



**Solicitation Information
17 June 11**

LOI # 7448794

TITLE: Design Services for Improvements to Lincoln Woods State Park

Submission Deadline: 14 July 11 @ 11:00 AM (Eastern Time)

PRE-BID PROPOSAL CONFERENCE: Yes DATE: 27 June 2011 TIME: 10:00 AM
Mandatory: No
Location: Beach Pavilion, Lincoln Woods State Park, Lincoln RI.

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at questions@purchasing.ri.gov no later than **28 June 2011 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

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Assistant Director for Special Projects**

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 **Department of Environmental Management** is soliciting proposals for Design Services for **Improvements to Lincoln Woods State Park, Lincoln, Rhode Island** 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.

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 Offerers. 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).*

Offerers 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 Offerers 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, contact cnewton@gw.doa.state.ri.us, or visit the website at <http://www.mberi.gov>.

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 or via email raymond1@gw.doa.state.ri.us

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.

Pre-Response Questions & Response Submission :

There is a non-mandatory pre-proposal meeting scheduled for this solicitation. See page one for details.

Questions, in **Microsoft Word Format**, concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.ri.gov no later than the date & time indicated on page 1 of this solicitation. Please reference LOI# 7448794 on all correspondence.

A Pre- Proposal meeting summary, and responses to questions received via email, 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 OFFERERS to download this additional information. *If technical assistance is required to download, call the Help desk at (401) 574-8100.*

Letters of Interest or Requests for Proposals to provide the required services must be received by the Division of Purchases **on or before the Submission Deadline stipulated on page 1 of this solicitation.** Responses (a clearly marked original plus five (5) copies) should be mailed or hand-delivered in a sealed envelope marked "LOI# 7448794 : Design Services – Lincoln Woods State Park" to:

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 will not be considered. 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 will 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 Offerer's background, qualification, and experience with similar projects and all information described elsewhere in this solicitation.

- A completed 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.
 - This Scope of Work shall be included as an appendix.
 - A cost component for the services to be provided.
- In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CDRom, Diskette, flash drive). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested. This CD or diskette should be included in the proposal marked “original”.

EVALUATION OF PROPOSALS

Responses will be evaluated in two parts. Part one will require the technical submission and will be evaluated on the following criteria:

1. Competence to perform the desired services by virtue of the experience of the OFFERER in providing similar services, and the qualifications and experience of the staff who would be assigned to perform the services,
2. Ability to perform the services expeditiously, as reflected by project plan and the availability of an adequate number of personnel to properly perform the work,
3. Past performance, as reflected by the evaluation of customers for whom similar work has been performed, including but not limited to other state agencies, ability to meet deadlines, and control of costs.

Greater detail for Part One Submission requirements and evaluation criteria is provided in Part One Submission Requirements, listed below.

A Technical Review Sub-Committee will review all submissions. After review, a “short list” of finalists will be developed, and finalists will be invited to present to the sub-committee and answer questions.

Part One Submission Requirements:

Experience of the OFFERER and project principals (20%)

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

Project Plan (20%)

This section shall describe the OFFERER’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

Cost Proposal (20%)

OFFERERS shall submit a detailed fee breakdown with their proposal. The cost proposal shall include a budget and narrative for the project that includes the OFFERERs 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. 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 20% of the score.

References (10%)

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 all required information. Please see evaluation criteria below relating to references.

Part Two Submission Requirements:

Interview (30%)

Participate in a 20-minute interview to provide a brief presentation/ discussion and answer questions regarding your firm's capability and opinion of the project.

The scope of work is described herein.

SECTION 2 – SCOPE OF WORK

BACKGROUND

Located between routes 146 and routes 123, Lincoln Woods State Park provides 627 acres of scenic parkland for year round recreation. Visitors can enjoy a variety of traditional outdoor recreational activity such as fishing, playing ball, hiking, kayaking, jogging, horseback riding and picnicking. The beach and swimming area provides summer relief to thousands of city dwellers from Pawtucket, Central Falls, Woonsocket, Providence and other northeastern Rhode Island communities. Facilities and activities include:

- Restrooms
- Parking
- Phone
- Concession Stand
- Information
- 92 Picnic Sites
- Picnic Tables, Fireplaces and Shelters
- Fresh Water Beach Swimming With Lifeguards
- Bathhouse and Coin Operated Showers
- Boat Ramp
- Little League Field and Two Game Fields
- Fishing
- Hiking
- Miles of Bridle Trails
- Road Races
- Ice Skating
- Snowmobiling
- Educational and Historical Features
- Blackstone River Bikeway Access

Additional information about this facility can be obtained from the Parks and Recreation Website at <http://www.riparks.com/>.

