



**Solicitation Information
4 November 2011**

LOI # 7449196

TITLE: Architectural and Engineering (A & E) Services– Hospital Consolidation. (New Forensic, Adult, and Geriatric Psychiatric Facility for the Rhode Island Department of Behavioral Health, Developmental Disabilities and Hospitals (BHDDH))

Submission Deadline: 2 Dec 2011 @ 11:30 AM (Eastern Standard Time)

PRE-BID/ PROPOSAL CONFERENCE: Yes

DATE: 17 Nov 2011 TIME: 1:00 PM (EST)

Mandatory: YES

Location: Fire Board headquarters located at 1 Regan Court, Varley Building #46, at the Pastore Complex in Cranston, RI 02920

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at questions@purchasing.ri.gov no later than **21 Nov 11 @ 12:00 Noon (Eastern)**. Please reference the RFP # 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
Assistant Director for Special Projects**

NOTE TO VENDORS:

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

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

Disk Based Bidding Information

File Format

All disk based bid files are ZIP files that you can open using the **WinZip 8.1** software. The ZIP file will contain one or more files based on the type of Bid/RFP.

Downloading the Disk Based Bid

Bids that have a file for download are marked with a "D" in the Info field of the bid search results. The "D" will be an active link to the WinZip file until the bid reaches its opening date. Clicking on the active "D" link will allow you to open or save the ZIP file associated with the bid. Opening the WinZip file will download a copy to your computer's temporary directory.

Opening the Disk Based Bid

Once downloaded, you can open the ZIP file with Winzip and view the Microsoft Office files contained within the WinZip file. Immediately save (extract) the individual files to an appropriate directory on your computer, such as "Desktop" or "My Documents".

Completing the Disk Based Bid

Once the Microsoft Office files are properly saved, open the individual files and enter the required information in the appropriate fields. Save each file again to capture the new information you entered.

Submitting the Disk Based Bid

Save the completed files to a CD or diskette. Label the CD or diskette with the Bid/RFP number and bidder's name (company name, not contract name). Submit as instructed in the Bid or RFP solicitation document.

SECTION 1 – INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS

A. INTRODUCTION

1. The Rhode Island Department of Administration / Division of Purchases, on behalf of the Department of Administration / Division of Capital Projects and Property Management and the Department of Behavioral Healthcare, Developmental Disabilities and Hospitals is soliciting proposals from qualified firms to provide Architectural, Engineering, and Design Services associated with the construction of a new Forensic, Adult, and Geriatric Psychiatric Facility as described elsewhere herein, and in accordance with the terms of this Request and the State's General Conditions of Purchase (available at www.purchasing.ri.gov).
2. This is a RFP / Letter of Interest, not an Invitation for Bid: responses will be evaluated on the basis of the 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 offerors who have submitted proposals.
3. 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.
4. 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.
5. 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.
6. Proposals are considered to be irrevocable for a period of not less than ninety (90) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
7. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
8. 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.
9. 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

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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).*

10. 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.
11. Submitters should be aware of the State’s MBE requirements, which address the State's goal of ten per cent (10%) participation by MBE's in all State procurements. See Section B.5.d. “Narrative, Project Plan and References” for required compliance plan. For further information, contact the State MBE Administrator at (401) 574-8253 or dorinda.keene@doa.ri.gov. Visit the website <http://www.mbe.ri.gov>
12. 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.
13. 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 raymondl@gw.doa.state.ri.us
14. 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.
15. RIGL 37-13-3.1 State public works contract apprenticeship requirements.
 - a. Notwithstanding any laws to the contrary, all general contractors and subcontractors who perform work on any public works contract awarded by the state after passage of this act and valued at one million dollars (\$1,000,000) or more shall employ apprentices required for the performance of the awarded contract. The number of apprentices shall comply with the apprentice to journeyman ratio for each trade approved by the apprenticeship council of the department of labor and training.

16. ARRA SUPPLEMENTAL TERMS AND CONDITIONS

For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions for Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at www.purchasing.ri.gov."

B. ARCHITECTURAL / ENGINEERING SERVICES

1. 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.
2. **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.**
3. The Board of Design Professionals can be contacted as follows:
 - a. Board for Design Professionals
1511 Pontiac Avenue (Bldg. 68-2)
Cranston, RI 02920
Tel: 401-462-9530 Fax: 401-462-9532
Website: www.bdp.state.ri.us
4. The respondent's Proposal will 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).

