



**Solicitation Information**  
21 June 11

**Request for Proposals # 7448809**

**Title: Master Plan - CCRI**

**Submission Deadline: 21 July 11 @ 11:00 AM (Eastern Time)**

Pre-Bid Meeting: No

Questions concerning this solicitation must be received by the Division of Purchases at [questions@purchasing.ri.gov](mailto:questions@purchasing.ri.gov) no later than **6 July 11 at 12:00 Noon (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be 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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Vendors must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://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**

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## **1. Introduction**

The Department of Administration / Division of Purchases, on behalf of the Community College of Rhode Island is soliciting proposals from qualified firms to provide master planning services as described below. CCRI is seeking assistance in master planning to guide its facilities and land-use planning for the next ten (10) years.

This is a Request for Proposals (RFP), not an Invitation to Bid. Responses will be evaluated on the basis of relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Office of Purchases, pursuant to this request, other than to name those vendors who have submitted proposals.

The RFP states the instruction for submitting proposals, the procedures and criteria by which a vendor may be selected and the contractual terms by which The State of Rhode Island intends to govern the relationship between it and the selected vendor. The solicitation, and any subsequent award, is governed by the State's General Conditions of Purchase, which is available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

## **2. MISSION AND PROFILE -THE COMMUNITY COLLEGE OF RHODE ISLAND**

### **2.1 Mission Statement**

The Community College of Rhode Island is the state's only public comprehensive associate degree-granting institution. We provide affordable open access to higher education at locations throughout the state. Our primary mission is to offer recent high school graduates and returning adults the opportunity to acquire the knowledge and skills necessary for intellectual, professional, and personal growth through an array of academic, career, and lifelong learning programs. We meet the wide-ranging educational needs of our diverse student population, building on our rich tradition of excellence in teaching and our dedication to all students with the ability and motivation to succeed. We set high academic standards necessary for transfer and career success, champion diversity, respond to community needs, and contribute to our state's economic development and the region's workforce.

### **2.2 History of the Community College**

Community College of Rhode Island, the largest public, two-year, degree granting college in New England, offers educational opportunities for all Rhode Islanders.

The College provides a variety of career, technical and academic programs at four main campuses in Warwick, Lincoln, Providence and Newport. A secondary Providence Campus is located in the historic Shepard Building in the heart of downtown Providence, and courses are also offered at a satellite facility in Westerly.

In January, 1960, the Rhode Island Junior College state system was established by an act of the Rhode Island General Assembly. The legislation closely followed the recommendation of a Commission to Study Higher Education, which called for the establishment of a statewide system of junior college campuses with facilities in the Pawtuxet Valley, Blackstone Valley and Mount Hope areas of Rhode Island.

In March, 1964, the Board of Trustees of State Colleges appointed Dr. William F. Flanagan as the first president of Rhode Island Junior College. The College opened its doors in temporary quarters in Providence on September 24, 1964.

Original plans called for an enrollment of 200 students in the opening class, but because of the large number of applications from both faculty and students, Governor John Chafee permitted the expansion of the initial enrollment to 325 students.

On October 7, 1964, Royal W. Knight of Warwick made a gift of 80 acres of property, including an historic homestead and other buildings, to the College. This became the permanent site of the Rhode Island Junior College campus, named the Knight Campus by the Board of Trustees. Later acquisitions of adjoining land increased the campus area to a total of 205 acres.



The Knight Campus, located in the western section of Warwick, adjacent to Routes 2 and 3 and easily accessible to Routes 95 and 295, was opened in September, 1972, with an enrollment of close to 3,000 students. All facilities at this campus are housed under one roof, a futuristic megastructure which encourages social, educational and cultural exchanges among the entire student body.

In June, 1969, the Rhode Island Junior College Blackstone Valley Campus Master Plan was unveiled. The plan updated the overall projections for full development of the Rhode Island Junior College state system and developed basic design criteria for the second campus facility, which was eventually named the Flanagan Campus in honor of the College's first president.

In November, 1970, Rhode Island voters approved a \$12,250,000 bond issue for construction of the Flanagan Campus and preliminary planning for a Newport-Mount Hope Campus.



Construction of the Flanagan Campus was started in the summer of 1974. The 300-acre campus, located on Louisquisset Pike at Route 146 in Lincoln, was opened in September, 1976, with an enrollment of 1,700 students.

Like the Warwick facility, the design of the Flanagan Campus encourages interaction among all students. One large building, made up of three connecting modules, totals nearly seven and one half acres of floor space and includes such innovative features as solar panels for heating water in the field house and computerized temperature control for the building.

The College's second president, Edward J. Liston, was inaugurated on April 1, 1979. Under his leadership, the College continued to expand with the offering of off-campus credit and non-credit courses at satellite locations.

