



Solicitation Information
1 March 2012

LOI # 7449531

TITLE: A & E Services – Bicentennial Building (Old State House) Providence

Submission Deadline: 26 March 12 @ 2:00 PM (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: Yes Date: **TBD**
Mandatory: Yes
Location: Old State House-150 Benefit Street, Providence, RI 02908

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at questions@purchasing.ri.gov and must be received no later than 14 March 12 @ 12:00 Noon (Eastern Time). Please reference the RFP / 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

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

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

INTRODUCTION

The Rhode Island Department of Administration / Division of Purchases, on behalf of the Department of Administration / Division of Facilities Management is soliciting proposals from qualified firms to provide Architectural, Engineering, and Design Services associated with renovations, restorations and code upgrades to the Bicentennial building (OSH) Providence, R.I. 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).

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 offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

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.

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 (60) 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 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 will 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.

Also, 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. 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 / LOI

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

Subcontracts are permitted, provided that their use is clearly indicated in the offerors proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

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.

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."

Architectural / Engineering Services

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.

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 in each copy of the each response to this solicitation.

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

The respondent's Proposal may 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:

A. Project Description

The Bicentennial Building also known as the Old State House, built in 1762, is listed in the National Register of Historic Places and served as the State Capitol prior to the construction of the present State House on Smith Hill. The current structure is occupied by the Rhode Island Historical Preservation & Heritage Commission (RIHPHC) and is open for public tours. A Needs Assessment for the building was conducted in July 2011 and a report subsequently issued (see attached report). An A/E firm is being solicited to address the deficiencies outlined in that report.

The selected A/E firm is required to have extensive experience in the renovation and restoration of historical structures of similar size and scope as that of the OSH.

B. Deliverables

1. Meet with owner to review project requirements, develop budget guidelines, and establish project timetables.
2. Prepare design drawings for proposed construction, projects manuals, and appropriate bid documents in the format for soliciting a public procurement.
3. Attend meetings with the owner to finalize documents for bid solicitation.
4. Attend pre bid conferences where necessary and review bids received to assist the owner in selecting the contractor who will be performing the work.
5. Attend pre construction meetings with the owner and contractor and establish the construction timetable and project requirements.
6. Attend weekly construction meetings and administer the contract documents.
7. Process payment requests from the contractor using appropriate AIA documents.
8. Review and approve submissions for approval by the contractor.
9. Submit to the owner, at project completion, complete "as built" documents in hard copy format and on CD compact disc.

C. SELECTION PROCEDURE AND SUBMISSION REQUIREMENTS

1. Bidders will submit a technical and fee proposal simultaneously. The fee proposal will not be opened unless the firm scores a minimum of 60 points on the technical proposal, scored as follows:

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).

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.

2. Cost 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 cost proposal will represent 20 points for a possible total score of 100 points.

The lowest bidder will receive the full 20 points. All other bidders will receive a number of points prorated for their total fee proposal as it reflects a proportion of the low bid (e.g. a bid of twice the amount of the low bid would receive 10 points).

Notwithstanding the above, the State reserves the right to award on price alone

OFFERERS are required 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 OFFERER'S cost or fee structure for this project. Any items that may represent costs outside of industry standards should be explained.

A Work Plan description that 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. 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 OFFERER and the percentage to be completed by outside consultants.

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.ri.gov no later than the Date & Time indicated on page 1 of this solicitation. Please reference the RFP/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.

A **mandatory** pre-bid meeting will be held at the OSH on the date & time indicated on page one of this solicitation.

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 # 7449531: A & E Services – BiCentennial Bldg.” 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.ri.gov>)
- A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page.
- Narrative, Project Plan and References:

- **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, and include resumes of key personnel to be assigned to this project. 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 254 (for staff and consultants) and Standard Form 255 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 employed to administer the project, the assignment of staff members and concentration of effort for each, and deliverables for each.

- **References**

List a minimum of three projects completed within the last 5 years with a similar project scope involving a historic structure. Provide the date of completion, the project cost, a brief description of the work, and a project reference. (Please include projects involving wood shingle roof replacement and brownstone repair) 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.

