



**State of Rhode Island and Providence Plantations
7 June 2012
ADDENDUM NUMBER ONE**

LOI# 7449770

**TITLE: Owner's Program Management Services for Psychiatric
Forensic and Adult Psychiatric Facility**

**Closing Date and Time: 14 June 2012
at 11:30 AM (EDT)**

Per the issuance of ADDENDUM # 1 the following change(s) are noted:

Clarification

**This addendum, in its entirety is available on-line on the Rhode Island,
Division of Purchases website at www.purchasing.ri.gov**

State of Rhode Island**Department of Administration / Division of Purchases****LOI # 7449770, Title: Owner's Program Management Services for Psychiatric Forensic and Adult Psychiatric Facility****Closing Date and Time: 14 June 2012 at 11:30 AM (EDT)****ADDENDUM #1, June 7, 2012****I. MEETING SUMMARY****NON-MANDATORY PRE-BID CONFERENCE on June 5, 2012 at 2PM****A. General Information:**

1. The meeting formally commenced at 2:00 PM while attendance sheets were being signed. All present had the opportunity to sign in. The presentation began at 2:04 PM. Jerry Moynihan (Rhode Island Department of Administration, Division of Purchases) announced the projects as LOI # 7449770 Title: Owner's Program Management Services for Psychiatric Forensic and Adult Psychiatric Facility and confirmed that this was a non-mandatory pre-bid meeting. Mr. Moynihan said that there will be an opportunity to ask questions in the meeting and the minutes of this meeting, including questions and the answers, will be posted in an addendum. He advised attendees to peruse the Purchasing website regularly. We will attempt to answer questions today in person, but the written addendum prevails as the final word. Mr. Moynihan announced that the Closing Date and Time is 14 June 2012 at 11:30 AM (EDT) and vendors are welcome to be present for the acknowledgement of receipt of the bids; however, no bid amounts will be read aloud. Mr. Moynihan said that vendors are required to also submit an electronic "public copy" of the bid, redacted for public inspection.

Each submission will be reviewed and assigned a numerical rating. The Division of Purchases will review the award recommendation and issue a tentative "notice to proceed" enabling the selected vendor to gather the subsequent documentation.

Namvar Moghadam, Associate Director of DOA Capitol Projects said that the Department of Behavioral Healthcare, Developmental Disabilities and Hospitals is relocating its hospital services within a "Hospital Zone" footprint at the Pastore Government Center in Cranston, RI. Upon demolition of the vacated building, a new Psychiatric Forensic and Adult Psychiatric Facility will be constructed in its place to provide in-patient psychiatric services for adult psychiatric patients, psycho-geriatric patients and psychiatric forensic patients. The new facility is expected to house up to one hundred and forty patients. Mr. Moghadam said that we are looking for program management services to assist us throughout the project from the beginning to after move-in, and aid us in selecting an architectural/engineering firm.

Mr. Jerry Moynihan asked if there were any questions. The questions asked and the answers are attached (Pre-Bid Meeting Questions and Answers). The meeting was adjourned at 2:41 PM.

Attached:

Pre-Bid Meeting Questions and Answers

Submitted Questions- Set I

Submitted Questions- Set II

Pre-Bid sign-in sheet

June 5, 2012

Pre Bid Meeting Questions and Answers:

Question 1. Is funding authorized for this project and in place?

Answer 1. Yes.

Question 2. Is Errors and Omission Insurance required?

Answer 2. Please refer to Addendum 1, Submitted Questions- Set I, Question 1 and Answer 1.

Question 3. Should on-site office and workspace be included within our costs?

Answer 3. Yes, you should provide for that with in your costs.

Question 4. Regarding FFE, can that be an outsourced firm from the OPM?

Answer 4. Your services regarding FF & E review/suggestion/oversight can be provided by your partner or consultant.

Question 5. Can a member of the OPM be a member of the design team?

Answer 5. No. Furthermore, no member of the awarded Owner's Program Management firm may also be employed directly by the awarded A&E firm, or awarded Contractor or its subcontractors.

Question 6. In the RFP we don't describe the number of months for each phase.

