environmental interest groups.

2.03 Owner-supplied Data Coordination services consisting of schematic design activities including:

- 2.03.1 Reviews and coordination of data furnished for the Project as a responsibility of the Owner
- 2.03.2 Assistance in establishing criteria
- 2.03.3 Assistance in obtaining data.

Architectural Design/Documentation services during the Schematic Design Phase responding to program requirements and consisting of preparation of:

- 2.03.4 Conceptual site and building plans
- 2.03.5 Preliminary sections and elevations
- 2.03.6 Preliminary selection of building systems and materials
- 2.03.7 Development of approximate dimensions, areas and volumes
- 2.03.8 Perspective sketch(s)
- 2.03.9 Study model(s).

2.04 Structural Design/Documentation services during the Schematic Design Phase consisting of recommendations regarding basic structural materials and systems, analyses, and development of conceptual design solutions for:

- 2.04.1 A predetermined structural system
- 2.04.2 Alternate structural systems.

2.05 Civil Design/Documentation services during the Schematic Design Phase consisting of consideration of alternate materials and systems and development of conceptual design solutions for:

- 2.05.1 On-site utility systems
- 2.05.2 Off-site utilities work
- 2.05.3 Fire protection systems
- 2.05.4 Drainage systems
- 2.05.5 Paving.

2.06 Mechanical Design/Documentation services during the Schematic Design Phase consisting of consideration of alternate materials, systems and equipment, and development of conceptual design solutions for:

- 2.06.1 Energy source(s)
- 2.06.2 Energy Conservation
- 2.06.3 Heating and ventilating
- 2.06.4 Air conditioning
- 2.06.5 Plumbing
- 2.06.6 Fire protection
- 2.06.7 Special; mechanical systems
- 2.06.8 Process systems
- 2.06.9 General space requirements

2.07 Electrical Design/Documentation services during the Schematic Design Phase consisting of consideration of alternate systems, recommendations regarding basic electrical materials, systems, and equipment, analyses, and development of conceptual design solutions for:

- 2.07.1 Power service and distribution
- 2.07.2 Lighting
- 2.07.3 Telephones
- 2.07.4 Fire detection and alarms
- 2.07.5 Security systems
- 2.07.6 Electronic communications
- 2.07.7 Special electrical systems
- 2.07.8 General space requirements.

2.08 Statement of Probable Construction Cost services during the Schematic Design Phase consisting of development of a probable construction cost range for the Project based on the most recent schematic design studies, current and historic area, volume, or other unit costs, expected Project delivery process, and appropriate contingencies.

2.09 Presentations services consisting of presentations of Schematic Design Documents by the Architect to the following client representatives:

- 2.09.1 Owner
- 2.09.2 Building committee(s)
- 2.09.3 User group(s)

PART 3 - DESIGN DEVELOPMENT SERVICES (50%)

In the Design Development Phase the Architect/Engineer shall provide those services necessary to prepare from the approved Schematic Design Documents, the Design Development Documents consisting of drawings, specifications and other documents to fix and describe the size and character of the entire Project, including architectural, structural, mechanical and electrical systems, materials and such other elements as may be appropriate. The outline specifications shall be in accordance with the Construction Specifications Institute format. Consideration shall be given to availability of materials, equipment and labor, construction sequencing and scheduling, economic analysis of construction and operations, user safety and maintenance requirements, and energy conservation. The following descriptions shall apply as the responsibility of the Architect/Engineer.

3.01 Project Administration services consisting of design development administrative functions including:

- 3.01.1 Consultations
- 3.01.2 Researches
- 3.01.3 Conferences
- 3.01.4 Communications

- 3.01.5 Travel time
- 3.01.6 Progress reports
- 3.01.7 Direction of the work of in-house personnel.

3.02 Disciplines Coordination/Document checking services consisting of design development activities for:

- 3.02.1 Coordination among all involved disciplines for the Project
- 3.02.2 Reviews and checking of documents prepared for the Project.

3.03 Agency Consulting/Review/Approval services consisting of design development activities including:

- 3.03.1 Agency consultations
- 3.03.2 Research of applicable regulations
- 3.03.3 Preparations of written and graphic explanatory materials
- 3.03.4 Appearances on Owner's behalf at agency and community meetings.
- 3.03.5 Construction documents for review at 30%, 60%, 90% completion.
- 3.03.6 The services apply to applicable laws, statutes, regulations and codes of regulating entities and to reviews required of user or community groups with limited or no statutory authority but significant on approving agencies and individuals, including:
 - 3.03.6.1 Local political subdivisions
 - 3.03.6.2 Planning boards
 - 3.03.6.3 County agencies
 - 3.03.6.4 Regional agencies
 - 3.03.6.5 Federal agencies
 - 3.03.6.6 User organizations
 - 3.03.6.7 Community organizations
 - 3.03.6.8 Consumer interest organizations
 - 3.03.6.9 Environmental interest groups.

