



**Solicitation Information
12 January 12**

LOI # 7449393

**TITLE: Engineering Services Building Envelope Repairs and Leak Investigation
RI Youth Training School**

Submission Deadline: 13 Feb 2012 @ 11:00 AM (Eastern)

**PRE-BID/ PROPOSAL CONFERENCE: Yes DATE: 25 Jan 2012 TIME: 11:00 AM
Mandatory: YES**

Location: Roosevelt Benton Youth Assessment Center, Howard Avenue and Cherry Dale Court,
Cranston, RI

Questions concerning this solicitation must be received by the Division of Purchases at questions@purchasing.ri.gov no later than **20 Jan 2012 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**

**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

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 Office of Health and Human Services/Department of Children, Youth and Families is soliciting proposals from qualified firms to provide Engineering Services associated with the correction of building envelope issues 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 will 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 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. "Narrative, Project Plan and References" for required compliance plan. For further information, contact the State MBE Administrator at (401) 574-8253 or cnewton@gw.doa.state.ri.us 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 raymond@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

The Rhode Island Training School for Youth is comprised of two buildings. The project was completed and occupied in January 2009. Since before occupancy it became apparent that there were serious and persistent leaks in the building envelope, particularly in areas above the residential units.

A study of the leaks was conducted by Simpson Gumpertz and Heger (attachment A). This study found the likelihood of systemic failure of the laminated copper-fabric through wall flashing (TWF) system at the upper dorm area masonry clearstory. This feature, combined with highly complex angled flashing details and inadequate weather protection at the junction of the TWF and mechanical room louvers have combined to allow for significant water penetration at several locations.

There are additional leaks at the facilities that have not been professionally examined.

The goal of this solicitation is to engage an engineering firm to:

1. Review all leakage reports and investigations.
2. Conduct additional leak investigations in a minimum of three additional areas that have not been investigated. Such investigation may include disassembly and reconstruction of building sections as need to uncover underlying conditions. Resources included in this investigation should include, at minimum, provision for a

- four days of on site inspection combined with whatever construction crews are needed to perform the disassembly and reconstruction in order to adequately investigate leaks. The investigation crew should make provision for subcontracted construction trades as required as well as all equipment and supplies that may be needed in order to conduct such investigation (including but not limited to lifts, ladders, water testing equipment)
3. Develop plans and specifications for addressing the worst leaks in both buildings in keeping with the owner's available funds for the work
 4. Develop bidding documents for a suitable contractor to repair the worst leaks. This portion of the work shall be called Phase I.
 5. Develop a construction cost estimate for Phase I repairs.
 6. Develop a plan of correction including drawings, specifications and cost estimates for the repair of the remainder of the buildings. This phase of the work shall be called Phase II.
 7. Conduct weekly, or more often as needed, construction administration activities to assure that the contractor hired to conduct phase I repairs is providing those repairs according to specifications.

The two RI Training School (RITS) for Youth Facilities are high security facilities. All contractors and sub-contractors will be working within a fenced high security area and must be willing and able to provide services in keeping with RITS policies and procedures.

The owner's budget for this phase of the work is One Million, Two Hundred Thousand Dollars (\$1,200,000.) including all services listed in 1-7 above and a construction contract for the repair of Phase I priority leaks. Should the priority repair estimates exceed the owner's budget for the work the successful firm will be required to provide a reprioritization of repairs to assure that the most significant water infiltration problems are addressed. Such prioritization shall be conducted in agreement with the Owner and end user.

These services are to be provided consistent with other terms and conditions contained elsewhere herein.

In the fulfillment of the above, the successful Firm will may be required to hold preliminary meetings with all authorities having jurisdiction including, but not limited to the Rhode Island Building Code Commission. The successful firm will provide any and all engineering and design services required by code and consistent with all AHJ's and regulatory authorities required.

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 Both proposals shall be submitted at the same time. 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. All offerors receiving at least 60 points shall have their fee proposal opened. Fee proposals for those vendors not receiving 60 points on the technical proposal shall not be further considered. The Professional Services Cost Proposal shall be delivered to the Division of Purchases in a separate, sealed envelope from the technical proposal. 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. TECHNICAL PROPOSAL

1. Part one will require a technical submission and will be evaluated on the following criteria (0-80 Points).
 - 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.
 - 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;
 - 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
2. Schedule Target Dates : To be determined.
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, as indicated 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 one of this solicitation. As the time and location have yet to be determined, an addendum will be issued, at a later date, providing additional information regarding this meeting.
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 # 7449393 “ 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.

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, 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 (0-40 Points):
Describe the firm’s general experience as well as its experience and qualifications in the examination and repair of building envelopes and water infiltration issues. 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. Evaluation Criteria: The OFFEROR has experience with projects of a similar size, scope and use with specific emphasis on building envelope and water infiltration issues.

2) Project Plan (0-20 Points):

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. Evaluation Criteria: A clear project plan is presented along with deliverables and time lines (0-5points); 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 (0-5 points) The plan is sensitive to budget and time constraints

(0-2 points); The plan addresses relevant design and building issues (0-5 points)

3) References (0-20 Points):

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 and scope and use to the proposed project. These individuals will be contacted by members of the selection committee for further information. Evaluation Criteria: References are provided for projects of a similar size and scope and are directly related to water infiltration and building envelope issues (0-5 points); The reference(s) reported that the project came in on time and on budget (0-5 points); The rate of change orders acceptable for a project of this size (0-5 points); The OFFEROR devoted adequate time for construction administration services and adequate review and response to both shop drawings and field conditions (0-5 points).

C. PART TWO - PROFESSIONAL SERVICES FEE PROPOSAL

1. As part of this RFP/LOI, firms are required to provide a fee proposal for all services as listed above including all deliverables described RI Training School for Youth. This shall be a fixed fee budget, which includes, as a separate line item, expected reimbursables. The fee proposal shall be provided with the technical proposal in a separate, sealed envelope.
2. The State reserves the right to award on price alone.
3. **Professional Services Fee Proposal- 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: $x/n (y) = \text{points awarded}$; whereas “x” = lowest bid, “n”= any bid under consideration and “y”= 20 points.
4. A Selection Committee will evaluate submitted proposals on the basis of the above criteria items. Consultant Teams may be invited to appear before the Committee for in-person presentations. The Committee will then make a qualifications based recommendation for final selection to the Rhode Island State Purchasing Agent, or her designee, who will make the final award decision.
5. 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.
6. 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 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:
 - 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. 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. This provision, does not apply to any and all sub-contractors hired to provide sub-contractor services during the investigation phase (see section 2, A.2.).
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 required for this work at no additional cost to the owner.
8. **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 three contractors. The results of this de-scoping shall be provided in writing to the owner.
9. **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 two hours weekly, and additionally as needed, to assure that the work progress and quality are adequate as judged by the owner and the AHJ's.
10. The successful firm will be allowed to invoice monthly based on the percentage of work completed.
11. The retainage shall be held in an amount of 5% on all payment applications until final

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