



**Solicitation Information
20 Jan 2012**

LOI 7449397

TITLE: A & E Design Services: Feasibility Study for New State Health Laboratories

Submission Deadline: 22 Feb 2012 @ 11:00 AM (EST)

**PRE-BID PROPOSAL CONFERENCE: Yes DATE: 9 Feb 2012 TIME: 10:00 AM (ET)
Mandatory : YES**

Location: Dept of Health, Auditorium (Lower Level), 3 Capitol Hill, Providence, RI

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at questions@purchasing.ri.gov no later than **3 Feb 2012 @ 12:00 Noon** (Eastern Time). Please reference the LOI # on all correspondence. Questions received, if any, will be answered and posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED: No
BOND REQUIRED: No**

**Jerome D. Moynihan, C.P.M., CPPO
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

INSTRUCTIONS AND NOTIFICATIONS TO OFFERERS

1.0 INTRODUCTION

- A. 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 Rhode Island Department of Health / State Health Laboratories/Office of the State Medical Examiner (OSME) is soliciting proposals from qualified firms to provide Architectural, Engineering, and Design Services to produce a Feasibility Study for construction of new facilities to house the State Health Laboratories and Medical Examiner's Office, 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).
- B. This is a RFQ / 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 Offerers who have submitted proposals.
- C. Potential Offerers 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.
- D. 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.
- E. 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.
- F. 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.
- G. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- H. 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.
- I. 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).*

- J. Offerers 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.
- K. Submitters 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 State MBE Senior External Equal Opportunity Comp Officer at (401) 574-8670 or Dorinda.Keene@doa.ri.gov Visit the website <http://www.mbe.ri.gov>
- L. 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 RFQ / LOI
- M. Equal Employment Opportunity (RIGL 28-5.1)§ 28-5.1-1
 - 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.Lambert@hr.ri.gov
- N. Subcontracts are permitted, provided that their use is clearly indicated in the Offerer's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- O. 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
- P. 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.
- Q. **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.**

R. The Board of Design Professionals can be contacted as follows:

Board for Design Professionals
1511 Pontiac Avenue (Bldg 68-2)
Cranston, RI 02920
Tel: 401-462-9530
Fax: 401-462-9532
Website: www.bdp.ri.gov

S. 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).

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

1.1 DEFINITION OF PARTIES:

A. The Rhode Island Department of Administration will henceforth be referred to as DOA. Respondents to the RFQ / RFP shall be referred to as Offerers. The Offerer to whom the contract is awarded shall be referred to as the Contractor.

1.2 BACKGROUND:

The proposed new facilities are to house both the Rhode Island Health Laboratories and the Office of the State Medical Examiner (OSME). They are currently housed in the Chapin Building on Orms Street in Providence, RI. The following provides a general overview of the operational activities of the Health Labs and OSME.

A. Health Laboratory Operations:

1. The Health Laboratory is comprised of three laboratory sections (**Biological Sciences, Environmental Sciences & Forensic Sciences**), as well as an administrative support services section. Overall, the Health Lab currently employs approximately 70 people.
2. The **Biological Sciences Section** is comprised of 4 individual labs and is on the front line in detecting emerging infectious diseases and responding to the threat of bio-terrorism. Surveillance testing is performed for microorganisms of public health significance such as rabies, West Nile Virus, Eastern Equine Encephalitis (EEE), HIV, Tuberculosis, sexually transmitted diseases and Influenza, including H1N1). This section also includes laboratories that detect toxic chemicals in clinical samples, such as blood lead levels. Food samples are also analyzed to determine the safety of the food supply.

3. The **Environmental Sciences Section** is comprised of 4 individual labs and provides support to programs within the Health Department, the Department of Environmental Management and other State agencies. The primary objective for this section is to provide accurate identification and measurement of the environmental chemicals in food, water and air. The environmental laboratories utilize sophisticated analytical chemistry equipment to determine if drinking water, air or foods are contaminated with pesticides, fertilizer, petroleum, synthetic chemicals or toxins. The section also conducts microbiological tests on a wide variety of water samples to assure safe drinking water, to locate and define sources of pollution and to monitor the spread of pollutants.
4. **Forensic Sciences** is comprised of 3 individual labs and 1 Breath Analysis unit. This section provides technical and scientific support to Federal, State and local law enforcement agencies. The work involves chemical and biological analyses of evidence obtained during criminal investigations such as homicide, sexual assault, drug trafficking and drunk driving. The Forensic section also assists the Office of the State Medical Examiner in determining cause of death and trains and certifies operators of breathalyzers.

