



Solicitation Information

18 April 2012

LOI # 7449638

TITLE: A & E Services – Fine Arts Center @ URI

Submission Deadline: 18 May 2012 @ 11:30 AM (Eastern Time)

<p>PRE-BID/ PROPOSAL CONFERENCE: Yes Date: TBD May 2012 Time: TBD (EDT) Mandatory : No Location: University of Rhode Island, Fine Arts Center, Room # 100, 105 Upper College Road Kingston, RI 02881</p>

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 **30 April 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.

<p>SURETY REQUIRED: No</p>

<p>BOND REQUIRED: No</p>

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 RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

Request for Letters of Interest ARCHITECTURAL/ENGINEERING SERVICES

Letters of Interest and Fee Proposals are hereby solicited on behalf of The University of Rhode Island (URI) for architectural and engineering services for additions, renovations, and new facilities for the Fine Arts Center at the University of Rhode Island, Kingston, R.I. This project is the Fine Arts Center Advance Planning & Renovations (**Fine Arts Center**). Letters of Interest and Fee Proposals will be evaluated on the basis of relative merits of the proposal and proposed fees. There will be no public opening or reading of responses received by the Rhode Island Division of Purchases other than to name those firms who have submitted proposals.

PROPOSED PROJECT SERVICES: Provide architectural and engineering services including, but not limited to, property survey; programming and conceptual design; project design and engineering; interior design services; construction document preparation; cost estimating; bidding phase services; construction administration through project close out; and provisions for complete “record drawing” documentation.

Pre-Submission Questions: Questions concerning this solicitation may be e-mailed to the State Division of Purchases no later than the date and time indicated on page one. 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. If computer technical assistance is needed, call the Purchases Help Desk at 401-574-8100

Pre-Proposal Conference: A non-mandatory pre-proposal conference will be held in accordance with the terms & conditions expressed on page one of this solicitation. Directions and a map of the Kingston Campus can be found at: <http://www.uri.edu/home/visitors/Map/>. We suggest that you enter the University campus at the junction of Route 138 and Upper College Road, at the traffic light. The Visitors Center will provide a parking pass and parking instructions. Individuals requesting service for the hearing impaired must notify us 48 hours in advance of the conference date at 401-874-9463. **Date & Time clarifications will be released in a subsequent addendum.**

INSTRUCTIONS AND NOTIFICATIONS TO RESPONDENTS:

- Potential respondents are advised to review all sections of this Request carefully and to follow instruction completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- 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 respondent. The RIBOGHE/URI 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. The proposed fee and hourly rates are fixed and not subject to increases due to inflation, changes in employee compensation, or costs of living.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporations may transact business in the state without a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040).
- Respondents are advised that all materials submitted for consideration in response to this solicitation will be considered to be public records, as defined in Title 38, Chapter 2 of the Rhode Island General Laws.
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will be considered. Subcontracts are permitted provided that their use is clearly indicated on the respondent's proposal, and the proposed subcontractor(s) are identified in the proposal.
- The State of Rhode Island has a requirement of ten percent (10%) participation of Minority Business Enterprises (MBE) in all State procurements. For further information, see www.mbe.ri.gov or contact the MBE office at 401-574-8253.
- Equal Employment Opportunity (RIGL 28-5.1) 28-5.1 Declaration of Policy: 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 employments. This policy applies in all areas where the state dollars 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 401-222-3090.
- The RIBGHE/URI reserves the right to request clarification of any aspect of materials received or to request further information as might be required to adequately evaluate credentials and qualifications.
- Interested parties are encouraged to visit the R.I. Division of Purchases website www.purchasing.ri.gov on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this solicitation.
- Respondents shall submit two (2) electronic versions of their Technical Proposal on compact disks or flash drives (not returnable), plus one (1) original and five (5) hard copies of their Technical Proposal. Respondents shall also submit two copies of their Cost Proposal in a sealed envelope labeled with the firm name and marked: "**LOI #7449638 – Fine Arts Center**". Proposals may be mailed or hand delivered to the following address:

Rhode Island Department of Administration
 Division of Purchases
 One Capitol Hill,
 Providence, RI 02908

Proposals must be received at the above address NO LATER THAN the date and time indicated on the cover page of this solicitation.

- Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases office at the time of opening for any cause will be determined to be late and will not be considered. The “official” time clock is that located in the Division of Purchases office. Proposals emailed, or faxed, to the Division of Purchases will not be considered.
- Notwithstanding the forgoing, the State / RIBOGHE/University reserves the right to award on the basis of cost alone. Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and removed from further consideration. The State / RIBOGHE/University may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

ARCHITECTURAL / ENGINEERING SERVICES

Persons or firms practicing or **submitting proposals** for Architectural and/or Engineering Services in the State of RI **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 response to this solicitation.

The Board of Design Professionals can be contacted as follows:

Board of 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).

- **ADDITIONAL INFORMATION, IDENTIFIED AS ATTACHMENTS A – D, IS RELEASED IN THIS POSTING. THAT INFORMATION IS POSTED, AND ACCESSIBLE, AS DISK BASED.**

Disk Based Bidding Information

File Format

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

Downloading the Disk Based Bid Information

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

Opening the Disk Based Bid Information

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

To access the documents (Attachments A – D), go to the website

<http://www.purchasing.ri.gov/RIVIP/BidSearch.asp>

Enter the bid number

When you see a screen SIMILAR to what is shown below, click on D under the Info Column

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

Info	Opening Time	Bid Number	Status	Bid Title	Agency Name	Buyer Name	PO
PD	11/17/2011 11:30 AM	7449137	Active(Scheduled)	RFP-ELECTRONIC PAYMENT CARD AND EMERGENCY CASH CARD PROPOSAL - DLT (22 PGS AND ZIP FILE)	DLT - Labor and Training	Moynihan	

CHECKLIST

Responses to this RFLOI must include the following (See Section VII for more information):

- A letter of transmittal signed by an owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of the Request, and tendering an offer to the RIBGHE/URI. The letter must contain a commitment to provide both the services described herein and the personnel proposed for the assignment.
- A completed bid form including a completed and signed Bidder Certification Form. This form must be downloaded from the RIVIP website.
- A copy of the firm's current Rhode Island Certificate of Authorization.
- A Technical Proposal as described herein; six (6) hard copies and two (2) separate electronic copies total.
- One (1) *separate* hard copy Cost Proposal for the proposed fees and hourly rates for the services described herein.

Request for Letters of Interest

Fine Arts Center

The University of Rhode Island

Kingston, Rhode Island

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I. MISSION OF THE UNIVERSITY OF RHODE ISLAND

The University of Rhode Island is the State's public learner-centered research university. We are a community joined in a common quest for knowledge. The University is committed to enriching the lives of its students through its land, sea, and urban grant traditions. URI is the only public institution in Rhode Island offering undergraduate, graduate, and professional students the distinctive educational opportunities of a major research university. Our undergraduate, graduate, and professional education, research, and outreach serve Rhode Island and beyond. Students, faculty, staff, and alumni are united in one common purpose: to learn and lead together.

II. PROJECT BACKGROUND

The URI Fine Arts Center is a cultural center that serves URI, the surrounding community, and the State of Rhode Island. It is home to the Department of Art and Art History (approximately 135 students and 25 faculty and staff), the Music Department (approximately 95 students and an estimated 40 faculty and staff), and the Theater Program (approximately 70 students and 6 full time faculty members), collectively referred to as the "Departments" in this document. The Departments are under the purview of the College of Arts and Sciences. Students select from a variety of majors, and obtain Bachelor of Fine Arts, Bachelor of Music, Bachelor of Arts, and Master of Music degrees. The Music Department also offers a Teacher Certification Program. The excerpts below, found on each department's website, articulate the mission and values that direct programming in the Fine Arts Center.

The department educates art and art history students in the understanding, production, and analysis of visual art and culture. The studio program teaches Art students to develop technical competence in a range of media... and awaken their creative, conceptual and historical consciousness. Art History students develop the skills to analyze and interpret works of art as expressions and products of social, cultural and historic conditions...

URI Department of Art and Art History <http://www.uri.edu/artsci/art/about.html>

At the URI Music department, we believe that music and the arts are the worthwhile work of a lifetime, and that the creative arts are the most powerful tools we have for refining and broadening human experience, representing beauty, and perpetuating cultural heritage.

URI Music Department http://www.uri.edu/music/pros_students.html

Artistically vibrant, relevant and rooted in collaboration, our unique production program enriches all students and serves the educational and cultural needs of the university and the greater community.

