



**Solicitation Information  
15 Feb 2012**

**RFP # 7449491**

**TITLE: Program Consultant for Psychiatric Forensic and Adult Psychiatric Facility (DBHDDH)**

**Submission Deadline: 14 March 2012 @ 11:00 AM (Eastern Time)**

Pre-Bid Conference: No

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [questions@purchasing.ri.gov](mailto:questions@purchasing.ri.gov) and must be received no later than 29 Feb 2012 @ 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](http://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

### **INTRODUCTION**

The Rhode Island Department of Administration / Division of Purchases, on behalf of the Department of Behavioral Healthcare, Developmental Disabilities and Hospitals is soliciting proposals from qualified firms to provide program consultation services associated with the programming, design, schedule, construction and occupancy of a new Psychiatric Forensic and Adult Psychiatric Facility, as detailed in the attached Architectural Services RFP, and in accordance with the terms of this Request and the State's General Conditions of Purchase (available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)).

This is a RFP, 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.

- Potential offerors are advised to review all sections of this Request carefully as well as any and all attachments and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- 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.
- Proposals are considered to be irrevocable for a period of not less than sixty (90) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed for the duration of the project unless otherwise indicated herein.
- 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.
- 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).*

- 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.
- Submitters should be aware of the State's 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 Administrator at (401) 574-8253 or [dorinda.keene@doa.ri.gov](mailto:dorinda.keene@doa.ri.gov) or Visit the website <http://www.mbe.ri.gov>
- 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
- Equal Employment Opportunity (RIGL 28-5.1)§ 28-5.1-1  
Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email [raymond1@gw.doa.state.ri.us](mailto:raymond1@gw.doa.state.ri.us)
- Subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

## **Architectural / Engineering Services Firms**

Should the firm/individual submitting a proposal under this RFP be an architectural and/or engineering services firm such 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.

**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.**

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.state.ri.us](http://www.bdp.state.ri.us)

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).

**SERVICES COVERED BY THIS REQUEST INCLUDE, BUT ARE NOT LIMITED TO:**

### **SCOPE OF WORK**

#### **Background and Purpose**

The Department of Behavioral Healthcare, Developmental Disabilities and Hospitals (DBHDDH) 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. It is the State intention to vacate and demolish an existing building within the Hospital Zone at Pastore Complex and a new facility will be constructed in its place to provide adult in-patient psychiatric services for adult psychiatric patients, psycho-geriatric patients and psychiatric forensic patients. The facility is expected to house up to one hundred and forty patients including forty forensic high security beds, twenty five psycho-geriatric beds and seventy five general adult psychiatric beds. The building is estimated to contain approximately 80,000 sq ft on three floors with a total construction budget of approximately \$28,000,000.

The State of Rhode Island is seeking a qualified firm/individual to provide consultation services to the DBHDDH. These services will begin with the review of a program plan and continues with assisting in project progress during design/construction until it is finished and occupied. Services include, but are not limited to the following:

- Provide information, oversight and coordination of the proposed hospital programming, design and construction project from the end user's perspective to ensure that the project incorporates, to the extent possible, the goals and objectives of the end user, is patient friendly and is designed to the newest and most appropriate standards for psychiatric care and rehabilitation and, to solely represent the end users interest independent of the design professionals and general contractor.
- Anticipate any and all needs of the project and identify options for addressing those needs.
- To prepare, at the request of BHDDH, any and all applications including, but not limited to, certificate of need compliance, Joint Commission applications, third part reimbursement requirements, etc.
- To make recommendations on project design/construction and scope from inception to occupancy so that the building and its systems and design are user friendly and provide a safe and recovery oriented environment for patients and employees.
- To make recommendation for furniture, fixtures and equipment that will promote the well being of patients.
- To make recommendations for lay outs and security features that will be patient and staff friendly.
- To observe and report on the quality and progress of design and construction to determine that it is proceeding in accordance with the goals of DBHDDH.
- To provide assistance in project fit out and completion.
- To develop policies and protocol for facility operations including all requirements of funding authorities and other authorities having jurisdiction.
- To make staffing and personnel recommendations for the proper operation of the facility and to plan with DBHDDH staff for the efficient and effective operation of the units and the building so as to enhance patient care.
- To organize and provide transition planning services for hospital patients and staff through the development of a move in plan.

- To provide advance training for staff and patients on the new building features including, but not limited to security systems, fire/life/safety issues and, emergency and disaster response consistent with written and approved policies and procedures.
- To monitor the move of patients and staff to the new facility and problem solve any issues that may arise with the staff, contractor, owner's representative and, architect.

### **Examples of Work Performed/Requirements**

- Represent the end user and patients at regular project meetings and provide advice that will help facilitate economical, efficient and desirable program development and construction. All work is to be performed in concert with the End User, the design team including DOA Owner's Representative during construction, the contractor and, as needed, the sub contractors.
- Ensure that all potential project related issues that impact patient care are addressed and that each member of the project team is aware of their role in resolving them.
- Work with the project team, as needed, to provide value engineering services to bring the project back into the budget for the work. Ensure, as value engineering decisions are made that the best interests of patients and staff are safeguarded.
- Act as liaison to DBHDDH leadership with the project team
- Act as primary contact for all patient care which relates to design and construction considerations.
- Prepare regular updates for DBHDDH approval including but not limited to budget issues and meeting reports.
- Monitor the progress of the project design/construction with regular meetings with design team and site visits to assure end user goals are being implemented.
- Participate in the analysis, selection, delivery and installation of fixtures, furnishings and equipment
- Ensure the end user receives regular project cost updates and all final project closeout documents including but not limited to any and all operational manuals, OEM manuals and maintenance protocols
- Plans, organizes and/or conducts end user training in building and systems of care issues.
- Coordinates end user move in from DBHDDH existing facilities.