SECTION 2 – SCOPE OF WORK

A. BACKGROUND AND PURPOSE

1. The Department of Administration, Division of Capital Projects and Property Management in cooperation with The Department of Behavioral Healthcare, Developmental Disabilities and Hospitals (BHDDH) is embarking on the relocation of hospital services within a “hospital zone” footprint on the grounds of the Pastore Government Center (Pastore) in Cranston, RI. This hospital zone includes buildings contiguous to the Regan and Mathias Buildings. It is our intention to demolish the Varley building and a new facility constructed in its place in order to provide the following: 1) adult inpatient psychiatric services, 2) inpatient psycho-geriatric care and, 3) inpatient forensic psychiatric services. Various support service spaces, including a courtroom, will be contained within the new construction.
2. The Varley Building was constructed in 1953. The 75,000 square foot building includes four 12,000 square foot former patient units and is connected by an enclosed entrance to the Regan building as well as the Mathias Building. The Varley building is steel frame construction with masonry veneer and a pre-cast concrete plank roof. Floors are largely terrazzo with some VCT. There have been several upgrades to the building and building systems over time. Some plans are available, as are some as-builts. Most, but not all, hazardous materials have been identified and removed by the Owner. All available reports will be provided to the successful bidder.

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3. The State of Rhode Island is seeking a qualified Architectural firm to provide:
 - a. Demolition plans and oversight of the demolition process for the Varley building and;
 - b. Provide full architectural, engineering and design services including development of full Construction Documents and Construction Administration Services for the New Forensic, Adult, and Geriatric Psychiatric Facility and new connecting corridor.

B. PHASE I SERVICES:

1. Demolition of the Varley building:
 - a. Deliverables:
 - 1) Hazardous materials identification and removal plan for the Varley building based on the standards of Authorities Having Jurisdiction (AHJ).
 - 2) Termination and capping of utilities in concert with AHJs at site.
 - 3) Professional Independent Cost Estimate for all hazmat removal, utility termination, building demolition, disposal of building contents, and site preparations for new construction.
 - 4) Contractor grade demolition and bidding specification documents including requirements for disposal of building contents, furniture, fixtures and equipment deemed by the owner as “construction debris”.
 - 5) Building demolition oversight
2. New Forensic, Adult and Geriatric Psychiatric Facility:
 - a. Design:
 - 1) A feasibility study, including a block diagram and list of spaces has been completed in-house by the Department of Administration, Division of Capital Projects and Property Management in conjunction with the Rhode Island Department of Behavioral Health, Developmental Disabilities and Hospitals. This document, appended, will serve as the basis for the new building. A feasibility level independent professional cost estimate has also been completed. The successful vendor will be required to revisit and reconfirm the feasibility study with end user and Capital Projects staff.
 - 2) As shown on our Block Diagrams, the new psychiatric facility will house psychiatric inpatient hospital level services for a population of approximately 75 adult psychiatric service patients and 25 psycho-geriatric service patients. Additionally, 40 psychiatric forensic patients will be housed in a segregated, high security portion of the building.
 - b. Deliverables:
 - 1) A preliminary layout for the new building for this purpose will be required and will include a written description of every space, together with its size, occupancy, criticality, furnishings, and systems including but not limited to security, mechanical, electrical (including permanent and uninterrupted power), information technology, HVAC, site and parking, as well as fire detection and suppression systems. The program document will

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include an analysis of Building and Life Safety Code requirements for Use Groups I-2 and I-3. The program document will be developed through coordination with the Rhode Island Department of Behavioral Health, Developmental Disabilities and Hospitals and the Department of Administration Facilities Management and Capital Projects and Property Management.