3.04 Owner-supplied Data Coordination services consisting of design development activities including:

- 3.04.1 Reviews and coordination of data furnished for the Project as a responsibility of the Owner
- 3.04.2 Assistance in establishing criteria
- 3.04.3 Assistance in obtaining data.

3.05 Architectural Design/Documentation services during the Design Development Phase consisting of continued development and expansion of architectural Schematic Design Documents to establish the final scope, relationships, forms, size and appearance of the Project through:

- 3.05.1 Plans, sections and elevations
- 3.05.2 Typical construction details
- 3.05.3 Three dimensional sketch(es)
- 3.05.4 color perspectives 11"x17" frame
- 3.05.5 Final materials selections

3.06 Structural Design/Documentation services during the Design Development Phase consisting of continued development of the specific structural system(s) and Schematic Design Documents in sufficient detail to establish:

- 3.06.1 Basic structural system and dimensions
- 3.06.2 Final structural design criteria
- 3.06.3 Foundation design criteria
- 3.06.4 Preliminary sizing of major structural components
- 3.06.5 Critical coordination clearances
- 3.06.6 Outline Specifications or materials lists.

Civil Design/Documentation services during the Design Development Phase consisting of continued development and expansion of civil Schematic Design Documents and development of outline Specifications or materials lists to establish the final scope and preliminary details for on-site and off-site civil engineering work.

3.07 Mechanical Design/Documentation services during the Design Development Phase consisting of continued development and expansion of mechanical Schematic Design Documents and development of outline Specifications or materials lists to establish:

- 3.07.1 Approximate equipment sizes and capacities
- 3.07.2 Preliminary equipment layouts
- 3.07.3 Required space for equipment
- 3.07.4 Required chases and clearances
- 3.07.5 Acoustical and vibration control
- 3.07.6 Visual impacts
- 3.07.7 Energy conservation measures.

3.08 Electrical Design/Documentation services during the Design Development Phase consisting of continued development and expansion of electrical Schematic Design Documents and development of outline Specifications or materials lists to establish:

- 3.08.1 Criteria for lighting, electrical and communications systems
- 3.08.2 Approximate sizes and capacities of major components
- 3.08.3 Preliminary equipment layouts
- 3.08.4 Required space for equipment
- 3.08.5 Required chases and clearances

3.09 Materials Research/Specifications services during the Design Development Phase consisting of activities by in-house personnel in:

- 3.09.1 Reviews of the Owner's General and Supplementary Conditions of the Contract for Construction
- 3.09.2 Developments of outline Specifications or itemized lists and brief form identification of significant materials, systems and equipment and their criteria and quality standards
- 3.09.3 Coordination of similar activities of other disciplines
- 3.09.4 Production of design manual including design criteria and outline Specifications or lists of materials

3.10 Project Development scheduling services during the Design Development Phase consisting of reviewing and updating previously established schedules for the Project.

3.11 Statement of Probable Construction Cost services during the Design Development Phase consisting of updating and refining the Schematic Design Phase Statement of Probable Construction Cost of the Project, taking into consideration:

- 3.11.1 Availability of materials and labor
- 3.11.2 Project delivery procedures
- 3.11.3 Construction sequencing and scheduling
- 3.11.4 Changes in scope of the project
- 3.11.5 Adjustments in quality standards

3.12 Presentation services consisting of presentations of Design Development Drawings and other documents by the Engineer to the following client representatives:

- 3.12.1 Owners
- 3.12.2 Building committee(s)
- 3.12.3 User group(s)

PART 4- CONSTRUCTION DOCUMENTS SERVICES (90-100%)

In the Construction Documents Phase the Architect/Engineer shall provide those services necessary to prepare, from the approved Design Development Documents, Construction Documents consisting of Drawings, Specifications and other documents setting forth in detail the requirements for construction of the Project and bidding and contracting for the construction of the Project. The following descriptions shall apply as the responsibility of the Architect. Prepare construction drawings originals on 24" x 36" Mylar sheets with a 1 1/4" binder margin and a 1/2" margin on the other three sides.