URI Theater Program <http://www.uri.edu/artsci/the/about.html>

The existing 120,720 square foot building opened in 1966, with a second phase completed in 1971. Each year, the building hosts art exhibitions in the Fine Arts Center Galleries, and over 200 concerts, recitals, and theater productions in its performance venues. Performance is a central element of the music and theater curricula. Music students perform in individual recitals, department concerts, and band, orchestra, choir, jazz and chamber ensembles. Acting students in the theater program audition for URI's main stage productions. Nearly all of URI's 13,000 undergraduates enroll in an Art, Music, or Theater course and attend performances.

For the past 40+ years, the existing building has provided adequate space for university arts programs, however its architecture reflects a different era of thinking. This project offers the Consultant an opportunity to architecturally express the new spirit of our times, and to capture a vision for the arts at the University of Rhode Island.

III. SCOPE OF PROJECT (Also see attachments)

The project scope will involve the advance planning, design, and construction of the Fine Arts Center. Phase I will involve the programming, facility planning, and concept design for renovations and additions to the URI Fine Arts Center facility on the Kingston Campus. Phase II will involve the design and construction of renovations, demolitions, and additions to the Fine Arts Center, and associated site work. Refer to Attachment A, *Site Map & Existing Floor Plans*, for information on existing conditions.

The program may be adjusted as necessary to meet budgetary considerations.

Phase I – Advance Planning and Concept Design

Phase I will include the following elements:

Survey of existing facilities: To include simple scale plans showing existing facilities and their current uses; facilities condition assessments for the entire Fine Arts Center building; and a land and utilities survey of sufficient accuracy to conceptually design a potential addition.

Facilities Space Program: Considering the existing and envisioned academic, research, performance, and outreach programs of the Fine Arts Center, the Phase I report will include a conceptual space program for the Fine Arts Center, anticipating development over the next ten years. The program will assume growth in student enrollment and research, performance, and outreach activities as projected by the Departments and seek to prescribe multi-functioning spaces to flexibly serve interdepartmental teaching and performance needs. The program will identify core facilities such as performance halls, recording studios, and exhibition galleries that may be shared by the Departments and other University and outside users. The planning will include an assessment of new and emerging technologies to be incorporated into the planning. The facilities program will calculate parking requirements for building users, loading and service needs, and other site related components.

The above programming information will be derived from meetings and workshops organized by the consultant and including URI faculty, student representatives, administrative and support staff; and local community arts representatives.

Community Outreach Program: Through interviews and with information presented by URI, the consultant will investigate existing and potential future community outreach programs that would be enhanced by the new Fine Arts Center. The report will include a

narrative and listing of community programs, and incorporate the space needs necessary to develop a stronger interface with local community and state arts programs.

Precedents: An important part of the consultants' work is to identify and present to the URI project planning committee precedents of exceptional academic and performance/exhibitions facilities at other fine arts centers in higher education settings in North America and worldwide. These precedents should illustrate state-of-the-art and visionary facilities for each of the academic programs at URI. For each academic discipline and its related research, performance, and outreach activities, the report will explore precedents from least two world-class university or performance/exhibition institutions. The report will include the name, age, and size of the facility, plus photographs, plans, and project costs if available.

The presentation of this facility precedent information will be made in a publishable .pdf format and include an analysis of relevant facilities trends and building innovations.

Facilities Concept Plans: Based upon the approved space program, precedents from other academic and performance institutions, and considering the suitability of existing, renovated, and expanded facilities, the consultants will prepare multiple options for the Fine Arts Center Advance Plan. These concept planning options will illustrate the benefits and shortcomings of renovating the existing building, demolishing and/or expanding sections of the existing building, or a mix of the two approaches. Environmental sustainability, first costs, and operating costs of each option should be presented. Through a series of workshops with the planning committee and other interested URI parties, the consultants will narrow the recommendations to one facilities plan to be presented in the final report.

The final advance planning report shall show concept floor plans, sections, site plans, building massing models, and drawings illustrating the conceptual architectural appearance of the renovated and expanded Fine Arts Center.

Fixtures, Furnishings, and Equipment: For the purposes of space and budget planning, the consultant will prepare a preliminary list of theater, music, and fine arts equipment to be incorporated into the new building. The university will provide a list of existing equipment and furnishings to be reused in the new facility, and the consultant will develop a preliminary schedule and cost budget for (1) fixed building equipment & furnishings, (2) movable equipment and furnishings, and (3) all new furniture.