B. Office of the State Medical Examiner (OSME):

1. OSME investigates all known or suspected homicides, suicides, accidents, sudden infant deaths, and drug related deaths; sudden, unexpected or medically unattended deaths and deaths that may constitute the threat of epidemic or in any way endanger the public health. OSME also screens deaths for infectious diseases, chemical and biological agents and for unusual drug/medication related deaths. OSME provides expert testimony in criminal court, as well as expert forensic guidance to other State and local agencies, particularly law enforcement.

1.3 PURPOSE OF THE FEASIBILITY STUDY:

A. The purpose of the feasibility study is to:

1. Provide a detailed comparative physical and financial analysis of four (4) different specified locations.
2. Analyze and compare Building Development Options or approaches to provide new modern facilities for the State.
3. Health Lab and Medical Examiner's Office. The analyses of the different Options should indicate the pros and cons of the various sites, including development costs, which result in illustrating the most viable solution. The specific Options to be analyzed are described in Section 1.4 of this RFQ.

4. Provide development budgets including both hard construction costs and also soft costs for the specific approaches. Provide budget projections escalated to projected construction start date.
5. Develop a program for the facility including current and future space needs of the individual sections and labs.
6. Identify building and site program components and necessary adjacencies.
7. Identify parking needs.
8. Identify special systems.
9. Identify preliminary list and budget for furniture, fixtures and equipment (FF&E).
10. Analyze existing available infrastructure to ensure adequate utility service to the proposed facilities.
11. Plan for optimum use of the proposed sites as applicable. Analyze sites and test fit program on proposed sites as applicable.
12. Provide preliminary building layout options.
13. Provide for maximum energy and water conservation.
14. Plan for achieving LEED (Leadership for Energy Efficient Design) Silver Level standards and/or Certification.
15. Provide preliminary timetable for design and construction of the project.

1.4 SERVICES COVERED BY THIS REQUEST INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- A. As part of the feasibility study, the selected vendor will provide services for preliminary programming, conceptual building floor plans, conceptual site design, and preliminary site engineering evaluations, to the Rhode Island Department of Administration (DOA) for a new State of Rhode Island Laboratory/Medical Examiner Building. In addition, preliminary construction cost estimates and total project budget cost estimates based on the conceptual designs and preliminary site engineering evaluations are to be provided. The following Building Development Options and Approaches are to be analyzed by the consultant and included as part of the study:
 1. Option #1: Expansion and renovation of the existing Chapin Building. (See Site for Option #1 attached)

2. Option #2: Construction of a new building on the first of two sites at Pastore Center to be recommended by the consultant after analyzing land at Pastore Center and determining viable sites (@ or near New London Ave.). (See attached aerial view of Pastore Center)
 3. Option #3: Construction of a new building on the second of two sites at Pastore Center to be recommended by the consultant after analyzing land at Pastore Center and determining viable sites (@ or near Pontiac Ave.). (See attached aerial view of Pastore Center)
 4. Option #4: Evaluation of the cost effectiveness of a typical build to suit lease and build to suit lease to purchase option at a site in the urban core of Providence, RI (a.k.a. “The Jewelry District” and/or “Knowledge District”).
- B. The selected Offerer will become familiar with the current operations of the State Health Laboratory and Medical Examiner’s Office and document these organizations’ technologies, processes, workflow, and space utilization. The Health Lab currently employs about 70 people. The OSME currently occupies approximately 75% of the Chapin Building first floor and employs about 16 to 20 staff members. The successful Offerer will provide an inventory of all existing Health Lab and OSME furnishings, fixtures and equipment to be re-located in the new facility and a list of furnishings, fixtures and equipment to be purchased for the new location.
 - C. As part of their program phase deliverable, the successful Offerer will summarize, with the Health Lab and OSME management, the current operations of the Divisions and their functions as well as a description of anticipated growth and change covering the next ten (10) years.
 - D. The successful Offerer will provide programming and adjacency relationships for the new facility. This phase of work will include meeting with representatives of RIDOA, the RI Health Laboratories and the Medical Examiner’s Office. **A project principal (staff or consultant) well versed in laboratory programming and operations as well as programming and operations of a Medical Examiners Office will play a key role in this phase.**
 - E. The successful Offerer will confer with designated representatives of RIDOA, the RI Health Laboratories and the Medical Examiner’s Office to develop operational and physical modifications to the existing Chapin Building site that will satisfy their requirements as part of the evaluation of the Option for the expansion and renovation of the existing Chapin Building.

