

Solicitation Information
11 May 2012

LOI # 7449719

TITLE Engineering Services - Parking Improvements @ Pastore Center

Submission Deadline: 15 June 2012 @ 11:00 AM (EDT)

PRE-BID/ PROPOSAL CONFERENCE: Yes, DATE: 23 May 2012 TIME: 9:30 AM (EDT)
Mandatory: No
Location: RI Department of Administration, Second Floor, Conference Room B

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 31 May 2012 @ **12:00 Noon (EDT)**. 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

SECTION 1 - INSTRUCTIONS AND NOTIFICATIONS TO OFFERERS

A. INTRODUCTION

1. The Rhode Island Department of Administration, Division of Purchases, on behalf of the Division of Capital Projects is soliciting proposals from qualified firms to provide engineering services associated with the analysis, design, engineering and construction oversight of parking facilities at the Pastore government center, in accordance with the terms of this solicitation and the State's "General Conditions of Purchase" (available at www.purchasing.ri.gov).
2. This is a request for Letters of Interest ("LOI") not an invitation for bids. Vendor proposals for engineering services will be evaluated on the basis of the relative merits of the proposal, with price/cost as one of several factors taken into consideration. There will be no public opening or reading of proposals received by the Division of Purchases, other than a public announcement identifying those vendors who submit proposals prior to the submission deadline set forth herein.
3. Potential offerors are advised to review all sections of this solicitation carefully as well as any and all attachments, instructions, and addenda completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
4. Alternative approaches and/or methodologies to accomplish the desired or intended results of this request for proposal will be considered. However, proposals which depart from or materially alter the terms, conditions, requirements, or scope of work defined by this solicitation will be rejected as being non-responsive.
5. All costs associated with developing or submitting a proposal in response to this LOI, or for providing clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.
6. Proposals are considered to be irrevocable for a period of not less than ninety (90) days following the submission deadline, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
7. All pricing submitted will be considered to be firm and fixed for the duration of the project unless otherwise indicated herein.
8. Proposals misdirected to other State locations or which are otherwise not submitted to the Division of Purchases by the submission deadline set forth herein for any cause will be deemed to be late and shall not be considered. The "official" time clock is located in the reception area of the Division of Purchases.
9. In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no out of state, or 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 requirement will be imposed only upon the successful offeror(s).

10. Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this request for proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws
11. Offerors are hereby given notice of Rhode Island's MBE requirements, which address the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the Rhode Island MBE Administrator at (401) 574-8253 or dorinda.keene@doa.ri.gov or visit the MBE website <http://www.mbe.ri.gov>
12. Vendors are instructed to monitor the Division of Purchases public website on a regular basis, as additional information relating to this solicitation may be released in the form of addenda to this LOI.
13. Equal Employment Opportunity, R. I. Gen. Laws § 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
14. Subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

B. ARCHITECTURAL / ENGINEERING SERVICES

1. Architectural and/or engineering services firms practicing in Rhode Island must be registered and possess a Certificate of Authorization in accordance with R. I. Gen. Laws § 5-1-1, et. seq. A copy of a Certificate of Authorization for the firm and current Rhode Island registration(s) for individuals who may perform project related work must be included with the proposal.
2. The Rhode Island Board of Design Professionals may 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
www.bdp.state.ri.us

3. The respondent's Proposal will be disqualified and removed from consideration if the Proposal fails to include the required current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s).

SECTION 2 - SCOPE OF WORK

A. BACKGROUND AND PURPOSE

The Pastore Government Center in Cranston RI is home to several RI state government operations including the Division of Motor Vehicles, the RI Traffic Tribunal, the Office of Health and Human Services, The Department of Elder Affairs, The Department of Behavioral Health, Developmental Disabilities and Hospitals (including the Eleanor Slater Hospital), The Department of Corrections, The Department of Labor and Training and, The Department of Business Regulation. Development of the Pastore Center has progressed in a manner that has not optimized or improved parking and its current wearing surfaces for employees or visitors in any systematic way.

The purpose of this LOI is to hire an engineering firm that will assess parking lot conditions, drainage structures, curbing, signage, walkways, and make recommendations for parking improvement for a central area of the Pastore Campus (see attachment A).

When the assessment is complete and approved by the Owner, the consultant will then prepare construction and bidding documents for the improvement of parking in these key areas.

Services Will Include, But May Not Be Limited to, the Following:

1. An assessment of traffic flow and parking needs in the areas highlighted in attachment A. Such an assessment will include interviews with key personnel and parking and traffic counts during selected "heavy use" times.

2. The conduct of a survey of the areas identified to determine existing utilities, grades, drainage structures both in the area of current parking and in areas adjacent to existing parking where surface parking can be added.
3. Recommendations for improvements in the layout and design of the parking areas identified.
4. The development of Construction Documents (CD) for a competitive bid for parking improvements.
5. The oversight of construction and materials testing to assure the quality of construction work.
6. Preparation, submission and corrections, as required, for all necessary regulatory and advisory permitting including but not limited to The Department of Transportation, The Department of Environmental Management, The RI Historic Heritage Preservation Commission, The Department of Health and, The State Building Code Commission, The State Fire Marshall and, The City of Cranston Fire Department.
7. The performance and delivery of all required civil site survey information.
8. The performance and delivery of all necessary environmental studies including needed geotechnical information and environmental testing.
9. All services, standards and materials testing and professional services shall be delivered according to standards issues by the RI Department of Transportation and included in the Rhode Island Standard Specifications for Road and Bridge Construction "Blue Book" latest version and will all revisions.