GENERAL DESCRIPTION

The Rhode Island Department of Environmental Management, through its Division of Planning and Development, is seeking the services of a qualified site design professional, experienced in park design and aquatic features, to develop a design, construction cost estimate, plans, and specifications for upgrades to the existing beach facility structures as well as surrounding parking area, game field, out building, and concession area. It is the

Department's intention to employ a design consultant to develop both preliminary schematic design and final construction plans and specifications for the new facility and to oversee construction. A detailed construction cost estimate will be required to determine a budget and to promote the future construction.

RIDEM's primary focus is on replacing the present structures consisting of office, showers, changing rooms, pedestrian bridge, and walkways with a secondary focus on adjustments to the parking area, adjacent game field, and concessions areas. The design shall be resource efficient and allow for ease of maintenance. The Offerer shall also provide cost estimates for the construction of the future facility including construction contract administration.

PROJECT KEY COMPONENTS

Design Concept Services - Help visualize overall appearance, layout, space usage, utilities, and age-appropriate areas. Provide overall project data and project budgeting information to aid in design direction and scope of project.

Planning - Develop, in concert with RIDEM's park management philosophy, a comprehensive plan that addresses the project's entertainment value, theme, capacity and budget, as well as critical issues such as security, safety, accessibility, parking, traffic flow, utilities, and possible future expansion. Review the site and work with the urban setting and demographics to ensure a perfect fit. Examine existing site infrastructure and provide a thorough review of all RIDEM requirements.

Construction Documents - Provide documents that can be used for project construction, permitting, and receiving competitive bids on various aspects of work. If required, these documents shall be stamped by a design professional licensed in Rhode Island.

Construction Cost Estimate - Both design and construction is intended to take place over 1 to 2 years consistent with the State's capital development plan. The Consultant will provide a cost estimate and sequencing plan for the full project consistent with the capital plan.

Integrity of Design - The Consultant will be required to oversee construction on a weekly basis but shall not be required to provide full time inspection. The Consultant must also be prepared to provide periodic reports of progress and conduct public hearings for both the public at large and the political leadership of the Town of Lincoln and the State of Rhode Island. Additionally consultant must be prepared to work with the Design Review Team throughout the project development.

Tasks to be performed by the OFFERER are further defined in Section 3 as:

SECTION 3 - DESCRIPTION OF DESIGNATED SERVICES:

PART 1. INITIAL DESIGN SERVICES

The Offerer shall assist the DEM in establishing the program and the financial and time requirements and limitations for the Project prior to beginning design. The following descriptions shall apply as the responsibility of the Offerer for review.

1.1 Project Initiation: services consisting of design administrative functions including:

- .01 Initial consultation in development of the Project.
- .02 Preparation of compensation estimates and professional services agreement(s)
- .03 Project-related research
- .04 Conferences
- .05 Communications
- .06 Travel time
- .07 Progress reports

- 1.2 Disciplines Coordination/Document Checking** services consisting of design activities for:
- .01 Coordination between the work of engineering and other involved disciplines for the Project.
 - .02 Review and checking of documents prepared for the Project.

- 1.3 Agency Consulting/Review/Approval** services consisting of design activities including:

- .01 Agency consultations
- .02 Research of critical applicable regulations
- .03 Research of community attitudes
- .04 Preparation of written and graphic explanatory materials
- .05 Appearances on Owner's behalf at agency and community meetings.
- .06 Review and approval by the Owner prior to beginning design development phase.

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:

- .07 Town of Lincoln
- .08 State agencies
- .09 Federal agencies
- .10 User organizations
- .11 Community organizations
- .12 Consumer interest organizations
- .13 Environmental interest groups.

- 1.4 DEM-supplied Data Coordination** services consisting of design activities including:

- .01 Review and coordination of data furnished for the Project as a responsibility of the Owner
- .02 Assistance to Owner in obtaining existing drawings and related data.

- 1.5 Programming** services required to establish the following detailed requirements for the project:

- .01 Design objectives, limitations and criteria
- .02 Space requirements
- .03 Space relations
- .04 Number and functional responsibilities of personnel
- .05 Flexibility and expansibility
- .06 Special equipment and systems
- .07 Site requirements.

- 1.6 Project Development Scheduling** services during the Design Phase consisting of establishing a tentative schedule for design services, decision-making, design, documentation, contracting and construction, based on determination of the Offerer's services, the Owner's responsibilities and proposed design and construction procedures.

- 1.7 Project Budgeting** services relating to development of a Design Phase Statement of Probable Construction Cost based on programming and scheduling studies and consisting of:

- .01 Evaluation of construction market conditions
- .02 Application of unit cost data to gross areas
- .03 Estimates of related costs such as site development, landscaping, utilities, services, equipment and design services.