4.01 Project Administration services consisting of construction documents administrative functions including:

- 4.01.1 Consultations
- 4.01.2 Researches
- 4.01.3 Conferences
- 4.01.4 Communications
- 4.01.5 Travel time
- 4.01.6 Progress reports
- 4.01.7 Direction of the work in-house personnel

4.02 Disciplines Coordination/Document checking services consisting of construction documents activities for:

- 4.02.1 Coordination among all involved disciplines for the Project
- 4.02.2 Reviews and checking of documents prepared for the Project.

4.03 Agency Consulting/Review/Approval services relating to applicable laws,

statutes, regulations and codes of regulating entities and consisting of Construction Documents Phase activities for:

- 4.03.1 Agency consultations
 - 4.03.2 Research of applicable regulations
 - 4.03.3 Appearances on Owner's behalf at agency meetings.
 - 4.03.4 Provide at least four (4) copies of the project documents for approval by the State before final documents are prepared.
- 4.04 Owner-supplied Data Coordination** services consisting of activities relating to the construction documents including:
- 4.04.1 Reviews and coordination of data furnished for the Project as a responsibility of the Owner
 - 4.04.2 Assistance in establishing criteria
 - 4.04.3 Assistance in obtaining data.
- 4.05 Architectural Design/Documentation** services during the Construction Documents Phase consisting of preparation of Drawings based on approved Design Development Documents setting forth in detail the architectural construction requirements for the Project.
- 4.06 Structural Design/Documentation** services during the Construction Documents Phase consisting of preparation of final structural engineering calculations, Drawings and Specifications based on approved Design Development Documents, setting forth in detail the structural construction requirements for the Project.
- 4.07 Civil Design/Documentation** services during the Construction Documents Phase consisting of preparation of final civil engineering calculations, Drawings and Specifications based on approved Design Development Documents, setting forth in detail the civil construction requirements for the Project.
- 4.08 Mechanical Design/Documentation** services during the Construction Documents Phase consisting of preparation of final mechanical engineering calculations, Drawings and Specifications based on approved Design Development Documents, setting forth in detail the mechanical construction requirements for the Project.
- 4.09 Electrical Design/Documentation** services during the Construction Documents Phase consisting of preparation of final electrical engineering calculations, Drawings and Specifications based on approved Design Development Documents, setting forth in detail the electrical construction requirements for the Project.
- 4.10 Materials Research/Specifications** during the Construction Documents Phase consisting of activities of in house architectural personnel in:
- 4.10.1 Assistance to the Owner in development and preparation of Bidding Documents which describe the time, place and conditions of bidding, bidding forms, and the

- form(s) of Agreement between the Owner and Contractor(s)
- 4.10.2 Assistance to the Owner in development and preparation of the Conditions of the Contract (General, Supplementary, and other Conditions)
 - 4.10.3 Development and preparation of Specifications describing materials, systems and equipment, workmanship, quality and performance criteria required for the construction of the Project
 - 4.10.4 Coordination of the development of Specifications by other disciplines
 - 4.10.5 Compilation of Project Manual including Conditions of the Contract, Bidding Documents and Specifications.

4.11 Special Bidding Documents/Scheduling services during the Construction Documents Phase consisting of:

- 4.11.1 Furnish data for, prepare the required documents and undertake the necessary procedures to secure approval from any governmental authority having jurisdiction over the project. This shall include but not limited to the following:
 - 4.11.1.1 The office of the Building Code Commissioner.
- 4.11.2 Furnish the State such numbers of copies of the Construction Documents as needed for bidding purposes with the cost of the copies to be reimbursed by the State

4.12 Statement of Probable Construction Cost services during the Construction Documents Phase consisting of advising the Owner of any adjustments to, and, when the Construction Documents are approximately 90% complete, updating of the Design Development Phase Statement of Probable Construction Cost of the Project, taking into account:

- 4.12.1 Changes in materials, systems or details of construction which have occurred during preparation of the Construction Documents
- 4.12.2 Known changes in the cost of materials, labor and services since preparation of the previous Statement of Probable Construction Cost
- 4.12.3 Adjustments for known or anticipated changes in the bidding market relative to the Project.

4.13 Presentations services consisting of presentations of Construction Documents and special presentation graphic displays by the Architect to the following client representatives:

- 4.13.1 Owners
- 4.13.2 Building committee(s)
- 4.13.3 User group(s)

PART 5 - BIDDING OR NEGOTIATIONS SERVICES

In the Bidding or Negotiations Phase the Owner and the Engineer, respectively, following the Owner's approval of the Construction Documents and of the most recent Statement of Probable Construction Cost, shall provide those services necessary for the Engineer to assist the Owner in obtaining bids or negotiated proposals and in awarding and preparing contracts for construction. Assist the State as the interpreter of the Project Documents in

the pre-bid and pre-construction meetings.