B. MINIMUM REQUIREMENTS

1. Five year's professional experience that includes experience in the development of parking areas and road engineering and design and construction oversight.
2. A working knowledge of the means, methods and general principles of road and parking layout, regulatory requirements and construction supervision
3. A working knowledge of computers and common applications that are used for preparing and presenting reports and budgets
4. A working knowledge of public procurement processes for road and parking engineering and construction
5. Must be capable of originating & maintaining necessary reports per DOI standards

SECTION 3- EVALUATION CRITERIA

A. PROPOSALS

Responses will be evaluated in two parts. Part One (worth up to 70 points) is a Technical proposal and Part Two (worth up to 30 points) is a Professional Fee proposal. Both the Technical and Professional Fee proposals are required on the due date listed on page one of this solicitation.

a. The Technical Proposal 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, the qualifications and experience of the staff who would be assigned to perform the services, and an assessment on the firm's ability in regard to the Minimum Requirements. (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. (15 points)
4. All OFFERERS must receive a minimum score of 50 points on the technical submission. Offers not scoring at least 50 points will not be considered further.

b. The Professional Fee proposal shall be worth a maximum of thirty (30) points with the lowest cost proposal receiving thirty 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 discretion, elect to require presentation(s) by any or all offerors who have scored the minimum of fifty (50) points on the technical proposal

Tentative Schedule Target Dates:

LOI Announcement:	May 14, 2012
Pre- LOI/Proposal Conference @ 9:30 a.m. (One Capitol Hill, Second Floor, Conference Room B – Providence RI)	May 23, 2012
Final Day for Offerer(s) to Submit Questions to DOA's Purchasing by Noon	May 31, 2012
Answers Posted by the Division of Purchases:	June 6, 2012
RFP/LOI submission date @ 11:00 a.m.:	June 15, 2012
Firm Selection:	July, 2012

Tentative Purchase Order Issued Date:	August, 2012
Work Starts (contract signed):	September, 2012
75% Construction Documents Submission:	November, 2012
Final Construction Documents Submission:	December, 2012
Construction Bidding:	January, 2013
Construction Award:	April, 2013
Construction Start:	May, 2013
Construction Finish:	September, 2013

As the project schedule is tentative, the successful offerer must anticipate a project lasting at least 12 months including the construction phase, but possibly more. However, proposals will be a fixed fee budget for the work outlined. No additional funding will be available except for reasonable expenses that are pre-approved in writing by The Owner.

Pre-Submission Questions, in Microsoft Word Format, concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than the Date & Time indicated on page 1 of this solicitation. Please reference the LOI # on all correspondence. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

Pre-Submission Meeting will be scheduled at a time and location to be determined.

Offers to provide the services covered by this solicitation must be received by the Division of Purchases on or before the date and time indicated on page one of this solicitation. Proposals (an original plus three (3) copies) should be mailed or hand-delivered in a sealed envelope marked "LOI # 7449719: Engineering Services – Parking Improvements @ Pastore" to:

R I Department 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.

B. PROPOSAL CONTENTS

1 Proposals Must Include the Following:

- i. 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>)

- ii. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page.
- iii. 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".

2. Technical Proposal: Narrative, Project Plan, References

i Narrative - 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/Engineering Firms must include Standard Form 330 in this section Describe how you meet or exceed the Minimum requirements.

ii 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 proposed project schedule.

iii. 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.

3. Professional Fee Proposal

- i OFFERORS scoring at least fifty (50) technical points shall have their fixed fee cost proposal opened. The cost proposal shall include a budget for the consultant that includes the OFFERORS cost or fee structure for this project.
- ii. In addition to the fixed fee, firms should provide hourly rates for all individuals listed in the application.
- iii. No additional reimbursables will be allowed unless approved in advance and in writing by The Owner.

- iv. The offeror with the lowest fee proposal will receive the full 30 points. All other offerors will receive a number of points prorated for their total fee proposal as it reflects a proportion of the lowest proposal (e.g. a fee proposal of twice the amount of the lowest fee proposal would receive 15 points). Fee proposal points are determined by the following formula: x/n (y) = points awarded; whereas "x" = lowest bid, "n" = any bid under consideration and "y" = 30 points.

SECTION 4 - ADDITIONAL TERMS AND CONDITIONS

The successful firm/individual shall be solely responsible for meeting all terms and conditions specified in the RFP. The use of any subcontractors or other vendors must receive prior approval by the State. The Division of Purchases reserves the right request clarification of the terms and conditions of any proposal submitted. The offeror recommended for contract award will be notified by the Division of Purchases. The selected offeror 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 Owner. The vendor shall not change its designated representative during the performance of the services without prior written consent from the Owner.