Project Schedule and Phasing Plan: In consultation with the University, the consultant will prepare and include in the report a project schedule phasing plan, including identifying the needs and duration of temporary facilities during construction. Based upon the consultant's project phasing report, URI will identify any available swing space on campus to accommodate the academic programs during construction. The consultant will provide concept floor plans for the use of existing campus buildings and/or leased temporary structures.

Project Budget: Using the MS Excel format provided by URI, the consultant will provide a recommended project budget showing current construction and FF&E costs. The preliminary construction budget for the Fine Arts Center and renovations required for temporary swing-space during construction (not including escalation costs, FF&E, and soft costs) is \$50,000,000 in 2011 dollars.

Public Relations Materials: After the completion of the consultant's Fine Arts Center Advanced Planning report and Concept Design, the University intends to seek public and private support for the construction project. In order to assist with this effort, the consultant will provide 1) a written narrative describing the design approach and the recommended facilities plan, 2) high quality colored plans, 3) at least six colored renderings of interior and exterior designs, and 4) other materials suitable for public relations and promotion of the project.

Final Reports: The final report shall include a synthesis of the above information and be in the form of a bound volume, including an executive summary and appendices. Ten copies are required, plus one electronic version in .pdf format, plus one MS PowerPoint or .pdf slide show summarizing the report.

Phase II – Project Design & Construction Services

Phase II will include the following elements:

Schematic Design Services: Programming and design deliverables for this phase to include, but not limited to:

- ▶ Updated space and functional programming study report for review and prioritization
- ▶ Updated site plan showing utilities, and landscape, land and/or accessibility improvements with existing and proposed grading
- ▶ Updated conceptual design floor plans and required elevations
- ▶ A minimum of four (4) updated renderings to illustrate the design and suitable for public relations publication

Design & Bid Services: Programming and design deliverables for this phase to include, but not limited to:

- ▶ Building Code Review evaluation and report that identifies challenges and variances required
- ▶ Updated construction cost estimates for the work
- ▶ Program revisions/adjustments to align scope of work with budget
- ▶ Complete design documents, including design documents for temporary facilities to be used during construction
- ▶ Complete construction documents, including plans and specifications for the project and all temporary facilities to accommodate programs during construction.
- ▶ Bid phase services for a design-bid-build general contractor project delivery.

Construction Administration and Project Closeout Services: The balance of the design services will include construction administration, and all other A/E services for the Fine Arts Center as outlined in the attachments.

IV. DESIGN PARAMETERS

The following parameters must be considered in the proposed design solutions:

- Site improvements & landscaping: As needed for general landscape restoration associated with the project. Coordination with existing facilities within the area delineated on the attached site plan.
- Utilities: The utilities to service the building renovation are included in this project. These include water, sewer, gas, and telephone/data connections, from service points as needed, located within 200 feet of the building.
- Existing facilities: URI will conduct surveys for existing hazardous materials and prepare a remediation plan to be incorporated into the bid demolition documents.
- Accessibility: The project shall include new construction necessary to provide ADA accessibility to the entire facility, as required by code.
- Architectural Considerations: The program spaces will include, but are not limited to, an art gallery, art studios, theater and music performance and practice space, recording space, classrooms, student lounge space, climate controlled storage spaces, and office space. Awarded A&E firm to finalize program.
- Building Infrastructure: Fire Code/Life Safety, including elevators and sprinkler systems, as required by code.
- Fixed theater and lighting equipment: The Consultant will design and specify fixed theater and lighting equipment for performance spaces.
- Mechanical, electrical and plumbing infrastructure to include new HVAC system, electrical equipment, and kitchen and restroom facilities as required by code.
- Interior Design: To include architectural materials and finishes selections, signage to University standards, and furniture and equipment layouts coordinated with the University's vendors. The Consultant will design and specify fixed seating and equipment. URI will directly contract the design, specification, purchasing, and delivery of all loose furniture; the Consultant will select finishes and fabrics of this furniture.
- LEED®: The Fine Arts Center is to be designed to achieve a minimum "Gold" status in the LEED® NC or Schools rating system developed by the U.S. Green Building Council. The design must earn at least 15 points under the energy performance credit EAc1 and include an on-site renewable energy component earning at least 3 points under credit EAc2.