- 1.8 Presentations** services consisting of presentations of Design Phase analyses and recommendations by the Offerer to the following client representatives:

- .01 Owner
- .02 User groups

PART 2 - SITE ANALYSIS SERVICES

In the Site Analysis Phase the Offerer, shall provide those services necessary to review the site-related limitations and requirements for the Project. Some of the described services will be provided during design activities and some during other Phases of Project design. Grouping herein is for convenience to identify the site analysis services required for the Project. The following descriptions shall apply as the responsibility of the Offerer.

2.01 Project Administration services consisting of site-related administrative functions including:

- .01 Initial site consultation
- .02 Site-related research
- .03 Conferences
- .04 Communications
- .05 Travel time
- .06 Progress reports

2.02 Disciplines Coordination/Document Checking services consisting of site analysis activities for:

- .01 Coordination among all involved disciplines for the Project.
- .02 Review and checking of documents prepared for the Project.

2.03 Agency Consulting/Review/Approval services consisting of site-related activities including:

- .01 Agency consultations
- .02 Research of critical applicable regulations
- .03 Research of community attitudes
- .04 Preparation of written and graphic explanatory materials
- .05 Appearances on Owner's behalf at agency and community meetings.
- .06 Review and approval by the Owner prior to beginning design development phase.

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:

- .07 Town of Lincoln
- .08 State agencies
- .09 Federal agencies
- .10 User organizations
- .11 Community organizations
- .12 Consumer interest organizations
- .13 Environmental interest groups.

2.04 Owner-supplied Data Coordination services consisting of site-related activities including:

- .01 Review and coordination of data furnished for the Project as a responsibility of the Owner
- .02 Site visits required to establish criteria
- .03 Assistance to the Owner in contracting for surveys, surface site data and subsurface site data
- .04 Assistance to Owner in contracting for surface and subsurface site data
- .05 Site photography.

2.05 Site Analysis services consisting of:

- .01 Overall site analysis and evaluation
- .02 On-site investigations
- .03 Movement systems, traffic and parking studies
- .04 Topography analysis
- .05 Analysis of deed, zoning and other legal restrictions
- .06 Studies of construction market
- .07 Studies of availability of construction materials, equipment and labor

- 2.06 Site Development Planning** services consisting of preliminary site analysis, and preparation and comparative evaluation of conceptual site development designs, based on:
- .01 Land utilization
 - .02 Structures placement
 - .03 Facilities development
 - .04 Development phasing
 - .05 Movement systems, circulation and parking
 - .06 Utilities systems
 - .07 Surface and subsurface conditions
 - .08 Ecological requirements
 - .09 Deeds, zoning and other legal restrictions
 - .10 Landscaping forms.
- 2.07 On-site Utility Studies** services consisting of establishing requirements and preparing initial designs for on-site:
- .01 Pollution control
 - .02 Security
 - .03 Storm water collection and disposal
 - .04 Site drainage
 - .05 Site illumination
 - .06 Emergency systems
 - .07 Communications systems.
 - .08 Central-plant mechanical systems
 - .09 Water supply and treatment systems
- 2.08 Off-site Utility Studies** services consisting of:
- .01 Confirmation of location, size and adequacy of utilities serving the site
 - .02 Determination of requirements for connections to utilities.
- 2.09 Project Development Scheduling** services during the Site Analysis Phase consisting of establishing a tentative schedule for site analysis services, site-related decision-making, design, documentation, contracting and construction based on determination of the Offerer's services, the Owner's responsibilities and proposed design and construction procedures.
- 2.10 Project Budgeting** services relating to development of a Statement of Probable Construction Cost for site-related work based on programming and scheduling of site work and consisting of the application of unit cost data for:
- .01 Site grading
 - .02 On-site utilities
 - .03 Utilities connections
 - .04 Structures
 - .05 Drainage
 - .06 Paving
 - .07 Site lighting
 - .08 Landscaping work
- 2.11 Presentations** services consisting of presentations of Site Analysis studies, reports and data by the Offerer to the following client representatives:
- .01 Owner
 - .02 Staff committee
 - .03 User group(s)

PART 3—SCHEMATIC DESIGN SERVICES

The Schematic Design Phase is conceptual in character and based on the requirements developed under Parts 1 and 2, or on program requirements provided by the DEM and reviewed and agreed upon by the Offerer. The following descriptions shall apply to those services as the responsibility for review of the Offerer.

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

- .01 Consultation
- .02 Research
- .03 Conferences
- .04 Communications
- .05 Travel time
- .06 Progress reports

3.02 Disciplines Coordination/Document Checking services consisting of schematic design activities for:

- .01 Coordination among all involved disciplines for the Project
- .02 Review and checking of documents prepared for the Project.

