MPA 374

Solicitation Information
12 Oct 07

LOI # 7035744

TITLE: Architectural and Engineering Services to support Heating, Ventilation and Air Conditioning (HVAC) Systems in State Owned Buildings

Submission Deadline: 5 Nov 07 @ 11:30 AM (Eastern Time)

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **23 Oct 07 at 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

The Rhode Island Department of Administration/Division of Purchases, on behalf of all State Agencies is soliciting proposals for Architectural and Engineering Services for the support of Heating, Ventilating and Air Conditioning (HVAC) Systems, from qualified respondents, and in accordance with the terms of this Request for Letters of Interest (LOI) and the State's General Conditions of Purchase.

This solicitation, and subsequent award, is governed by 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.

SECTION 1 – INSTRUCTIONS AND NOTIFICATIONS TO OFFERERS:

- 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.

- 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.

- Utilization of Minority Business Enterprises as certified by the RI Minority Business Enterprise Compliance Office is a requirement. This is pursuant to RIGL § 37-14.1-6 which states that, "Minority business enterprises **shall be included in all procurements and construction projects** under this chapter and **shall be awarded a minimum of ten percent (10%) of the dollar value** of the entire procurement or project." The director of the department of administration is further authorized to establish by rules and regulation formulas for giving minority business enterprises a preference in contract and subcontract awards. The responsibility for determining whether or not there is compliance as it relates to the utilization of Minority is vested in the MBE Office and they can be reached 401-574-8253. The website is www.mbe.ri.gov

- 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

Offerors are directed to provide an original Letter of Interest plus four (4) copies, including Standard Form 330 (available on the Purchasing Website on the Standard Forms page), as well as other details including personnel, experience, and qualifications data are required. The State reserves the right to make an award (s) or to reject any or all proposals based on what it considers to be in its best interest.

Evaluation of proposals will include consideration of competence and general experience to provide the required services; experience and qualifications of personnel; availability of personnel, equipment and facilities to perform expeditiously; past performance with

respect to control of costs, quality of work, ability to meet deadlines; the submittal of a formal work plan; the fixed fee price (subject to further downward negotiation); and an hourly rate schedule by employee title for additional services that might be required beyond the original Scope of Work.

Respondents are advised that reimbursable expenses, to include sub-consultant services, that may be included in the contract award resulting from this solicitation shall not exceed architect/engineer's actual cost incurred x 1.06.

Persons or firms practicing Architectural and/or Engineering Services in the State of Rhode Island must possess a proper registration and Certificate of Authorization in accordance with Rhode Island General Laws.

A copy of the current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for the individual(s) who would perform the work must be included behind the front page of each copy of the Proposal.

An offeror who does not have a current Rhode Island Certification of Authorization for the firm and current Rhode Island registration(s) must acknowledge non-compliance with this requirement and confirm in writing that, if selected for the project, will expedite acquisition of a Rhode Island registration(s) and Certificate of Authorization(s), the attainment of which will be required before an award will be made. The letter of acknowledgement must be included behind the front page of each copy of the Proposal.

The Board of Design Professionals can be contacted as follows:

Board for Design Professionals
One Capitol Hill (3rd Floor)
Providence, RI 02908-5860
Tel: 401-222-2565
Fax: 401-222-5744
Website: www.bdp.state.ri.us

The respondent's Proposal may be disqualified and removed from consideration if the Proposal fails to include the required current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s), or, in absence of these documents, to acknowledge need to acquire them prior to award if selected.

Awards resulting from this Request will be subject to the State's General Conditions of Purchase, which are available through the Internet at www.purchasing.state.ri.us. The selected Contractor will provide services for a period of *three (3) years, renewable at the sole option of the State for a maximum of two (2) additional twelve (12) month periods.*

Questions, in **Microsoft Word Format**, concerning this solicitation, may be e-mailed to the Division of Purchases the date & time indicated on page 1 of this solicitation. Please reference the **LOI #** on all correspondence.