V. DESIGN PROCESS EXPECTATIONS

- Programming: The selected firm will begin the project by working with the building committee to establish a program for the Fine Arts Center. As part of this process, the consultant will provide research findings showing fine and performing arts “best practices” utilized at other higher education institutions with regard to square footage needs, typical program elements and amenities, building efficiency factors, and costs.
- Design documentation is to include the following phases: Schematic Design, Design Development, and Construction Documents. This will also include progress meetings with the State Fire Marshall and the Building Commissioner in order to attain project approvals.
- Coordination with URI: The selected firm will coordinate the advance planning, project design development, and construction documents with the University’s facilities operations staff, safety and risk-management personnel, engineers, and other stakeholders in the project.
- Specialty Expertise: The selected A/E team is required to include the following specialty firms or personnel with the proposed team:
 - ▶ A design architect with at least 10 years of experience in programming, designing, and constructing fine arts and performing arts facilities for university academic, research, performance, and outreach programs.
 - ▶ University advance planning experience for academic infill facilities that respect and enhance the existing character and patterns of a campus.
 - ▶ Technical staff capabilities for surveying and assessing existing buildings.
 - ▶ Demonstrated planning process management and problem-solving skills to work with a diverse client and multi-faceted program, to be able to synthesize large amounts of information, facilitate team decisions, and develop creative and logical results.
 - ▶ Excellent writers and artist of images to support URI's public relations initiative to advance the approved project proposals.
 - ▶ LEED® accredited planners experienced with developing sustainable environment strategies in campus environments.
 - ▶ A landscape architect and civil engineer familiar with RIDEM requirements and processes.
 - ▶ Structural consultant to review demolition plans and new structure.
 - ▶ Mechanical, electrical, plumbing/fire protection (MEP/FP) consultants with experience with similar academic facilities.
 - ▶ Audio visual, telephone and data engineer. *{see “allowances” below}*
 - ▶ Theater, equipment, and lighting consultant
 - ▶ An independent cost consultant experienced with university buildings and the Rhode Island construction market.
- All required meeting time necessary to achieve the specified outcome shall be included in the fee proposal.

- Form of Agreement: See Attachment “B”, *Standard Form of Agreement between Architect and Owner* for a detailed scope of expected Architect’s services and terms of contract agreement.

VI. SCHEDULE

The University wishes to design, bid and construct the project within the following timeframe:

Phase I

- ▶ A/E selection and award by May, 2012
- ▶ General data gathering by June, 2012
- ▶ Meetings and planning “workshops” in June - August, 2012.
- ▶ Presentation of master planning options in September 2012.
- ▶ URI review of Master Plan by October 1, 2012.
- ▶ Final draft report by December 1, 2012.
- ▶ Final Report and public relations materials by February 1, 2013.

Phase II

- ▶ Full A/E services starting January 2015, or earlier if funding permits
- ▶ Fine Arts Center additions and renovations to be substantially completed by December 2017, with final completion by June 2018.

VII. PRELIMINARY PROJECT CONSTRUCTION BUDGET

Subject to refinement during programming, the project construction budget in current dollars, including site works, utilities connections, general conditions and contingencies is:

Phase I: Advance Planning: Fees and reimbursables only, no construction costs.

Phase II: Fine Arts Center Renovations and Additions: \$50 million (2011 dollars)

VIII. CONTENTS OF THE TECHNICAL PROPOSAL & COST PROPOSAL

Proposals must include the following (See Checklist for additional requirements):

- (1) A Technical Proposal describing the firm’s background, qualification, and experience related to the project, as well as its proposed work plan and approach. The Technical Proposal must contain the following sections:

Section 1, Letter of Transmittal & Required Forms:

- Letter of Transmittal
- RI Bidder Certification Form/Contract Offer
- RI Certificate of Authorization

Section 2, Executive Summary: This brief (one to two pages) section should summarize the contents of the Technical Proposal and introduce the proposed design team.

Section 3, Management and Design Approach: Provide a concise (no more than six page) narrative outlining the process your firm will offer to understand URI's needs and prepare the foundations for the design of the project. Discuss the opportunities and challenges of the project and how your design team might approach solutions. Outline the steps the team will follow during the planning, design and construction process to ensure a high quality, on schedule, and within budget project.