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

- .01 Agency consultations
- .02 Research of critical applicable regulations
- .03 Preparation of written and graphic explanatory materials
- .04 Appearances on Owner's behalf at agency and community meetings.
- .05 Review and approval by the Owner prior to beginning design development phase.

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:

- .06 Town of Lincoln
- .07 State agencies
- .08 Federal agencies
- .09 User organizations
- .10 Community organizations
- .11 Consumer interest organizations
- .12 Environmental interest groups.

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

- .01 Review and coordination of data furnished for the Project as a responsibility of the Owner
- .02 Assistance in establishing criteria
- .03 Assistance in obtaining data.

3.05 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:

- .01 Predetermined structural systems.
- .02 Alternate structural systems.

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

- .01 On-site utility systems
- .02 Structural systems
- .03 Soil systems

- .04 Drainage systems
- .05 Paving.
- .06 Hydrology studies
- .07 Hydraulic studies

3.07 Landscape Design/Documentation services during the Schematic Design Phase consisting of consideration of alternate materials, systems and equipment and development of conceptual design solutions for land forms, lawns and plantings based on program requirements, physical site characteristics, design objectives and environmental determinants.

3.08 Materials Research/Specifications services during the Schematic Design Phase consisting of:

- .01 Identification of potential materials, systems and equipment and their criteria and quality standards consistent with the conceptual design.
- .02 Investigation of availability and suitability of alternative materials, systems and equipment
- .03 Coordination of similar activities of other disciplines.

3.09 Project Development Scheduling services during the Schematic Design Phase consisting of reviewing and updating previously established Project schedules or initial development of Project schedules (if not previously established) for decision-making, design, documentation, contracting and construction.

3.10 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.

3.11 Presentations services consisting of presentations of Schematic Design Documents by the Offerer to the following client representatives:

- .01 Owner
- .02 User group(s)

PART 4 - DESIGN DEVELOPMENT SERVICES

In the Design Development Phase the Offerer, shall provide those services necessary to prepare from the Schematic Design Documents, for approval by the Owner, the Design Development Documents consisting of drawings and other documents to fix and describe the size and character of the entire Project, including civil, structural, mechanical and electrical systems, materials and such other elements as may be appropriate. 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. The following descriptions shall apply as the responsibility of the Offerer.

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

- .01 Consultation
- .02 Research
- .03 Conferences
- .04 Communications
- .05 Travel time
- .06 Progress reports

4.02 Disciplines Coordination/Document Checking services consisting of design development activities for:

- .01 Coordination among all involved disciplines for the Project
- .02 Review and checking of documents prepared for the Project.

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

- .01 Agency consultations
- .02 Research of applicable regulations
- .03 Preparation of written and graphic explanatory materials
- .04 Appearances on Owner's behalf at agency and community meetings.

- .05 Construction documents for review and approval at 30%, 60%, 90% completion.
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:
 - .06 Local political subdivisions
 - .07 Planning boards
 - .08 County agencies
 - .09 Regional agencies
 - .10 Federal agencies
 - .11 User organizations
 - .12 Community organizations
 - .13 Consumer interest organizations
 - .14 Environmental interest groups.

- 4.04 Owner-supplied Data Coordination** services consisting of design development activities including:
 - .01 Review and coordination of data furnished for the Project as a responsibility of the Owner
 - .02 Assistance in establishing criteria
 - .03 Assistance in obtaining data.

- 4.05 Design/Documentation** services during the Design Development Phase consisting of continued development and expansion of Schematic Design Documents to establish the final scope, relationships, forms, size and appearance of the Project through:
 - .01 Plans, sections and elevations
 - .02 Typical construction details
 - .03 Three dimensional sketch(es)
 - .04 Final materials selections

- 4.06 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:
 - .01 Basic structural system and dimensions
 - .02 Final structural design criteria
 - .03 Foundation design criteria
 - .04 Preliminary sizing of major structural components
 - .05 Critical coordination clearances
 - .06 Outline Specifications or materials lists.

- 4.07 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.

- 4.08 Landscape Design/Documentation** services during the Design Development Phase consisting of continued development and expansion of landscape Schematic Design Documents and development of outline Specifications or materials lists to establish final scope and preliminary details for landscape work.

- 4.09 Materials Research/Specifications** services during the Design Development Phase consisting of activities by in-house architectural personnel in:
 - .01 Review of the Owner's General and Supplementary Conditions of the Contract for Construction.
 - .02 Development of architectural outline Specifications or itemized lists and brief form identification of significant materials, systems and equipment and their criteria and quality standards
 - .03 Coordination of similar activities of other disciplines
 - .04 Production of design manual including design criteria and outline Specifications or lists of materials.

- 4.10 Project Development Scheduling** services during the Design Development Phase consisting of reviewing and updating previously established schedules for the Project.