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.

Must full comply with standards issued by the RI Department of Transportation and included in the Rhode Island Standard Specifications for Road and Bridge Construction "Blue Book" latest version and will all revisions.

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

Reimbursable Expenses when authorized in advance in writing by The Owner will be paid based on verified costs plus a fee not to exceed five (5) percent and shall generally be limited to document reproductions, postage and handling. Reproductions for office use by the Offeror 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, will be based on hourly rates provided by the offeror as part of the required fee proposal OR as otherwise agreed to between the State and the Offeror.

The State reserves the right to cancel this contract for its convenience given seven days notice in writing. The successful Offeror 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

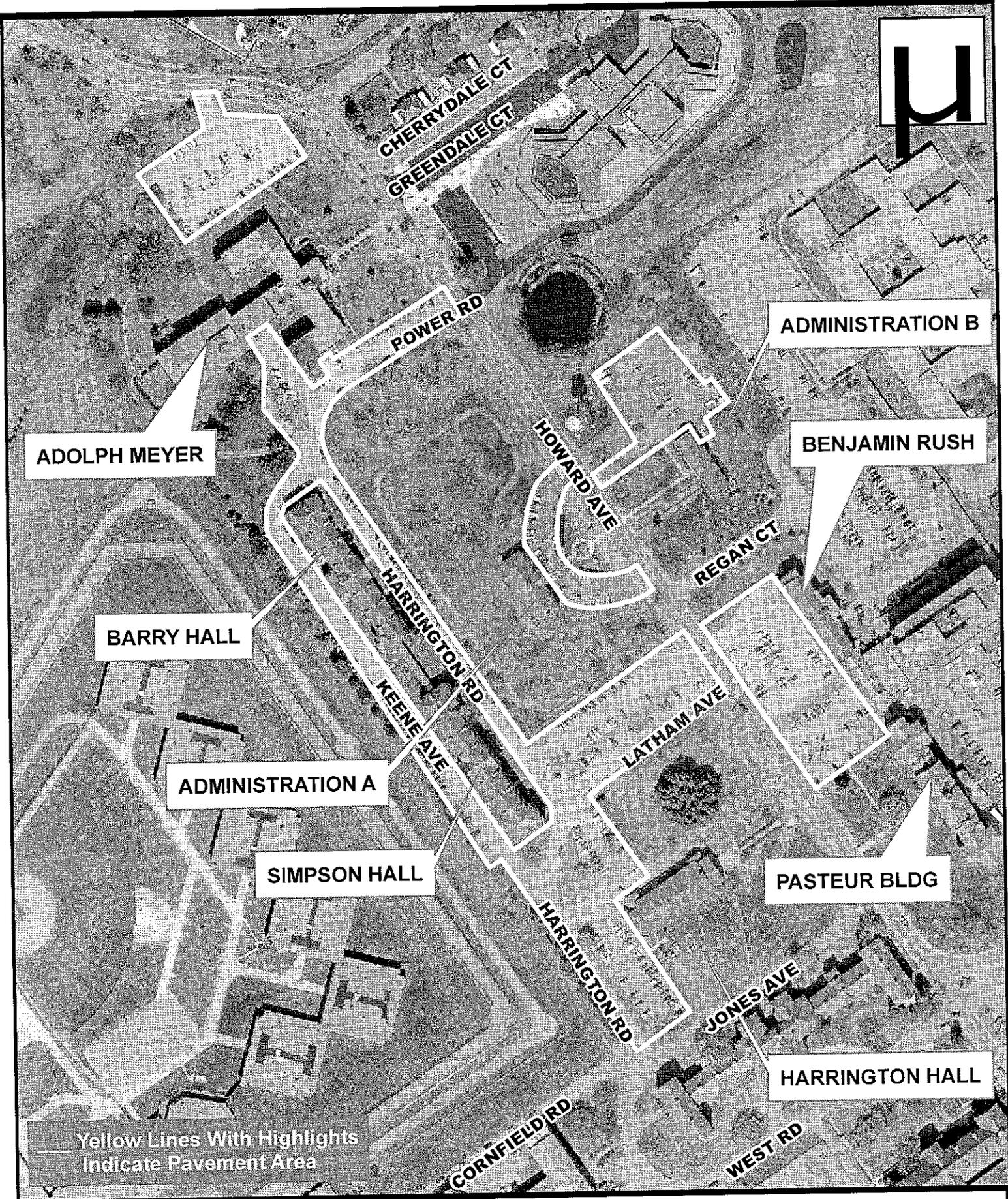
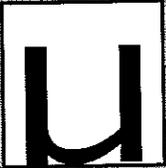
The next page is an aerial photo of the Pastore Center (Cranston, RI). The paved areas are indicated in the photo. If you wish to view this file in color, it is posted as disk-based. Follow the instructions listed below:

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".



Yellow Lines With Highlights Indicate Pavement Area



DEPARTMENT OF ADMINISTRATION

DIVISION OF CAPITAL PROJECTS AND PROPERTY MANAGEMENT

Created BY: Ara Getzoyan

Date: April 4, 2012