Include in the above a discussion of your design philosophy and how this architectural commission can artistically express the spirit of our time and the role of fine and performing arts in today's university.

Section 4, Respondent's Qualifications and Staffing: The design team prime consultant shall submit a completed federal SF330 Parts 1.A-D. At the option of the respondent, firms may submit individual resumes for team members in lieu of completing Part 1.E. Also include SF330 Part 2 for each firm associated with the design team.

Section 5, Previous Project Experience and Design Talent: Using a format of your choice, illustrate and describe recent design experience for at least two, but no more than five projects that demonstrate the team members' experience and design talent on similar projects. *Note: If the project reflects work by an individual on the design team while employed by another firm, list the name of the previous firm and Principal-in-Charge of the project.*

In addition to the above, you may include other materials to document your team's qualifications for this project. Please keep your LOI succinct and focused on describing your design team's unique qualifications to meet the project needs.

(2) A Cost Proposal reflecting the fixed lump sum fee structure proposed for this scope of services. Firms are encouraged to provide as much detail as possible to explain their proposed fee. Please include current hourly billing rates for all members of the A/E team to be used when invoicing optional additional services. Also include in the Phase I fixed fee the time required for key design team members to travel with the building committee to visit one comparative facility at another university campus within a one day roundtrip driving distance. *Note: the Cost Proposal must be submitted in a sealed envelope separate from the Technical Proposal.* The Cost Proposal must include the following breakdown of design fees.

1. Phase I Advance Planning and Concept Design Fee
 - a. Consultants fee
 - b. Allowances
 - c. Total Phase I fee
2. Phase II Project Design and Construction services
 - a. Schematic Design Phase Fee
 - b. Phase II Design and Bid Phase Fee
 - c. Phase II Construction Administration and Project Closeout Fee
 - d. Allowances
 - e. Total Phase II fee
3. Total Fee for both phases, including allowances.

The following allowances must be included in the fee proposal and separately itemized:

Phase I Allowances:

▶ Theater Equipment & Lighting consultant	(in fixed fee)
▶ Site land survey	\$15,000
▶ Geotechnical investigation and report	\$10,000
▶ Destructive/Forensic testing services	\$20,000
▶ Additional Services (per Article 4.3.1)	\$100,000
▶ Reimbursable expenses	<u>\$15,000</u>
Total	\$160,000

Phase II Allowances:

▶ Acoustician	(in fixed fee)
▶ Theater Equipment & Lighting consultant	(in fixed fee)
▶ Environmental air quality consultant	\$20,000
▶ Building envelope peer review	\$25,000
▶ Structural peer review	\$15,000
▶ Permit and approval fees	\$200,000
▶ Audio-Visual consultant	\$50,000
▶ Electronic as-built documents (Preparation based on contractor markups)	\$50,000
▶ Additional Services (per Articles 4.3.1 & 4.3.2)	\$100,000
▶ Reimbursable expenses	<u>\$120,000</u>
Total	\$580,000

IX. SELECTION PROCESS

The University of Rhode Island will appoint a Technical Review Committee to review Technical Proposals and rank-order firms using a quality-based selection process with the following point system:

- Management & design approach (up to 20 points)
- Respondent's qualifications and staffing (up to 25 points)
- Previous project experience and design talent (up to 25 points)
- References (up to 10 points)

A minimum of 70 points must be scored by firms to qualify for advancement in the selection process. The Technical Review Committee may select the highest-scoring 3-4 firms to participate in on-campus interviews. Upon completion of interviews, if any, and further reference checks, the committee reserves the right to review and adjust the Technical Proposal scoring of the interviewed firms. Technical Proposals with a final score of 70 points or higher will advance and cost proposals will then be opened.

- Cost Proposal (up to 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 / RIBOGHE/University of RI reserves the right to award on price alone.

Upon approval of the selected firm, URI will negotiate an agreement with the selected firm for the services described herein. In the event that an agreement cannot be reached with the selected firm, URI will formally cease negotiations with that firm and undertake similar negotiations with the next recommended firm(s) until an agreement is reached.

Firms not selected for this project will be informed upon issuance of a PO to the successful bidder. This notification will be provided by listing the successful respondent on the DOA/Purchases website.

- End -