4.11 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:

- .01 Availability of materials and labor
- .02 Project delivery procedures
- .03 Construction sequencing and scheduling
- .04 Changes in scope of the project
- .05 Adjustments in quality standards.

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

- .01 Owner
- .02 User group(s)

PART 5 - CONSTRUCTION DOCUMENTS SERVICES

In the Construction Documents Phase the Offerer shall provide those services necessary to prepare, from the approved Design Development Documents, for approval by the Owner, 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 Offerer.

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

- .01 Consultation
- .02 Research
- .03 Conferences
- .04 Communications
- .05 Travel time
- .06 Progress reports

5.02 Disciplines Coordination/Document Checking services consisting of construction documents activities for:

- .01 Coordination among all involved disciplines for the Project.
- .02 Review and checking of documents prepared for the Project.

5.03 Agency Consulting/Review/Approval services relating to applicable laws, statutes, regulations and codes of regulating entities and consisting of Construction Documents Phase activities for:

- .01 Agency consultations
- .02 Research of applicable regulations
- .03 Appearances on Owner's behalf at agency meetings.

5.04 Owner-supplied Data Coordination services consisting of activities relating to the construction documents including:

- .01 Review and coordination of data furnished for the Project as a responsibility of the Owner
- .02 Assistance in establishing criteria
- .03 Assistance in obtaining data.

5.05 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.

- 5.06 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.
- 5.07 Landscape Design/Documentation** services during the Construction Documents Phase consisting of preparation of Drawings and Specifications based on approved Design Development Documents, setting forth in detail the landscape requirements for the Project.
- 5.08 Materials Research/Specifications** during the Construction Documents Phase consisting of activities of in house architectural personnel in:
- .01 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)
 - .02 Assistance to the Owner in development and preparation of the Conditions of the Contract (General, Supplementary, and other Conditions)
 - .03 Development and preparation of architectural Specifications describing materials, systems and equipment, workmanship, quality and performance criteria required for the construction of the Project
 - .04 Coordination of the development of Specifications by other disciplines
 - .05 Compilation of Project Manual including Conditions of the Contract, Bidding Documents and Specifications.
- 5.09 Special Bidding Documents/Scheduling** services during the Construction Documents Phase consisting of:
- .01 Preparation and coordination of special Drawings and Specifications for obtaining bids or prices on alternate subdivisions of the Work
 - .02 Preparation and coordination of special Drawings and Specifications for obtaining alternate bids or prices on changes in the scope of the Work
 - .03 Preparation and coordination of Drawings, Specifications, Bidding Documents and schedules for out-of-sequence bidding or pricing of subdivisions of the Work
 - .04 Preparation and coordination of Drawings, Specifications and Bidding Documents for multiple prime contracts for subdivisions of the Work
 - .05 Review and update of established schedules for the Project.
- 5.10 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:
- .01 Changes in materials, systems or details of construction which have occurred during preparation of the Construction Documents
 - .02 Known changes in the cost of materials, labor and services since preparation of the previous Statement of Probable Construction Cost
 - .03 Adjustments for known or anticipated changes in the bidding market relative to the Project
- 5.11 Presentations** services consisting of presentations of Construction Documents and special presentation graphic displays by the Offerer to the following client representatives:
- .01 Owner
 - .02 Building committee(s)
 - .03 User group(s)

PART 6 - BIDDING OR NEGOTIATIONS SERVICES

In the Bidding or Negotiations Phase the Owner and the Offerer, 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 Offerer to assist the Owner in obtaining bids or negotiated proposals and in awarding and preparing contracts for construction. The following descriptions shall apply to those services assigned in the Schedule of Designated Services as the responsibility of the Offerer.

- 6.01 Project Administration** services consisting of bidding or negotiation administrative functions including:
- .01 Consultation
 - .02 Research
 - .03 Conferences
 - .04 Communications
 - .05 Travel time
 - .06 Progress reports
- 6.02 Disciplines Coordination/Document Checking** services consisting of bidding or negotiation activities for:
- .01 Coordination among all involved disciplines for the project.
 - .02 Review and checking of documents prepared for the Project.
- 6.03 Agency Consulting/Review/Approval** services during the Bidding or Negotiations Phase relating to applicable laws, statutes, regulations and codes of regulating entities relating to the Owner's interests before construction begins.
- 6.04 Owner-supplied Data Coordination** services consisting of activities relating to bidding or negotiation including:
- .01 Review and coordination of data furnished for the Project as a responsibility of the Owner.
 - .02 Assistance in establishing criteria
 - .03 Assistance in obtaining data.
- 6.05 Bidding Materials** services consisting of organizing and handling Bidding Documents for:
- .01 Coordination
 - .02 Reproduction
 - .03 Completeness review
 - .04 Distribution
 - .05 Distribution records
 - .06 Retrieval
 - .07 Receipt and return of document deposits
 - .08 Review, repair and reassembly of returned materials.
- 6.06 Addenda** services consisting of preparation and distribution of Addenda as may be required during bidding or negotiation and including supplementary Drawings, Specifications, instructions and notice(s) of changes in the bidding schedule and procedure.
- 6.07 Bidding/Negotiations** services consisting of the following:
- .01 Assistance to Owner in establishing list of Bidders or proposers
 - .02 Pre-qualification of Bidders or proposers
 - .03 Participation in pre-bid conferences
 - .04 Responses to questions from bidders or proposers and clarifications or interpretations of the Bidding Documents
 - .05 Attendance at bid opening(s)
 - .06 Documentation and distribution of bidding results.
- 6.08 Analysis of Alternates/Substitutions** services consisting of consideration, analyses, comparisons, and recommendations relative to alternates or substitutions proposed by Bidders or proposers either prior or subsequent to receipt of Bids or proposals.