Responses to questions received, if any, will be provided, as an Addendum to this LOI, and posted on the Rhode Island Division of Purchases website at www.purchasing.ri.gov. It is the responsibility of all interested respondents to download this additional information. *If technical assistance is required to download, call the Help Desk (Lynda Moore) at (401) 222-3766.*

Letters of Interest to provide the required services must be received by the Division of Purchases **on or before the date & time indicated on page one of this solicitation.**

Responses (**a clearly marked original** plus four **(4)** copies) should be mailed or hand-delivered in a sealed envelope marked "LOI 7035744 to:

By Courier or Mail:

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

NOTE: Proposals received after the above-referenced due date and time may not be considered. Proposals must be presented to the Purchasing Receptionist for check-in and time stamp prior to the bid opening date and time. 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. 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 (including 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 by clicking on RIVIP, then General Information and then Standard Forms.

SECTION 2 – SCOPE OF WORK

BACKGROUND AND PURPOSE

Intent

The intent of this solicitation is to identify qualified Architectural and/or Engineering Firms that will be considered for the award of these much needed projects.

GENERAL DESCRIPTION

General Scope of Work

Typical Services would include the following:

- Evaluations of existing system conditions and components with regard to their suitability for either existing service or a proposed change in condition or service.
- Conceptual studies of the impacts of adding and/or removing buildings to/from the distribution network. These studies may include conceptual designs of switchgear, components or configurations to accommodate added loads.
- Development and/or maintenance of a map of the distribution system using an Autocad compatible computerized drawing package. This product must be made available to the owner in both a hard copy and in an electronic format with read/write capabilities.
- Preparation of plans for the replacement of selected system components that have been deemed by the owner to be at risk of imminent failure.
- Preparation of Procurement documentation such as Requests For Proposals, Requests for Qualifications and Bid documents.
- Provide Construction Administration duties as needed.

Supplement to the Scope of Work

The following requirements of the Division of Purchases are additive to the agency's Scope of Work:

A. Payments to the Architect and/or Engineer

Payments on account of the architect and/or engineer's basic services shall be made monthly in proportion to services performed so that the compensation shall aggregate to the following percentages at the completion of each phase of work:

1.	Schematic Design Phase	10%
2.	Design Development Phase	30%
3.	Construction Document Phase	70%
4.	Bidding Phase	75%
5.	Construction Phase	100%

B. Reimbursable Expenses

Reimbursable expenses when authorized in advance in writing by the State will be paid to the architect and/or engineer on the basis of the architect and/or engineer's verified costs plus a fee not to exceed six percent (6%) of the total cost. Expenses shall include, but not necessarily be limited to, reproductions, postage and handling of drawings, specifications and other documents, excluding reproductions for the office use of the architect and the architect's consultants, and expense of any additional insurance coverage or limits, including professional liability insurance, requested by the owner in excess of that normally carried by the architect and the architect's consultants. Sub-consultant services and other approved reimbursable expenses shall also be paid at actual cost incurred plus 6% markup.

C. Energy Efficiency

Energy efficiency is an important consideration. If appropriate to the design of this project, the architect and/or engineer will collaborate with Narragansett Electric Company to achieve any cost reductions possible from Narragansett Electric Company's rebate program for energy efficient design.

D. Project Construction Cost

1. The architect and/or engineer shall prepare and design the project so that it may be constructed at a cost not to exceed one hundred ten (110) percent of the amount of funds available for the project.
2. The architect and/or engineer shall not be paid any additional compensation whatsoever in the event that it is necessary to revise in whole or in part, any of the drawings or project manual(s) after the receipt of bids that may be in excess of funds available for the project. Such additional work shall be at the architect's and/or engineer's sole expense.

E. Retainage

Five (5) percent retainage shall be held by the agency's contract management department until the latest of accepted project closeout or issuance of a Certificate of Occupancy. Project completion is defined as: construction is finished, the punch list is done, a Certificate of Occupancy is issued, all of the project closeout documents and manuals have been submitted, and "as built" plans in both hard copy and electronic format are received.