1.5 DESIGN CONSIDERATIONS:

- A. The current building is deficient in many aspects and inhibits improvements in operational effectiveness, efficiency, and security.

- B. In addition to providing new state of the art facilities for the current State Laboratory and OSME functions, it is the intention to expand those offices up to 20 additional employees (for a total of 110 - 115 FTEs) into the new facility.

- C. The State Health Laboratory and OSME operations are described in Section 1.2 Background. In addition, the following are some preliminary program items and design concerns which should be taken into consideration for all the Building Development Options:
 - 1. IT area
 - 2. Mailroom
 - 3. Loading dock which is out of public view
 - 4. Space for refrigeration trucks on site
 - 5. Specialized shipping and receiving areas not in public view with three (3) different receiving areas: forensic, environmental samples, biological or clinical.
 - 6. Freight elevator
 - 7. Storage of volatile liquids including chemicals used in testing. Storage of chemical and medical waste.
 - 8. Secure evidence storage for forensic lab
 - 9. Evaluate piping of gases for nitrogen, hydrogen, acetylene
 - 10. Piping for laboratory grade water
 - 11. Steam for sterilizing autoclaves
 - 12. Central dishwashing
 - 13. Bench spaces
 - 14. Private offices for managers and supervisors. Cubicles for staff work space.
 - 15. Clerical office space
 - 16. Meeting rooms on each floor
 - 17. Large conference room with shelving
 - 18. Shared auditorium style training room
 - 19. Locker rooms with showers
 - 20. Lunch room with vending machines, countertops and sink
 - 21. Lobby with visitor rest rooms
 - 22. Mechanical equipment which will not intake exhausted air
 - 23. State of the art mechanical ventilation. Air from labs is not to be recirculated.
 - 24. Separate HVAC systems for several areas of building

25. Do not locate labs or office space over Medical Examiner's office to avoid potential odor concerns
26. Optimize the use of natural light throughout the building
27. Design for different biosafety levels, i.e. BSL2, BSL3
28. Vault for drug evidence
29. Separate points of entry for Medical Examiner's (ME) Office, samples, and public
30. Need additional refrigerated space for storing remains in a disaster
31. Separate conference room for Medical Examiner's Office for meetings & depositions
32. ME Office needs storage for evidence, tissue samples, chemicals, supplies
33. Floor plan circulation designed to avoid cross contamination
34. X-ray room for ME Office
35. Record storage
36. Enclosed garage space for 2 pick-up trucks with cabs on back
37. Vehicle Sally port for Medical Examiner's Office
38. File storage for minimum of 5 years in Medical Examiner's Office
39. Generator sized for entire facility

D. Physical security design considerations should consider:

1. Security buffer zone around the building
2. General security around the building
3. Fenced in area around building
4. Retractable crash barriers at loading dock entry points
5. Window design and construction which address security issues
6. Limited entry points
7. Secured area for external environmental machinery
8. Secured areas for exterior HVAC equipment
9. Internal walls run from the slab ceiling all the way to sub flooring
10. Visitor areas and visitor facilities separate from general employee areas

11. Positive security control to critical areas such as through card access, cameras, key pad, motion detectors, glass break that detects vibration, sign in and out, etc.
12. Security for forensics and different levels throughout the building

F. The successful Offerer, either directly or via consultant staff, should have demonstrated success in the planning and design of similar facilities.

1.6 EXISTING RESOURCE DOCUMENTS:

A. The following will be provided to the awarded Offerer:

1. Construction Drawings, including a site plan for current Health Lab facilities located in the Chapin Building, on Orms Street, Providence, RI
2. Survey of a site on New London Avenue
3. Survey of a site on Pontiac Avenue

B. The following represents some of the standards to be incorporated in this project:

1. Biosafety in Microbiological and Biomedical Laboratories (BMBL) 5th Edition by U.S. Department of Health and Human Services, Centers for Disease Control and Prevention and National Institutes of Health, Fifth Edition, Feb 2007
2. All applicable OSHA standards pertaining to laboratory design/construction
3. Applicable guidelines for “All Hazards Receipt Facilities” (AHRFs) for prescreening unknown and potentially hazardous samples collected under unusual or suspicious circumstances.

1.7 DELIVERABLES:

The deliverables for the Feasibility Study will include, but not be limited to:

A. Program:

1. A written document describing the various Health Lab and Medical Examiner’s Office components, their operation, interaction, and workflow, as well as several alternate section/work area layouts within the existing and proposed building options. The report will also include a written description of every space including size, criticality, furnishing, and systems, including but not limited to mechanical, electrical, HVAC, and fire protection.