- a) This report will take into account the need for client spaces, clinical space, administrative space needs, support spaces and, building maintenance needs. It will also take into account all current and anticipated requirements of fire/life/safety and building codes for this use group as well as all pertinent facility requirements of the RI Department of Health hospital standards as well as Joint Commission on the Accreditation of Hospitals Standards and, Medicaid and Medicare physical plant reimbursement standards and all other AHJ.
 - b) The building will be designed to meet a minimum of LEED Silver level certification or a similar, equivalent standard. All references to LEED certification in this document shall be interpreted to mean LEED Silver or an equivalent standard as approved by the State.
- 2) The successful vendor will be required to provide up to three preliminary facility layouts/test fits at no additional cost.
 - 3) A preliminary site layout including parking, landscaping, wetlands, drainage, and other environmental considerations. The successful vendor will be required to obtain BHDDH and Department of Administration, Capital Projects and Property Management sign off on the preliminary layout and site plans.
 - 4) A full building code analysis for the intended use(s) will be required.
 - 5) A full fire code analysis for the intended use(s) will be required.
 - 6) A full analysis of universal design issues in consultation with the Governor's Commission of Disabilities will be required.
 - 7) An analysis and plan for achieving LEED (Leadership for Energy Efficient Design) Silver standards and/or certification will be required.
 - 8) Cost Estimate** - Upon acceptance of the preliminary documents listed above, the successful firm shall furnish a professionally produced independent construction cost estimate at the schematic design level based on work and scope items specific to this project carried forward to the projected bid date. This estimate shall include any furniture, fixtures and equipment (FF+E) as developed during this phase of work as well as all anticipated hard and soft costs as well as LEED Silver level Certification costs and fees.
- c. NOTE: In the fulfillment of 3) through 7) above, the successful Firm will hold preliminary meetings with all authorities having jurisdiction including, but not limited to the Rhode Island Building Code Commission, the Rhode Island State

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Fire Marshall’s Office, the City of Cranston Fire Department and, the Governor’s Commission on Disabilities.

3. Owner’s Right to either Terminate the Contract or Continue
 - a. At the conclusion of Phase I services the owner shall reserve the right to either terminate the contract or continue with Phase II services. Any and all cancellation shall be considered as “cancellation for convenience”. The firm shall, at that juncture, have no basis of claim for any damages or for lost profits for work not preformed.
4. The State, at its sole option, can continue services through Phase II with the successful bidder.

C. PHASE II SERVICES:

1. Deliverables:
 - a. The successful firm will provide any and all architectural, engineering and design services, for the development of full Construction Documents, and provide Bidding and Construction Administration Services for the New Forensic, Adult and Geriatric Psychiatric Facility.
 - 1) The successful firm will provide any and all architectural, engineering and design services required by code to allow for use groups I-2 and I-3 and consistent with all AHJ’s and regulatory authorities required. The scope of this project shall also include all site improvements specifically required by the new building in order to provide adult psychiatric, psycho-geriatric services and psychiatric forensic services including, but not limited to, architectural services required to prepare and receive a Certificate of Need.
 - b. The successful firm will provide specialty services as required for design development, contract documents, specifications and bidding for new Furniture/Fixtures and Equipment (and coordination of existing FF & E to be incorporated into the new facility), LEED application and verification services and interior design services for the design, specification and coordination of finishes.
 - c. Other components of Phase II shall include: Two additional independent cost estimates, one at the completion of design development (after which the owner may reduce the scope of the project) and one at approximately 60 percent of construction documents. Each estimate shall include new FF & E and the coordination of existing FF & E to be relocated to the building. The last cost estimate shall allow enough time for value engineering service to be provided so as to bring the project in line with the Owner’s budget for the work. Value engineering and redesign services shall be provided as part of this scope of work **at no additional cost.**

SECTION 3 – EVALUATION CRITERIA

A. PROPOSALS

1. Responses will be evaluated in two parts. Part one is a Technical Proposal and Part two is a Professional Services Fee Proposal. All Offerors must receive a minimum score of 60 (out of 80 possible points) on the technical submission to be considered further.
2. A Technical Review Committee will review all submissions. A “short list” of finalists will be developed (all Offerors receiving at least 60 points) and each finalist will be given two weeks to present a sealed Professional Services Fee 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 a total fixed cost for the entire project. The total fixed cost will represent an additional 20 points for a possible total score of 100 points.