## Qualifications

- A minimum of five year's professional experience that include experience in the development of psychiatric hospital level care for adults. Preference given to consultant(s) with knowledge of high security forensic psychiatric environments, psychiatric recovery programming, psycho-geriatric care and psychiatric hospital standards and staffing.
- Working knowledge of Joint Commission Accreditation Standards.
- Working knowledge of Health Care Financing Administration (HCFA) reimbursement principals and requirements for the intended levels of care.
- A working knowledge of the means, methods and general principles of architectural design for psychiatric care facilities.
- A working knowledge of the design and construction process.
- Working knowledge of computers and common applications that are used for preparing and presenting reports and budgets.
- Must be capable of originating & maintaining policies, procedures and reports.

### EVALUATION CRITERIA

Responses will be evaluated in two parts. Part one is a technical proposal and part two is a fee proposal. Part one requires a technical submission and will be evaluated on the following criteria:

1. Competence to perform the desired services by virtue of the **experience of the firm/individual, 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. (25 points).

All OFFERERS must receive a minimum score of 60 points on the technical submission. Offers not scoring at least 60 points will not be considered further.

### Fee Proposal

The fee proposal shall be worth a maximum of twenty points with the lowest cost proposal receiving twenty points and all other proposals receiving a pro rata share of that amount.

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

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

right to reject any or all proposals submitted and to waive any informalities in any vendor's proposal.

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

**Tentative Schedule Target Dates:**

RFP Issued: February, 2012  
Work Starts (contract signed): March, 2012  
Programming Verified: March, 2012  
Schematic Design Complete: May, 2012  
Design Development Complete: September, 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

As this schedule is tentative the successful Offerer must be plan on a project lasting Forty Five (45) month duration. The budget presented will be a fixed fee budget for the work outlined. No additional funding will be made available except for reasonable expenses that are pre-approved in writing by the End User and DOA's Division of Capital Projects.

**Pre-Submission Questions, Pre-Submission Meeting**

Questions, in **Microsoft Word Format**, concerning this solicitation may be e-mailed to the Division of Purchases at [questions@purchasing.state.ri.us](mailto:questions@purchasing.state.ri.us) no later than the Date & Time indicated on page 1 of this solicitation. Please reference the RFP #7449481 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.

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 three (3) copies) should be mailed or hand-delivered in a sealed envelope marked "LOI # 7XXXX: **“Psychiatric Forensic and Adult Psychiatric Facility (BHDDH) Consultant”**" 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.

## **PROPOSAL CONTENTS**

Proposals must include the following:

- A completed and signed three-page RIVIP generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet home page at <http://www.purchasing.state.ri.us>,
- A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page.
- In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CD or flash drive). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested. This CD or flash drive should be included in the proposal marked “original”.

### **Narrative, Project Plan, References and Fee Proposal:**

- **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 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. Architectural Firms must include Standard Form 330 in this section.

- **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 used to assist DBHDDH in administering the design and construction of newly built hospital, 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.

- **References**

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 may be contacted by State personnel who are involved with this project.

- **Fee Proposal**

OFFERERS scoring at least 60 technical points shall have their fixed fee cost proposal opened. The cost proposal shall include a budget for the consultant that includes the OFFERERS cost or fee structure for this project. This should be a fixed fee for a forty five (45) month duration. For purpose of fee establishment, it is estimated a work effort by the selected consultant an average of 20 hours per week for duration of contract.

In addition to the fixed fee, firms should provide hourly rates for all individuals listed in the application.

In addition to the fixed fee the firm shall provide a fixed fee for all expected expenses for the forty five (45) month period. No additional reimbursables will be allowed unless approved in advance and in writing by DBHDDH.

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.

## **ADDITIONAL TERMS AND CONDITIONS**

The successful firm/individual shall be solely responsible for meeting all terms and conditions specified in the RFP with consideration given to adult forensic psychiatric and psychiatric hospital projects 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. The selected firm must agree to provide all deliverables by the dates established in the final work plan and schedule in the resulting contract.

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, further:

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 End User including DOA's Capital Projects Division. The vendor shall not change its designated representative during the performance of the services without prior written consent by the DBHDDH.

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.

All project documents shall be submitted in hard copy and in electronic format.

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 Offerer and its' consultants are not reimbursable. Travel expenses to and from the project site are non-reimbursable except as included in the fixed expense fee. Also not reimbursable are any other expenses not listed in the fixed fee proposal including but not limited to office expenses, phone service, electronic communications costs and the keeping and distribution of meeting minutes.

The project is based on a fixed fee for the work product as described herein plus approved reimbursables. Additional services, over and above the project's planned 45 month duration, will be based on hourly rates provided by the offerer as part of the required fee proposal OR as otherwise agreed to between the State and the Offerer.

The State reserves the right to cancel this contract for it's convenience given seven days notice in writing. The successful Offerer will not, upon cancellation for convenience, have claim to any lost profits or income and only be entitled to reimbursement for work preformed until the effective date of cancellation.

**END**