PART 6 - CONSTRUCTION CONTRACT ADMINISTRATION SERVICES

In the Construction Contract Administration Phase the Engineer, shall provide those services necessary for the administration of the construction contract as set forth in the General Conditions of the Contract for Construction. The following descriptions shall apply to those services assigned in the Schedule of Designated Services as the responsibility the Engineer.

6.01 Agency Consulting/Review/ Approval services during the Construction Contract Administration Phase relating to applicable laws, statutes, regulations and codes of regulating entities relating to the Owner's interests during construction of the Project.

6.02 Office Construction Administration services consisting of:

- 6.02.1 Processing of submittals, including receipt, review of, and appropriate action on Shop Drawings, Product Data, Samples and other submittals required by the Contract Documents
- 6.02.2 Distribution of submittals to Owner, Contractor and /or Architect's field representative as required
- 6.02.3 . Maintenance of master file of submittals
- 6.02.4 Related communications.

6.03 Construction Field Observation services consisting of visits to the site at intervals appropriate to the stage of construction or as otherwise agreed in writing to become generally familiar with the progress and quality of the Work, and to determine in general if the Work is proceeding in accordance with the Contract Documents, and preparing relating reports and communications.

6.04 Inspection Coordination services relating to independent inspection and testing agencies, consisting of:

- 6.04.1 Administration and coordination of field testing required by the Contract Documents
- 6.04.2 . Recommencing scope, standards, procedures and frequency of testing and inspections
- 6.04.3 Arranging for testing and inspection on Owner's behalf.
- 6.04.4 Notifying inspection and testing agencies of status Work requiring testing and inspection
- 6.04.5 Evaluating compliance by testing and inspection agencies with required scope, standards, procedures and frequency.
- 6.04.6 Review of reports on inspections and tests and notifications to Owner and Contractor(s) of observed deficiencies in the Work.

6.05 Supplemental Documents services consisting of:

- 6.05.1 Preparation, reproduction and distribution of supplemental Drawings, Specifications and interpretations in response to requests for clarification by Contractor(s) or the Owner and as required by construction exigencies.
- 6.05.2 Forwarding Owner's instructions and providing guidance to the Contractor(s) on

the Owner's behalf relative to changed requirements and schedule revisions.

6.06 Quotation Requests/Change Orders services consisting of:

- 6.06.1 Preparation, reproduction and distribution of Drawings and Specifications to describe Work to be added, deleted or modified
- 6.06.2 Review of proposals from Contractor(s) for reasonableness of quantities and costs of labor and materials
- 6.06.3 Review and recommendations relative to changes in time for Substantial Completion
- 6.06.4 Negotiations with Contractor(s) on Owner's behalf relative to costs of Work proposed to be added, deleted or modified
- 6.06.5 Assisting in the preparation of appropriate Modifications of the Contract(s) for Construction
- 6.06.6 Coordination of communications, approvals, notifications and record-keeping relative to changes in the Work.

6.07 Project Schedule Monitoring services consisting of monitoring the progress of the Contractor(s) relative to established schedules and making status reports to the Owner.

6.08 Construction Cost accounting services consisting of:

- 6.08.1 Maintenance of records of payments on account of the Contract Sum and all changes thereof
- 6.08.2 Evaluation of Applications for Payment and certification thereof
- 6.08.3 Review and evaluation of expense data submitted by the Contractor(s) for Work performed under cost-plus-fee arrangements.

6.09 Project Closeout services initiated upon notice from the Contractor(s) that the Work, or a designated portion thereof which is acceptable to the Owner, is sufficiently complete, in accordance with the Contract Documents, to permit occupancy or utilization for the use for which it is intended, and consisting of:

- 6.09.1 A detailed inspection with the Owner's representative for conformity of the Work to the Contract Documents to verify the list submitted by the Contractor(s) of items to be completed or corrected
- 6.09.2 Determination of the amounts to be withheld until final completion
- 6.09.3 Securing and receipt of consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment(s)
- 6.09.4 Issuance of Certificate(s) of Substantial Completion.
- 6.09.5 Inspection(s) upon notice by the Contractor(s) that the Work is ready for final inspection and acceptance
- 6.09.6 Notification to Owner and Contractor(s) of deficiencies found in follow-up inspection(s), if any
- 6.09.7 Final inspection with the Owner's representative to verify final completion of the Work
- 6.09.8 Receipt and transmittal of warranties, affidavits, receipts, released and waivers of lien or bonds indemnifying the Owner against liens
- 6.09.9 Securing and receipt of consent of surety or sureties, if any, to the making of final

payment(s)
6.09.10 Issuance of final Certificate(s) for Payment

PART 7 - POSTCONSTRUCTION SERVICES

In the Post construction Phase the Architect/Engineer, shall provide those services necessary to assist the Owner in the use of the facility. The following descriptions shall apply to those services as the responsibility of the Architect/Engineer.