F. Mercury Reduction and Education Act – Rhode Island General Law, Chapter 23-24.9

The Architect/Engineer shall comply with provisions of this Act and make every effort to specify non-mercury containing products whenever non-mercury containing products are available as a suitable alternative.

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

PROPOSAL SUBMISSION

Proposals must include the following:

1. An R.I.V.I.P. generated bidder certification cover sheet (downloaded from the R.I. Division of Purchases Internet home page at http://www.purchasing.state.ri.us.)

2. A Technical Proposal describing the background, qualifications, and experience with and for similar programs, as well as the work plan or approach proposed for this requirement.

3. A cost proposal will be requested from Firms that have been identified as finalists for this award. **You will not be providing a cost proposal unless it is specifically requested by the Division of Purchases. Once this request is made you will have two weeks to submit a sealed cost proposal for review by the Evaluation Sub-committee.** Be sure to submit your Cost Proposal with the LOI# clearly marked on the package.

Part One Submission Requirements:

Staff Qualifications/Experience of the Respondent and project principals

Describe the Respondent's general experience as well as its experience and qualifications with projects of a similar size, scope and use. Identify the Project Manager, other consultants as well as other members of the project team. Include Standard Form 330 **(available on the Purchasing Website)** in this section.

Project Plan

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This section shall describe the Respondent's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or method to be employed, and a Work Plan for accomplishing the results proposed. The description of approach shall discuss and justify the approach proposed for each task, and the technical issues that will or may be confronted at each stage and steps taken to assure that the project conform to time and financial constraints

References

Select a minimum of three projects and provide principal contacts, including all contact information for projects similar in size and scope to the proposed project. References will be contacted by members of the selection sub-committee to provide the required information. Please see evaluation criteria below relating to references.

Part Two Submission Requirements:

Respondents short-listed as finalists will be expected, within two weeks of their selection, to provide a cost proposal. The cost proposal shall include a budget and narrative for the project that includes the respondent's cost or fee structure for this project and the cost methodology used for all expenses related to the project and to provide justification for each line item. Any items that may represent costs outside of industry standards should be explained.

Provide a Work Plan description that shall include a detailed proposed project schedule (by task and sub-task), a list of tasks, activities and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each and the attributable deliverables for each. Please list the level of effort to be committed to this project by each assigned staff or consultant in hours per week for the duration of the project. List the percentage of work to be completed by the respondent and the percentage to be completed by outside consultants.

Respondents are required to submit an original **(Clearly marked as "ORIGINAL")** and four **(4)** copies of their Letters of Interest.

PROPOSAL CRITERIA

Responses will be evaluated in two parts. Part one will consist of the technical submission and will require the following information:

The Technical Proposal must contain the following sections:

a. Executive Summary

The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide State evaluators with a broad understanding of the offeror's technical approach and ability.

b. Offeror's Organization and Staffing

This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each (as well as resumes, curricula vitae, or statements of prior experience and qualification).

c. Work Plan/Approach Proposed

This section shall describe the offeror's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or methodology to be employed, and a work plan for accomplishing the results proposed. The description of approach shall discuss and justify the approach proposed for each task, and the technical issues that will or may be confronted at each stage on the project. The work plan description shall include a detailed proposed project schedule (by task and subtask), a list of tasks, activities, and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and the attributable deliverables for each and will identify and describe what type of tutor training methodology will be utilized in the program.

d. Previous Experience and Background, including the following information:

i. A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects;

ii. A description of the business background of the respondent (and all subcontractors proposed), including a description of their financial position.

e. The offeror's status as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Administration. Questions should be addressed to Charles Newton, M.B.E. Officer, at (401) 574-8253 or on the MBE Website at www.mbe.ri.gov

EVALUATION AND SELECTION CRITERIA

The State will commission a Technical Review Committee, which will evaluate and score all proposals, using the following criteria:

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Criteria	Possible Points
Staff Qualifications	20 Points
Quality of the Project plan	20 Points
Suitability of Approach/Methodology	20 Points
References	10 Points
Total Possible Technical Points	**70 Points**
Cost [calculated as (lowest responsive cost proposal) divided by (this cost proposal) times 30 points]	30 Points
Total Possible Points	**100 Points**

All respondents must receive a minimum score of 55 points on the technical submission. Offers not scoring at least 55 points will not be considered further.