6.09 Special Bidding Services consisting of:

- .01 Attendance at bid openings, participation in negotiations, and documentation of decisions for multiple contracts or phased construction
- .02 Technical evaluation of proposals for building systems
- .03 Participation in detailed evaluation procedures for building systems proposals.

6.10 Bid Evaluation services consisting of:

- .01 Validation of Bids or proposals
- .02 Participation in reviews of Bids or proposals
- .03 Evaluation of Bids or proposals
- .04 Recommendation on award of Contract(s)
- .05 Participation in negotiations prior to of following decisions on award of the Contract(s) for Construction.

PART 7 - CONSTRUCTION CONTRACT ADMINISTRATION SERVICES

In the Construction Contract Administration Phase the Offerer, shall provide those services designated in the Schedule of Designated Services necessary for the administration of the construction contract as set forth in the General Conditions of the Contract for Construction. The Offerer's duties and responsibilities during construction shall be as set forth in the Agreement between the Owner and Offerer for Designated Services. The following descriptions shall apply to those services assigned in the Schedule of Designated Services as the responsibility the Offerer.

7.01 Project Administration services consisting of construction contract administrative functions including:

- .01 Consultation
- .02 Research
- .03 Conferences
- .04 Communications
- .05 Travel time
- .06 Progress reports
- .07 Coordination of out-of-normal-sequence construction operations
- .08 Coordination of multiple-prime construction contract
- .09 Coordination of work by the Owner's forces

7.02 Disciplines Coordination/Document Checking services consisting of construction contract administration activities for:

- .01 Coordination among all involved disciplines for the Project
- .02 Review and checking of documents prepared for the Project.

7.03 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.

7.04 Owner-supplied Data Coordination services consisting of activities relating to construction contract administration including:

- .01 Review and coordination of data furnished for the Project as a responsibility of the Owner
- .02 Assistance in establishing criteria
- .03 Assistance in obtaining data

7.05 Office Construction Administration services consisting of:

- .01 Processing of submittals, including receipt, review of, and appropriate action on Shop Drawings, Product Data, Samples and other submittal required by the Contract Documents

- .02 Distribution of submittal to Owner, Contractor and /or Offerer's field representative as required
 - .03 Maintenance of master file of submittal
 - .04 Related communications.
- 7.06 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.
- 7.08 Inspection Coordination** services relating to independent inspection and testing agencies, consisting of:
- .01 Administration and coordination of field testing required by the Contract Documents
 - .02 Recommencing scope, standards, procedures and frequency of testing and inspections
 - .03 Arranging for testing and inspection on Owner's behalf
 - .04 Notifying inspection and testing agencies of status Work requiring testing and inspection
 - .05 Evaluating compliance by testing and inspection agencies with required scope, standards, procedures and frequency
 - .06 Review of reports on inspections and tests and notifications to Owner and Contractor(s) of observed deficiencies in the Work.
- 7.09 Supplemental Documents** services consisting of:
- .01 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
 - .02 Forwarding Owner's instructions and providing guidance to the Contractor(s) on the Owner's behalf relative to changed requirements and schedule revisions.
- 7.10 Quotation Requests/Change Orders** services consisting of:
- .01 Preparation, reproduction and distribution of Drawings and Specifications to describe Work to be added, deleted or modified
 - .02 Review of proposals from Contractor(s) for reasonableness of quantities and costs of labor and materials
 - .03 Review and recommendations relative to changes in time for Substantial Completion
 - .04 Negotiations with Contractor(s) on Owner's behalf relative to costs of Work proposed to be added, deleted or modified
 - .05 Assisting in the preparation of appropriate Modifications of the Contract(s) for Construction
 - .06 Coordination of communications, approvals, notifications and record-keeping relative to changes in the Work.
- 7.11 Project Schedule Monitoring** services consisting of monitoring the progress of the Contractor(s) relative to established schedules and making status reports to the Owner.
- 7.12 Construction Cost Accounting** services consisting of:
- .01 Maintenance of records of payments on account of the Contract Sum and all changes thereof
 - .02 Evaluation of Applications for Payment and certification thereof
 - .03 Review and evaluation of expense data submitted by the Contractor(s) for Work performed under cost-plus-fee arrangements.
- 7.13 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:
- .01 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
 - .02 Determination of the amounts to be withheld until final completion
 - .03 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)
 - .04 Issuance of Certificate(s) of Substantial Completion