B. PART ONE- TECHNICAL PROPOSAL

1. Part one will require a technical submission and will be evaluated on the following criteria:
 - a. Competence to perform the desired services by virtue of the experience of the firm, project principals, consultants and partners in providing similar services, and the qualifications and experience of the staff who will be assigned to perform the services. The minimum vendor qualification is that the project principal, or their consultant(s), shall have a minimum of ten years’ experience in the design of buildings of a similar use and the firm shall have a minimum of ten years’ experience with buildings of a similar size, scope and use. The project principal, or their consultant(s), as well as the firm itself, shall have been responsible for the design of a minimum of two facilities of a similar size, scope and use. The firm itself shall be responsible for a significant proportion of the work, as judged by the Owner (35 points). Please see Section B.6. Evaluation Criteria.
 - b. Ability to perform the services expeditiously, as stated in the project plan reflecting current workload and the availability of an adequate number of personnel (20 points);
 - c. Past performance, as reflected by the evaluation and references of clients for whom similar work has been performed, including but not limited to other State agencies. Ability to meet deadlines and control of costs (25 points).
2. Tentative Schedule Target Dates:

PHASE I

LOI Announcement: November, 2011

Short list selection: January, 2012

Firm Selection: January, 2012

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Work Starts (contract signed): February, 2012

Schematic Design Complete: May, 2012

Phase I Cost Estimate: June, 2012

PHASE II

Notice to proceed: June, 2012

Design Development Complete: September, 2012

Design Development Cost Estimate: September, 2012

60% Construction Document Cost Estimate: December, 2012

Construction Documents Complete: March, 2013

Construction Bidding: March, 2013

Construction Award: July, 2013

Construction Start: August, 2013

Punch Out/Commissioning: August, 2015

Occupancy: December, 2015

3. Pre-Submission Questions, Pre-Submission Meeting

- a. Questions, in Microsoft Word Format, concerning this solicitation may be e-mailed to the Division of Purchases in accordance with the terms and conditions expressed on page one of this solicitation. Please reference the LOI # on all correspondence. Answers to 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.
- b. **A mandatory pre-bid meeting will be held on the date indicated on page 1 of this solicitation.**

4. Proposal Submission

- a. Offers to provide the services covered by this Request must be received by the Division of Purchases on or before the date and time indicated on page one of this solicitation. Responses (an original plus five (5) copies) should be mailed or hand-delivered in a sealed envelope marked “LOI # 7449196: **“New Forensic, Adult, and Geriatric Psychiatric Facility for the Rhode Island Department of Behavioral Health, Developmental Disabilities and Hospitals”**” to:

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

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5. Proposal Content – Proposals must include the following:

- a. A completed and signed three-page RIVIP generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet home page at <http://www.purchasing.state.ri.us>)
- b. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page.
- c. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CD-ROM / 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”.
- d. Narrative, Project Plan and References:
 - 1) Narrative of the Experience of the Firm and Project Principals:
 - a) Describe the firm’s general experience as well as its experience and qualifications with juvenile corrections projects of a similar size, scope and use. Identify the Project Manager, other consultants as well as other members of the project and design team. 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 firm and the percentage to be completed by outside consultants. Include Standard Form 330 (for prime contractor and all sub-contractors) in this section. Indicate the plan for compliance with the State’s MBE requirements.
 - 2) Project Plan:
 - a) This section shall describe the firm’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 proposed approach 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. The Work Plan description shall include a general project schedule that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and deliverables for each. A more detailed Work Plan will be required from short-listed firms.
 - 3) References:
 - a) Select a minimum of three and a maximum of five projects and provide principal contacts, including all contact information, for projects of a similar

size, scope and use to the proposed project. These individuals will be contacted by members of the selection committee for further information. Please see evaluation criteria below relating to references.

6. Evaluation Criteria:

a. Experience of the Firm and Project Principals –35 Points

- 1) The OFFEROR has experience with projects of a similar size, scope and use:
 - a) Forensic Psychiatric Hospital Design Experience (principal or consultant) (0-5 Points)
 - b) Psychiatric Hospital Design Experience (principal or consultant) (0-5 points)
 - c) Experience within team working on centralized campus infrastructure (0-5 points)
- 2) The Project Manager and each staff and/or consultant assigned to the project have the background and experience necessary for a successful project as evidenced by:
 - a) Project manager and consultant(s) have experience with this use group (0-5 points)
 - b) Project manager and consultant(s) have experience with campus infrastructure.(0-5 points)
 - c) Assigned staff and consultants experienced with projects of similar size, scope and use and include LEED certified projects (0-5 points)
- 3) The architectural team incorporates program goals and criteria into their design work.
 - a) OFFEROR demonstrates clear evidence that they understand the owner's goals and project criteria including cost control, quality control and schedule (0-5 Points)