A Technical Review Sub-Committee will review all submissions. After review, one or more respondents may be invited to present to the sub-committee and answer questions. A "short list" of finalists will be developed and each finalist respondent will be given two weeks to present a sealed cost proposal to the Division of Purchases. The cost proposal shall indicate the number and type of professionals to be employed and the hourly rate, including overhead, for each. The cost proposal will also list the total fixed cost for the entire project. The cost proposal will represent 30 points for a possible total score of 100 points.

The successful vendor (s) shall be solely responsible for meeting all terms and conditions specified in this request, their proposal and any resulting contract. Subcontracts must be approved by the State; however, it is the responsibility of the selected vendor (s) to supervise and monitor the work performed by the subcontractor.

The successful vendor must agree to provide the contract deliverable by the dates established in the final work plan and schedule.

The State reserves the right to select up to three qualified services providers for MPA # 374. Placement on the qualified service providers list for MPA # 374 is no guarantee of income. Utilization of services will be dependent upon State need, pricing, expertise, and availability.

Project Continuation

At the sole option of the State, the successful vendor may be requested to provide full Architectural and Engineering Services in addition to the Project Scope of Work.

Evaluation Criteria

Phase One

Staff Qualifications/Experience of Agency and Project Principals –20 Points

Does the respondent have experience with projects of a similar size, scope and use?
Does the Project Manager and each consultant assigned to the project have the background and experience necessary for a successful project?
Are staff and consultants assigned to this project experienced with projects of similar size, scope and use?
Does the Project team appear able to incorporate program goals and criteria into their work?

Project Plan –20 Points

Did the respondent analyze, interpret and discuss issues presented by the project in a manner likely to meet the needs of the client and other customers and end users?
Does the proposed program and design appear sensitive to budget and time constraints?
Does the plan address relevant design and program issues?
Does the plan include a discussion of value engineering and/or applicable standards?
Does the designer identify both constraints and opportunities posed by this project?
Is the project timeline and schedule achievable (not overly optimistic or needlessly long)?

Suitability of Approach/Methodology – 20 points

Does the approach being submitted meet the needs of the project as seen by the owner?
Did the respondent provide any methodologies and/or solutions that utilized non-standard processes?

References – Past Performance – 10 Points

Were the references provided of a similar size, scope and use to the proposed project?
Did the respondent's final project provide a good design and program fit?
Did the respondent identify problems and issues in a timely and complete manner?
Were technical, budget and aesthetic issues fairly balanced with a good outcome resulting?

Did the respondent adequately research relevant design and program issues?
Was the respondent's design process characterized by effective communication, clear graphic and verbal presentations and appropriate inclusion of all designated stakeholders?
Did the project come in on time and on cost?

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Did the respondent contribute to overruns?
Were there an excessive number of change orders?

Budget (Phase two) – 30 Points

Does the respondent have a history of delivering projects on time and on budget?
Is the respondent able to make reliable cost estimates?
Does the budget submission fairly represent standard industry costs for similar projects?
Is the design proposal responsive to the established project budget?
Does the Project Manager appear able to work creatively to achieve program goals within budget constraints?
Is the staff to be assigned to the project, including a project manager, sub-contractors, engineers and others, identified including FTE and/or hourly effort? Does the level of effort for each appear adequate?
Does staffing and hours projected by each assigned staff correspond with the schedule?

END