On June 26, 1980, the Rhode Island Board of Regents for Education approved a change in the name of the College from Rhode Island Junior College to Community College of Rhode Island to reflect the true mission of the institution.



CCRI embarked on a new period of growth and development and reestablished its roots in the inner city with the opening of a permanent community college campus in Providence. In the spring of 1990, Community College of Rhode Island acquired the Opportunities Industrialization Center building located at One Hilton Street in South Providence. The

Providence Campus was opened in September, 1990. The urban campus makes higher education more accessible to inner city residents, a fundamental mission of community colleges nationwide.



The focal point of Newport’s North End revitalization is CCRI's new Newport County campus.

The new campus appears as a single, three-story building; however, it is actually three separate but connected structures that include a student services complex, a classroom/laboratory wing, and an auditorium.

### **2.3 Academic Programs/Degrees**

CCRI, New England’s largest community college, offers a diverse selection of more than 90 associate degree and certificate programs in nine major areas of study. The Community College of Rhode Island grants the Associate in Arts (A.A.), the Associate in Science (A.S.), the Associate in Applied Science (A.A.S.), the Associate in Applied Science in Technical Studies (A.A.S.-T.S.) and the Associate in Fine Arts (A.F.A.) degrees.

### **2.4 Size**

The Community College of Rhode Island is a two-year public commuter college, operating on a semester basis. There are no residence halls. The four campuses have total enrollment approaching 18,000 students (FTE = 11,007) for the Fall 2011 semester. Broken down by campus, headcount in Warwick was 7,642, Lincoln 5,832, Providence 3,328 and Newport 1,556.

### **2.5 Student Body**

Whether CCRI students just graduated from high school or have been away from the classroom for many years, they won’t feel alone at CCRI. Our student body is rich with diversity, allowing students to study and mingle with others like themselves and also with those who can enrich their education through varied

experiences and perspectives. In Fall 2009, 39 percent of CCRI students were older than 25. More than 23 percent were minority students. More than 6,600 went to school fulltime and more than 11,000 chose to attend on a part-time basis.

### **3. PURPOSE OF MASTER PLAN**

The College's objective is to develop a comprehensive master plan that covers selected aspects of site and facility planning for the next ten years. The plan will support the following:

#### **3.1 Funding**

Requests for capital projects using public and private funding must be based on a comprehensive master plan for the institution. The College will use the master plan in its fundraising activities. The document that is produced for the master plan is to be aligned with the College's strategic plan.

#### **3.2 Guide for Future Site Development**

The process should identify possible locations for future site development, including buildings, parking facilities, green space, roads, and additional outdoor athletic facilities. The Plan should identify those portions of the site, if any, which have limited value to the College.

#### **3.3 Facilities Utilization, Scheduling and Priority Setting**

The College needs an analysis of classroom capacity and utilization, building usage, building systems, code compliance, and traffic circulation. Its primary goals are to:

- Classify and prioritize deficient conditions and associated corrective actions for all buildings.
- Secure the highest and best use of land and facilities
- Produce a comprehensive plan for present and future utilization
- Create a coordinated plan for new construction, renovation and upgrades, which reflects new and current uses as identified in the strategic plan.
- Create a more attractive and welcoming campus that in itself demonstrates the College's commitment to quality student life.
- Examine the feasibility of building a Residence Hall on the Warwick Campus.
- Develop more user friendly directions for navigating the respective layout at the Warwick, Lincoln and Providence Campuses.

## **4. KEY ISSUES**

### **4.1 Landscaping and Aesthetics**

To create campus grounds that are welcoming and reflect the natural beauty of the state. We seek design and aesthetic input that facilitates a feeling of harmony and promotes a distinctive image reflecting the Community College and its programming. We want to capture the changes of each season and the distinctive ambiance of the neighborhoods that surround the respective campuses.

### **4.2 Vehicular Traffic Patterns**

To study traffic patterns and recommend revised roadway design to calm cut-through traffic, provide safe crossways for pedestrians and complement the campus aesthetics. Consideration of traffic patterns to separate major vehicle traffic patterns from major pedestrian traffic.

### **4.3 Parking Needs**

To consider building footprints, pedestrian circulation, and vehicular traffic patterns and recommend options for parking improvements.

## **5. AVAILABLE DOCUMENTS**

Documents available to the Contractors are as follows:

Accreditation Report	
Art Gallery Feasibility Study	2010
Disaster Recovery Room Feasibility Study	2010
Biology Lab Renovation Feasibility Study	2010
Warwick Auditorium Renovation Drawings and Specifications	2011
Asset Protection Plans	2010-2011
Budget	2010-2011
Building Plans	
Campus Map	
Capital Improvement Plan	2012-2016
College Fact Book	2010
Financial Statements	2010
Master Plan	2010
In-Progress Capital Improvements	2011
Performance Contract/Energy Services Project	2011

## **6. SCOPE OF SERVICES**

The following is a list of end products that should result from the master planning process:

- 6.1 Executive Summary of Findings and Recommendations
- 6.2 Master Plan for Highest and Best Uses of Land, Facilities, Parking, Pedestrian and Vehicle Circulation.
- 6.3 Renderings of selected projects to assist in fundraising, obtaining State funding and employing the strategic plan.