2. Analyses and recommendations on all infrastructure needs including but not limited to power, fire suppression, security, communications, wiring and cabling, specialized climate control(s) such that;
 - a. Critical operations not being susceptible to a single worst case event
3. For the renovation and expansion of the existing Chapin Building, a program that works with the existing building and utilizes, to the extent possible, the existing floor plates. Additionally, the program must recognize that operations will continue on site during expansion and renovation of the existing building. This option shall consider constructability issues of expanding an operational facility. Project phasing needs to be identified to allow continuous operation of the Health Lab and Medical Examiner's Office. Specific cost implications of this option need to be identified and analyzed.
4. Preliminary site program items including parking, security, privacy, fencing/screening, landscaping, drainage, and other considerations.

B. Existing Conditions Report:

1. Concurrent with programming, the successful Offerer will produce an existing conditions report for the existing Chapin Building and related site. The existing conditions report will examine and report on the condition of the building envelope and each of the building's major systems. Deliverables for this phase will include:
 - a. A full report and recommendations on building mechanical, electrical and plumbing (MEP) systems that are a priority for replacement. Each building system will be examined by qualified staff to determine remaining useful life as well as upgrade recommendations.
 - b. Recommendation for MEP building system that can be reliably reused and maintained for a period of no less than five years.
 - c. An evaluation of the condition of the exterior envelope of the building including roof covering, windows, doors, exterior cladding, vents, etc.
 - d. A building code synopsis including use, classification, and rating.
 - e. Review and summarize existing fire code report.
 - f. An analysis of handicap accessibility.
 - g. An evaluation of existing structure based on current structural requirements for essential facilities including wind, snow, and seismic. Existing construction drawings will be made available to the successful Offerer.

- h. A structural analysis to determine if additional floors can be added to the building.
- i. A Hazardous Building Materials Survey.
- j. An evaluation of parking, drainage, and other site considerations.

C. Consultant's Finalized Work Plan

- 1. This shall be the finalized version of the Work Plan identified under Fee Proposal. The Work Plan description shall include a detailed proposed project schedule (by task and sub-task), a list of tasks, activities and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each. The Work Plan shall 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. In addition, the percentage of work to be completed by the OFFERER and the percentage to be completed by outside consultants shall be listed.

D. Draft of Preliminary Report:

- 1. Draft of Preliminary Report, spiral bound with color maps and drawings. Twenty- five (25) copies plus 1 original suitable for printing, and 5 CDs in PDF.

E. Final Report:

Final Report, spiral bound with color maps and drawings. Fifty (50) copies plus 1 original suitable for printing, and 5 CDs in PDF.

F. Building Options:

Four (4) building options with site plans showing parking and circulation, conceptual building plans including floor plans and exterior elevations, building square footage, drainage plan, budget, etc. Building options to be included in Draft Preliminary Report and Final Report.

G. Cost Estimates:

Two (2) professional cost estimates. A minimum of two (2) professional cost estimates for each of the Building Development Options are to be provided during the project including one at the completion of the Draft Preliminary Report and one at completion of the Final Report. This is to be a preliminary independent construction cost estimate for the different building development options produced by a professional cost estimator based on an itemized scope of work carried forward to a projected bid date. Detailed budget estimates for each proposed Option including site work and infrastructure improvements shall be provided. The budget estimates shall include furniture, fixtures, and equipment

(FF&E).

H. Funding:

No additional funds will be made available. The successful vendor must provide all services contained within this RFQ, and any resulting contract, such that the project will be completed on budget. No funds for “additional services” of any kind are, or will be, made available.

1.8 SELECTION PROCEDURE AND SUBMISSION REQUIREMENTS

- A. Responses will be evaluated in two parts. Part one is a technical proposal and part two is a professional fee proposal.
- B. The technical proposal will be evaluated on the following criteria:
1. 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 would be assigned to perform the services (35 points).
 2. 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);
 3. 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).
- C. All OFFERERS must receive a minimum score of 60 points on the technical submission. Offerers not scoring at least 60 points will not be considered further.
- D. A Technical Review Committee will review all submissions. A “short list” of finalists will be developed and each finalist will be given two weeks to present a sealed professional fee proposal to the Division of Purchases.
- E. The professional fee 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 cost proposal will represent 20 points for a possible total score of 100 points.
- F. **Tentative Schedule Target Dates:**
LOI Announcement:
Short list selection:
Firm Selection:

Work Starts (contract signed):
Programming Complete:
Existing Conditions Report:
Preliminary Design Options:
Draft Report:
Final Report:

G. Pre-Submission Questions, Pre-Submission Meeting

1. 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 the RFQ number 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.
2. A **mandatory** pre-bid meeting will be held at the location, date and time indicated on page one of this solicitation.