- .05 Inspection(s) upon notice by the Contractor(s) that the Work is ready for final inspection and acceptance
- .06 Notification to Owner and Contractor(s) of deficiencies found in follow-up inspection(s), if any
- .07 Final inspection with the Owner's representative to verify final completion of the Work
- .08 Receipt and transmittal of warranties, affidavits, receipts, released and waivers of lien or bonds indemnifying the Owner against liens
- .09 Securing and receipt of consent of surety or sureties, if any, to the making of final payment(s)
- .10 Issuance of final Certificate(s) for Payment.

PART 8 - POSTCONSTRUCTION SERVICES

In the Post-construction Phase, the Offerer 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 Offerer.

8.01 Project Administration services consisting of post-construction administrative functions including:

- .01 Consultation
- .02 Research
- .03 Conferences
- .04 Communications
- .05 Travel time
- .06 Progress reports
- .07 Direction of the work of in-house personnel.

8.02 Disciplines Coordination/Documentation Checking services consisting of post-construction activities for:

- .01 Coordination among all involved disciplines for the Project
- .02 Review and checking of documents prepared for use of the Project.

8.03 Agency Consulting/Review/Approval services relating to applicable laws, statutes, regulations and codes of regulating entities that require compliance during post-construction use and operation.

8.04 Maintenance and Operational Programming services consisting of:

- .01 Assistance in the establishment by the Owner of in-house or contract program(s) of operation and maintenance of the south bulkhead.
- .02 Arranging for and coordinating instructions on operations and maintenance on equipment in conjunction with manufacturers' representatives
- .03 Assistance in the preparation of operations and maintenance manual(s) for the Owner's use.

8.05 Start-Up Assistance services consisting of:

- .01 On-site observation, trouble shooting and assistance in the operation of the bulkhead system during initial occupancy.
- .02 Assistance in the training of the Owner's operation and maintenance personnel in proper maintenance, schedules and procedures.
- .03 Administration and coordination of remedial work by the Contractor(s) after final completion.

8.06 Record Drawings services consisting of:

- .01 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
- .02 Review of general accuracy of information submitted and certified to by the Contractor(s)
- .03 Preparation of record drawings, on Mylar, based on information furnished by the Contractor(s), including significant changes in the Work made during construction
- .04 Transmittal of record drawings and general data, appropriately identified and marked, to the Owner and others as directed.

8.07 Warranty Review services consisting of:

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

8.08 Post-construction Evaluation services consisting of a Project inspection at least one year after completion of construction; review with appropriate supervisory, operating and maintenance personnel; and analysis of operating costs and related data for evaluation of:

- .01 The initial Project programming versus actual facility use
- .02 The functional effectiveness of planned spaces and relationships
- .03 The operational effectiveness of systems and materials installed
- .04 Efficiency of the design and construction delivery processes used.

PART 9 - SUPPLEMENTAL SERVICES:

The Offerer, shall provide supplemental services as designated herein. These non-sequential 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 Offerer. These services shall be listed on the fee schedule and not included in the basic services unless specifically requested.

9.01 Special Studies services consisting of investigation, research and analysis of the Owner's special requirements for the Project and documentation of findings, conclusions and recommendations for:

- .01 Master planning to provide design services relative to future facilities, systems and equipment which are not intended to be constructed as part of the Project during the Construction Phase.
- .02 Property Line Survey
- .03 Topographic Survey
- .04 Subsurface Soil Investigations.

9.02 Renderings - No renderings are anticipated. A rendering may be requested as a reimbursable expense.

9.03 Detailed Construction Cost Estimates services consisting of:

- .01 Development, when the construction documents are approximately 90% complete, of a Detailed Estimate of Construction Cost based on quality take-offs and unit cost pricing for materials, labor, tools, equipment and services required for the Work plus estimates for the Contractor's supervision cost, Work required by General and Supplementary Conditions, and allowance for a reasonable Contractor's overhead and profit; or
- .02 Continuous development during all phases of design and documentation, of an Estimate of Construction Cost for the purpose of greater cost control; culminating in a Detailed Estimate of Construction Cost or detailed quantity surveys or inventories of material, equipment and labor.