7.01 Record Drawings services consisting of:

- 7.01.1 Making arrangements for obtaining from Contractor(s) and other parties information certified by them on all changes made during construction from the initial Contract Documents and on the location of concealed systems as installed during construction
- 7.01.2 Review of general accuracy of information submitted and certified to by the Contractor(s)
- 7.01.3 Preparation of record drawings, on Mylar, based on information furnished by the Contractor(s), including significant changes in the Work made during construction and a copy in electronic format.
- 7.01.4 Transmittal of record drawings and general data, appropriately identified and marked, to the Owner and others as directed.

7.02 Warranty Review services consisting of:

- 7.02.1 Consultation and recommendation to the Owner during the duration of warranties in connection with inadequate performance of materials, systems and equipment under warrantee
- 7.02.2 Inspection(s) prior to expiration of the warranty period(s) to ascertain adequacy of performance of materials, systems and equipment
- 7.02.3 Documenting defects or deficiencies and assisting the Owner in preparing instruction to the Contractor(s) for correction of noted defects.

PART 8 - SUPPLEMENTAL SERVICES:

The Architect/Engineer shall provide supplemental services as designated herein. These nonsequential services may be provided during a single Phase of services or during several phases. The following descriptions shall apply to those services assigned in the Schedule of Designated Services as the responsibility of the Engineer. These services shall be listed on the fee schedule and not included in the basic services unless specifically requested.

8.01 Reimbursable Expenses consisting of investigation, research and analysis of the Owner's requirements for the Project and documentation of findings, conclusions and recommendations for:

- 8.01.1 Printing of plans and specifications for bidding beyond 25 sets.
- 8.01.2 Topographic Surveys
- 8.01.3 Subsurface Soil Investigations.
- 8.01.4 All reimbursable expenses are subject to approval by DEM. A seven percent

(7%) markup will be allowed for reimbursable expenses.

REFERENCES:

References may be viewed by appointment at the office of Planning and Development, 235 Promenade Street, Providence, RI 02908, (401) 222-2776.

Recreational Facility Improvements at Dawley Park, As Built; Caputo and Wick, Ltd, 10/2004; EXE 5618A, Drawer 78; (available electronically in PDF file format).

Potential Permits, Compliances, Coordination:

RIDEM

Planning & Development

RI Department Of Health

Installation of a new water supply.

Building Commissioner

Approval of plans and specifications prior to bid.

Town Of Exeter

Town approval to proceed with the project in general.

The successful OFFERER shall be solely responsible for meeting all terms and conditions specified in the Request for LOI or Proposal, and any resulting contract. The use of any subcontractors or other vendors must receive prior approval by the State. The Rhode Island Department of Environmental Management and the Rhode Island Department of Administration shall reserve the right to clarify the terms and conditions of any proposal submitted. The OFFERER recommended for this award will be notified by the Department of Environmental Management. A contract will be developed in cooperation with the Rhode Island Department of Environmental Management and the award recipient that will incorporate a final work plan and schedule.

REQUIRED FORMAT

OFFERERS are required to submit an original (**Clearly marked as “ORIGINAL”**) and **(5)** copies of their Letters of Interest/Requests for Proposal in a ring binder divided into sections as described below. Failure to comply with this format will be grounds for rejecting the proposal.

EVALUATION CRITERIA

All evaluation categories are of equal importance.

Responses will be evaluated as follows:

- ! The technical submission,
- ! Project tasks, deliverables, timetable,
- ! Price.

A Selection Committee will evaluate submitted proposals on the basis of the above criteria items. Consultant Teams may be invited to appear before the Committee for in-person presentations. The Committee will then make a qualifications based recommendation for final selection to the Rhode Island State Division of Purchases A/E/SC Selection Committee. That committee will forward a recommendation (s) to the Director of Administration who will make the final award decision.

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, and to award in its best interest.

Responses found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all responses submitted and to waive any informalities in any vendor's submission

END