Fee Proposal

OFFERERS are required 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.

Short-listed firms will provide a Work Plan description that 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. 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 OFFERER and the percentage to be completed by outside consultants.

The State reserves the right to award on price alone.

EVALUATION CRITERIA QUESTIONS:

Experience of the Firm and Project Principals –35 Points

Does the OFFERER have experience with projects of a similar size, scope and use?

Does the Project Manager and each consultant assigned to the project have the background and experience necessary for a successful project?
Are staff and consultants assigned to this project experienced with projects of similar size, scope and us?
Does the architectural team appear able to incorporate program goals and criteria into their design work?

Project Plan –20 Points

Did the OFFERER analyze, interpret and discuss issues presented by the project in a manner likely to meet the needs of the client and other customers and end users?
Does the proposed plan appear sensitive to budget and time constraints?
Does the plan address relevant design and program issues?
Does the plan include a discussion of value engineering and LEED standards?
Does the designer identify both constraints and opportunities posed by this project?
Is the project timeline and schedule achievable (not overly optimistic or needlessly long)?
Is the staff to be assigned to the project, including a project manager, sub-contractors, engineers and others, identified including FTE and/or hourly effort? Does the level of effort for each appear adequate?

References – Past Performance – 25 Points

Were the references provided related to projects of a similar size, scope and use to the proposed project?
Did the Offerer's final project provide a good design and program fit?
Did the OFFERER identify problems and issues in a timely and complete manner?
Were technical, budget and aesthetic issues fairly balanced with a good outcome resulting?
Did the OFFERER adequately research relevant design and program issues?
Was the Offerer's design process characterized by effective communication, clear graphic and verbal presentations and appropriate inclusion of all designated stakeholders?
Did the project come in on time and on cost? Did the OFFERER contribute to overruns? Were there an excessive number of change orders?
Was the project designed for energy efficiency?
Does the OFFERER have a history of delivering projects on time and on budget?
Is the OFFERER'S cost estimator able to make reliable cost estimates?

Professional Services Fee Proposal-Construction Cost Control (Short-listed Firms Only) – 20 Points

The lowest bidder will receive the full 20 points. All other bidders will receive a number of points prorated for their total fee proposal as it reflects a proportion of the low bid (e.g. a bid of twice the amount of the low bid would receive 10 points).

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

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.

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

ADDITIONAL TERMS AND CONDITIONS

- 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 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 Facilities Management.
- 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.
- Construction Documents shall be submitted in hard copy and in CD AutoCAD. This shall include all "as built plans" at project completion.
- Reimbursable Expenses when authorized in advance in writing by the Department of Administration, Division of Facilities 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

CONTRACTOR QUALIFICATION STATEMENT

Due to the extremely sensitive nature of the work of portions of this project, and the special skills required for same, the following information must be submitted with the bid or the proposal will not be considered.

The Old State House is one of the most historic buildings in Rhode Island and is listed on the National Historic Register. It serves as home to RIHPHC. The building is presently a working office, which will be continually occupied during construction.

It is important that the successful bidder be experienced in restoration and rehabilitation of older buildings and with the Secretary of the Interior's Standards for Rehabilitation. The architect submitting the bid must have been in business and doing work of this nature for a minimum period of five years. To demonstrate experience and qualifications the following must be provided:

- a. Provide the history of the firm, including the number of years in business; a list of representative projects with final cost, year completed and description of work.
- b. Provide resumes of principals and key personnel who will be assigned the project, including a list of relevant projects with which they were personally involved.
- c. List three or more historic preservation projects on buildings 100 years old or more that were completed by the firm within the last five years. Include the date of completion, the age of the building, the cost of the project, a detailed description of the work, and a project reference with phone number.
- d. Subcontractors used in the project should have similar experience with historic buildings within their area of expertise. Provide firm history, resume of principals, and a list of relevant projects for each subcontractor.

The owner reserves the right and sole discretion to determine equivalent or prior experience and the right to reject any or all bids which fail to demonstrate equivalent prior experience. The owner may contact project references, and reserves the right to reject bids based on poor performance with similar projects.

END