b. Project Plan –20 Points

- 1) A clear project plan is presented along with deliverables and time lines (0-2 points)
- 2) The OFFEROR analyzed, interpreted and discussed issues presented by the project in a manner likely to meet the needs of the Owner and end users (0-2 points)
- 3) The plan is sensitive to budget and time constraints (0-2 points)
- 4) The plan addresses relevant design and program, building and code issues (0-2 points)
- 5) The plan includes a discussion of value engineering and LEED standards (0-5 points)
- 6) The OFFEROR identifies both constraints and opportunities posed by this project (0-2 points)
- 7) The staff assigned to the project, including the project manager, sub-contractors, engineers and others are identified including FTE or hourly effort and that effort is adequate to achieve project goals. (0-5 points)

c. References – Past Performance – 25 Points

- 1) References are provided for projects of a similar size, scope and use to the proposed project. (0-5 points)
- 2) The reference(s) reported that the project came in on time and on budget (0-5 points)
- 3) The rate of change orders acceptable for a project of this size (0-5 points)
- 4) The OFFEROR devoted adequate time for construction administration services and adequate review and response to both shop drawings and field conditions (0-5 points)
- 5) Has the reference continued to use the OFFEROR for additional projects (0-5 Points)

C. PART TWO - PROFESSIONAL SERVICES FEE PROPOSAL

1. As part of this RFP/LOI, short-listed firms will be requested to provide a fee proposal for full Phase I services as listed above including all deliverables described for the New Forensic, Adult and Geriatric Psychiatric Facility. This shall be a fixed fee budget, which includes, as a separate line item, expected reimbursables.
2. As part of this RFP/LOI, short-listed firms will be requested to provide a fee proposal for full Architectural, Engineering and Specialty Services to provide the work and deliverables indicated in the Phase II Services above.
3. Short-listed firms are to provide a Phase II fixed fee cost proposal based on a total construction cost of approximately Twenty-Eight Million Dollars (\$28,000,000).
4. It is required that short-listed firms provide a single fee proposal for programming, existing conditions survey and preliminary design services as described above. **A professional cost estimator who is not an employee of the firm and who is pre-approved by the Owner shall produce the required construction cost estimates.** Short-listed firms will also provide a fixed fee for complete A/E services based on the anticipated project cost listed above for Phase II services.
5. The State reserves the right to award on price alone.
6. **Professional Services Fee Proposal- (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). Professional Fee proposal points are determined by the following formula: x/n (y) = **points awarded**; whereas “x” = lowest bid, “n”= any bid under consideration and “y”= 20 points.

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7. A Selection Committee will evaluate submitted proposals on the basis of the above criteria items. Consultant Teams may be invited to appear before the Committee for in-person presentations at any time during this solicitation process. The Committee will then make a qualifications based recommendation for final selection to the Rhode Island State Purchasing Agent, or her designee, who will make the final award decision.
8. Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, and to award in its best interest.
9. Responses found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all responses submitted and to waive any informality in any vendor's submission.

D. ADDITIONAL TERMS AND CONDITIONS

1. The successful firm shall be solely responsible for meeting all terms and conditions specified in this RFP/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 firm recommended for award will be notified by the Department of Administration. A contract, based on standard A.I.A. documents will be developed by the Rhode Island State Department of Administration/Division of Capital Projects and the Division of Property Management and will incorporate a final work plan and schedule. The selected firm must agree to provide all deliverables by the dates established in the final work plan and schedule in the resulting contract.
2. The Department of Administration, Division of Capital Projects anticipates considerable staff involvement in a project team and working group(s). The project team is anticipated to include, at minimum, representatives of The Department of Administration, Rhode Island Department of Behavioral Health, Developmental Disabilities and Hospitals and Pastore based facilities staff. Due to the public nature of this project, the successful firm will also be required to appear before various authorities including, but not limited to, State and local fire, building and zoning officials as well as legislative oversight committees. Fee proposals shall be adequate to allow complete participation of the project manager and other key principals in these essential processes.
3. There is likelihood that the Owner as well as the end users will each employ an owner's representative. The successful firm shall ensure that that adequate time is reserved for conferences and meetings with these owner representatives.
4. The vendor must complete all tasks listed throughout this request within the time frame specified in the final work plan and schedule and in the resulting contract and, also:

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- a. Appoint a project manager who will be responsible for seeing that all services are performed within the agreed upon time limits and meet the needs of the Owner. The vendor shall not change its designated representative during the performance of the services without prior written consent by the Rhode Island Department of Administration/Division of Capital Projects and Property Management.
 - b. The firm must comply with all State and Federal statutory, regulatory and ANSI standards. The firm must cooperate and coordinate with other state agencies, contractors or entities, if necessary, to successfully complete this proposal. Rights to data, work products, etc., revert to the State of Rhode Island upon completion of the contract. All information related to vital records and systems must be kept confidential at all times during and after completion of the project.
 - c. All project documents shall be submitted in hard copy and in electronic format.
 - d. Reimbursable Expenses when authorized in advance in writing by the Department of Administration, Division of Capital Projects and Property Management, will be paid based on verified costs plus a fee not to exceed six percent and shall generally be limited to document reproductions, postage and handling. Reproductions for office use by the firm and its' consultants are not reimbursable.
 - e. The granting of a contract for Phase I services does not bind or otherwise obligate the State to utilize the services of the successful vendor for Phase II services. A decision regarding the continuation of services to include Phase II services shall be made at the completion of the deliverables required by Phase I including but not limited to: **“Schematic Design”, “Demolition of the Varley Building” and “Construction Cost Estimate** as described elsewhere herein. Phase II services shall not be started until written notice to proceed is given by the State.
 - f. Five percent (5%) retainage shall be held by the State until the satisfactory completion of the above referenced scope of work.
5. **Conflict of Interest** – The successful firm will attest that neither the firm, its employees or its consultants shall have, or enter into, any contract or business venture with any general contractor or trade sub-contractor who is chosen to work on this project.
6. **Cancellation for Convenience-** The State reserves the right to cancel for its convenience, and give seven days notice, any and all contracts that are entered into as the result of this award and the firm shall have no claim to any reimbursement for lost work or profits and only have claim for work done until the date of cancellation for convenience.
7. **Alterations to AIA forms-Front end-** The Owner will make available to the successful firm AIA bidding front end and general conditions documents that will require editing for the purposes of this project. The firm attests to including the editing and publishing time

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required for this work at no additional cost to the owner.

8. VE Incorporation at no Extra Cost- The firm shall perform, at no additional cost, any and all value engineering as required to bring the project into budget after the receipt of the professional, independent cost estimates. The firm shall also keep an informal statement of probable cost and provide value engineering corrections on an ongoing basis paralleling design and engineering work.

9. Written Approval and Sign-offs- The firm shall obtain written approvals from the owner and end user at each stage of design, including schematic design, design development, 60 percent construction documents and the bid documents. These approvals are in addition to all required AHJ approvals.

10. Bid Review and Contractor De-scoping- The firm shall make the project principals and all key engineering staff and/or consultant(s) available for the de-scoping of as many as four contractors. The results of this de-scoping shall be provided in writing to the owner.

11. CA Staff time – Adequate construction administration time shall be included in the fee proposal so that the successful firm can be on site a minimum of one full-time day weekly, and additionally as needed, to assure that the work progress and quality are adequate as judged by the owner and the AHJ's.

12. The successful firm will be allowed to invoice monthly based on the percentage of work complete as follows:

- Phase I (demolition/programming /schematic design) – 15%
- Design Development – 10%
- Construction Documents – 50%
- Bid phase – 5%
- CA – 20%

13. The retainage shall be held in an amount of 5% on all payment applications until final close out.

Notice:

The information released as part of this procurement initiative includes floor plans, site drawings, and related information that is expected to be of value in this project. The material is posted, on line, with this solicitation. To view this file, follow the directions listed below:

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To access documents referenced on the previous page, go to the website
<http://www.purchasing.ri.gov/RIVIP/BidSearch.asp>

Enter the bid number 7449196

When you see the screen below, click on PD under the Info Column

A = Addendum B = Performance Bond P = Prebid Conference D = Disk-Based
Bid S = Surety

Info	Opening Time	Bid Number	Status	Bid Title	Agency Name	Buyer Name	PO
PD	12/2/2011 11:30 AM	7449196	Active(Scheduled)	LOI – A & E Services – Hospital Consolidation	BHDDH	Moynihan	