9.04 Project Representation services consisting of selection, employment and direction of:

- .01 Full-time Project Representative, Owners option; **not to be included in basic services, but may be added at a later date.**

SECTION 4 - SCHEDULE:

Start design – July 1, 2011
Complete construction – June 1, 2012

SECTION 5 – BUDGET

The Department is currently budgeted for \$150,000 from the RI Capital Development Fund in the Fiscal Year beginning July 1, 2011.

SECTION 6 – REIMBURSABLES:

For the purpose of bidding, there is a Reimbursable Expenses Allowance of \$5,000.00.

SECTION 7 - REFERENCES:

Reference drawings may be viewed by at the Division of Planning and Development (401) 222-2776. Below is the list of drawings available from the Division of Planning and Development.

Flashing Repair To Cupola	LCN 4890	May 1, 1986	As Shown	Concession Tower
General Layout	LCN 4879	April 1, 1986		
Repairs-Cupola/Concession Bldg	LCN 4733	September 1, 1984	1/4"=1'-0"	
Isolated Parcel-State Land	LCN 4495	March 1, 1983	1"=30'	At SW Corner Of Woods
Swimming Facilities Phase III	LCN 4491	September 1, 1982		Perspec. Drwg of Building
Roadway Reconstruction	LCN 4434	April 1, 1982	1"=4'	Cross Sections
Topo Map	LCN 4419	April 1, 1982	1"=20'	Enlarged Topo Of Area/Office
Roadway Reconstruction	LCN 4372A	October 1, 1981	As Shown	As Built
Roadway Reconstruction	LCN 4372	October 1, 1981	As Shown	P & D Contract No. 11-81
Office/Concession Building	LCN 4335	January 1, 1980		Preliminary Plans
Landscaping (Loam Depths)	LCN 4319	October 1, 1980	NTS	at Various Sites
Swimming Facilities Phase IIIa	LCN 4307A	July 1, 1981	As Shown	P & D Contract No 6-81
Swimming Facilities Phase III	LCN 4307	August 1, 1980	As Shown	P & D Contract No. 5-80
Swimming Facilities Phase III	RA 4256	March 1, 1980	1"=80'	Soil Invest Plan/Disposal Sys.
Perimeter Road Phase I	LCN 4209	January 1, 1979	1"=40'	Parking Lot - Shows As Built
Sand Pile - Left Under Phase I	LCN 4174	June 1, 1979	1"=10'	
Swimming Facilities Phase I	LCN 4174	June 1, 1979	1"=10'	Sand Pile/Left Under Phase I
Swimming Facilities	RA 4130	January 1, 1979	As Shown	Roadway Cross Sections
Swimming Facilities Phase II	RA 4109	May 1, 1978	As Shown	P & D Contract No. 9-78
Swimming Facilities	RA 4105	August 1, 1976		Bird's Eye View/Bath House
Swimming Facilities	RA 4104	August 1, 1976		Shows Bath House,Parking Area
Swimming Facilities	RA 4012	December 1, 1976		80% Preliminary
Swimming Facilities-Phase I	RA 3977	July 1, 1977	As Shown	Roads and Parking Lots
Swimming Facilities Phase I	RA 3856	April 1, 1977	As Shown	Roads/Parking Areas
Swimming Facilities	RA 3855	September 2, 1976	1"=200'	Subsurface Investigate Plan
Topo Map-SW Area	LCN 3842	January 1, 1976	1"=40'	At Existing Beach
Topographical Survey	RA 3710A	March 1, 1974	1"=200'	
Topo Map of Entire Park	LCN 3710	January 1, 1975	1"=200'	Five Foot Contours
State Park (Gen. Highway Map)	RA 3707	January 1, 1972	1"=1/2mile	W/In 10 Mile Radius - Woods
Proposed Drainage Easement	RA 2853B	May 23, 1966	1"=40'	(Smaller Drawing)
Fishing and Parking Area	RA 2444		As Shown	Preliminary
Bathroom Landscaping	RA 2325	October 7, 1954	1/4"=1'-0"	Proposed by Geo. Howarth
Park Of Today	RA 2290	December 1, 1961	1"=400'	Shows General Layout
Beach Parking Area	RA 2036	June 1, 1944	1"=20'	
Bath House Extension	RA 2025	March 1, 1944	1/4"=1'	
Tiolet & Pump Bldg.	RA 2024	March 1, 1944	As Shown	Beach Area
Beach Parking Area	RA 2012	May 1, 1943	1"=40'	Resurfacing/Guard Rail
Beach Parking Area	RA 1997	July 1, 1942	1"=20'	Shows Contours
Bath House	RA 1964	November 6, 1941	1/4"=1'	

END OF SCOPE OF WORK