**7. PROJECT MANAGEMENT**

- 7.1 The RFP will be reviewed by the Director of Administration, Director of Physical Plant, Associate Director of Physical Plant, and the Purchasing Officer.
- 7.2 The Master Planning Selection Committee will be designated by the President in consultation with the Director of Administration and Vice President of Administration and Finance.
- 7.3 The Master Planning Selection Committee will review proposals and recommend no less than the three most qualified firms to the President.

**8. PRE-PROPOSAL QUESTIONS PRE-PROPOSAL CONFERENCE**

**Pre-Submission Questions**

See page one of this solicitation.

**9. PROPOSAL SUBMISSION REQUIREMENTS AND FORMAT**

**Submission Requirements**

- A completed and signed three-page RIVIP Bidder Certification Cover Form, available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
- A summary section providing an overview of the services being proposed.
- Responses to the information requests in the Vendor Capability, Capacity, and Qualifications section. It is preferable for the Response to contain the actual text of the RFP followed by the Vendor's response to that paragraph.
- An exceptions listing, by paragraph number, of any specifications that have not been met (exceptions for specifications relating to services not being offered to not need to be provided).

- A completed and signed W-9 (taxpayer identification number and certification.) Form is downloadable at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
- Vendor may include further sections or appendices containing drawings, planning documents or any other supplementary information the Vendor would like to include in their response. Additional information such as marketing and sales brochures is welcome, but is in no way a substitute for the information requested above.
- Fixed fee and approach to establishing fee. Documents are to be signed, sealed and separate from the technical response.

**Submission Format**

**The deadline for submission is indicated on page one of this solicitation.**

Offers to provide the services covered b this Request must be received by the Division Purchases on or before the date and time indicated on page one of this solicitation. Responses (original plus 5 copies) should be mailed or hand-delivered in a sealed envelope marked “RFP # 7448809: Master Plan - CCRI” to:

**RI Dept. of Administration  
Division of Purchases, 2<sup>nd</sup> 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 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 email, to the Division of Purchases will not be considered. The “official” time clock is located in the reception area of the Division of Purchases.

In addition to the multiple hard copies of proposals required, offerors are requested to provide their proposal in electronic format (CD Rom). Microsoft Word/Excel OR PDF format is preferable. **Only 1 electronic copy is requested and it should be placed in the proposal marked “original”.**

## 10. EVALUATION FACTORS

In order to select the Vendor that will be awarded this RFP, the RFP responses are evaluated in the following manner.

The College will convene a Selection Committee that will score each response. The response will be scored in the following categories, in which each category is given a weight factor expressed in a percentage of the total. The evaluation categories are:

- **CAPABILITY AND EXPERIENCE OF THE CONTRACTOR (30 POINTS):** The Firm's qualifications and past experience will be evaluated to determine the extent and relevancy of similar projects performed within the past three years. The Firm's proposed approach will be evaluated to determine the extent to which it understands the tasks necessary to successfully accomplish each item, the methods proposed for approaching the tasks identified as necessary for accomplishing the objectives, and proposed staffing (professional, technical, support, and contracted) needed to complete the identified tasks. The information submitted for this factor should convincingly describe the capability of the Firm's organization to participate in this project and effectively demonstrate a thorough understanding of the scope of services contained in this solicitation.
- **PAST PERFORMANCE (25 POINTS):** The Firm's relevant past performance will be evaluated to determine the extent of successful completion of similar projects within the past three years, taking into consideration timeliness and degree of customer satisfaction for each project. Higher scores will be given to Firms whose past performance has exhibited the most success on similar projects. In investigating the Firm's past performance, the College will consider references submitted by the Firm and may consider information from other sources.
- **PROJECT DELIVERY (25 POINTS):** Demonstration of a managerial approach that will result in the successful and timely completion of the project; including the ability to meet deadlines.
- **PROFESSIONAL SERVICES FEE PROPOSAL – CONSTRUCTION COST CONTROL (SHORT – LISTED FIRMS ONLY) – 20 POINTS**  
The lowest bidder will receive the full 20 points. All other bidders will receive a number of points prorated for their total fee proposal as it reflects a proportion of the low bid (e.g. a bid of twice the amount of the low bid would receive 10 points).

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 proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration of award.

The Selection Committee will present written findings, including the results of all evaluations and the Presidents' approval of the recommended finalist, to the State Purchasing Agent, or her designee, who shall make the final award decision.

**END**