H. Proposal Submission

Offerers 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 eight (8) copies) should be mailed or hand-delivered in a sealed envelope marked with the RFQ number (indicated on page one of this solicitation) and “Architectural, Engineering and Design Services: Feasibility Study for New State Health Laboratories and Office of the State Medical Examiner” 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.

1.9 PROPOSAL CONTENTS

A. Technical Proposals must include the following:

1. 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.ri.gov>)
2. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page.
3. Narrative, Project Plan and References:

- a. Experience of the firm and project principals

Describe the firm's general experience as well as its experience and qualifications with projects of a similar size, scope and use. Identify the Project Manager, other consultants as well as other members of the project 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 Forms 330 in this section.

- b. Project Plan

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.

- c. References

Please list all projects completed within the past five years by the lead firm that are of a similar size, scope and use and provide the principal contact, including contact information. These individuals may be contacted by members of the selection committee for further information. Please see evaluation criteria relating to references.

B. Professional Fee Proposal

1. OFFERERS short-listed as finalists will be required, within two weeks of their selection, to provide a fixed fee cost proposal and detailed work schedule. The cost proposal shall include a budget and narrative for the project that includes the OFFERERS cost or fee structure for this project. Justification for each line item

must be included. Any items that may represent costs outside of industry standards should be explained.

2. In addition to the fixed fee, short-listed firms shall provide hourly rates for all individuals listed in the application.
3. The State reserves the right to award on price alone.
4. Professional Services Fee-Construction Cost Control
 - a. Short-listed firms must provide a fixed fee proposal for completing this project and all expenses related to programming, existing conditions report, site evaluations, schematics, engineering consultants, cost estimates, and printing. Provide justification for each line item. Any items that may represent costs outside of industry standards should be explained.

1.10 EVALUATION CRITERIA:

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

1. The OFFERER has experience with projects of a similar size, scope and use:
 - a. Public Health Laboratory Programming and Design Experience (principal or consultant) (0-10 Points)
 - b. Medical Examiner Facilities Programming and Design Experience (principal or consultant) (0-10 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. 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. OFFERER 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 OFFERER analyzed, interpreted and discussed issues presented by the project in a manner likely to meet the needs of the Owner and end users (0-2points)
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 OFFERER 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. (0-10 points)
2. The reference(s) reported that the project came in on time and on budget (0-10 points)
3. Has the reference continued to use the OFFERER for additional projects (0-5 points)

1.11 ADDITIONAL TERMS AND CONDITIONS

- A. The Department of Administration, Division of Capital Projects and the Rhode Island Department of Health anticipate considerable staff involvement in a project team and working group(s). The project team is anticipated to include representatives of The Department of Administration, State Health Laboratories, and State Medical Examiner's Office. 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.

- B. The Offerer 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, further:
1. 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 DOA. The Offerer 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.
 2. The firm must comply with all State and Federal statutory, regulatory and ANSI standards, as well as standards essential for the efficient operation of the State Health Laboratories and the Medical Examiner's Office. The firm must cooperate and coordinate with other state agencies, contractors, consultants or other entities, if necessary, to successfully complete the requirements of this RFQ. Rights to data, work products, etc., revert to the State of Rhode Island upon completion of the contract. All information related to vital records, systems, and security must be kept confidential at all times during and after completion of the project.
 3. Draft and Final Feasibility Study including existing conditions report shall be submitted in hard copy and in CD. Drawings shall also be submitted in CAD (compatible with AutoCAD lite, current edition).
 4. Comply with the following Payment Schedule: Payments shall be made monthly in proportion to services performed so that compensation shall aggregate to the following percentages at the completion of each phase of work: Programming and Existing Conditions Report = 20%, Schematic Design Options = 40%; Draft Report = 70%, Acceptance of Final Report = 95%, Closeout = 100%.
 5. 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
 6. The State reserves the right to cancel any contract with the successful vendor given seven days written notice. Any and all cancellation shall be considered "cancellation for convenience" as further described in standard AIA 101 documents. The firm shall, at that juncture, have no basis of claim for any damages or for lost profits.
 7. Five percent (5%) retainage shall be held by the State until the latest accepted project closeout, and the receipt of all required documentation, plans and reports.

END