Answer 6. Please refer to Addendum 1, Submitted Questions- Set I, Question 4 and Answer 4.

Question 7. Can you list who asked the questions [in Submitted Questions- Set I and Set II]?

Answer 7. No, Addendum 1, Submitted Questions are not attributed to the author.

Question 8. In the bulleted section on page 4, it mentions design standards. Are there building standards within the departments?

Answer 8. There may be departmental standards in addition to the codes and regulatory requirements. Those should be identified as part of the design programming phase.

Question 9. Is there a CAFM (Computer aided facilities management) within the department?

Answer 9. The system that you described is not currently utilized in the department.

Question 10. Was there a program plan completed?

Answer 10. Yes, some preliminary work was completed by a DOA architect in the Division of Capital Projects and Property Management. The awarded firm will receive the information.

Question 11. What does it mean on page 7 that all utilities will need to work with Pastore?

Answer 11. It means that the new facility will need to be designed using the campus utility infrastructure. The awarded firm will receive information on the Pastore Center utility requirements.

Question 12. Will we need to provide environmental assessment services?

Answer 12. That will be handled by the A/E firm or their consultant. You will need to oversee their work.

Question 13 . Is there an objective to achieve certain level of LEED certification beyond what the state requires?

Answer 13. We plan to have to meet the state's requirements unless through your recommendation we can go beyond the minimum requirements at no additional immediate or life cycle costs.

Question 14. It appears that this project has been out for design solicitation before. Has previous solicitations been cancelled?

Answer 14. The Division of Purchases has the RFP for A/E services 'on hold' until further notice.

Question 15 . On the design aspect who is the client and where are they located?

Answer 15. The End User is located at The Pastore Government Center -It is The Department of Behavioral Healthcare, Developmental Disabilities and Hospitals. The owner is the Department of Administration (as stated in the solicitation), One Capitol Hill, Providence, RI.

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Owner's Program Management Services for Psychiatric Forensic and Adult
Psychiatric Facility" LOI # 7449770
Submitted Questions- Set I

Questions and Answers

Q1:

On Page 7 of 12 it states the... "The OPM shall carry significant errors and omissions (E&O) insurance in keeping with the professional practice standards. Errors and omissions insurance shall be in the amount determined by the Owner." What is the amount of Errors and Omission Insurance Required?

A1: A minimum of Two Million Dollars (\$2,000,000.) E&O insurance will be required. This cost is part of the lump sum bid.

Q2

On Page 7 of 12 it states that...

"The OPM shall, independent of the project design team and contractor, and in conjunction with the owner, hire and supervise the building commissioning agent (s)." Are the fees associated with the process of hiring and supervising the Owner's Building Commissioning Agent to be included as part of the fee proposal?

A2: The OPM shall be responsible for overseeing the work of the commissioning agent(s) as part of their lump sum fee. The fee for the commissioning agent(s) will be paid by the owner (not the OPM).

Refer to LOI #7449770, issued 24 May 2012, page 7 of 12, DELETE

"The OPM shall, independent of the Project design team and contractor, and in conjunction with the Owner, hire and supervise the building commission agent (s)" and REPLACE with

"The OPM shall, independent of the Project design team and contractor, and in conjunction with the Owner, supervise the building commission agent (s)"

Q3:

On Page 7 of 12 it states that...Qualifications: "Working knowledge of Health Care Financing Administration (HCFA) reimbursement principles and requirements for the intended levels of care." As health care finance and reimbursables are not typically addressed by design and construction oversight teams (other than an understanding of the security, spatial and data requirements which will be established through end user interviews), why is there a requirement to understand the HCFA process?

A3: Reimbursement principles and practices are a key component in funding the services that will eventually be provided to the hospital patients. As "environment of care" issues include many physical plant considerations, the OPM, either directly or through sub-contract, should be fully aware of the principles and requirements of reimbursement.

Q4:

On Page 11 of 12 it states under the section entitled "Fee Proposal"..."For purposes of fee establishment, it is estimated a work effort by the selected consultant of an average of twenty (20) hours per week during the design/preconstruction phase, forty (40) hours per week during the construction phase, and twenty (20) hours per week for the closeout phase (such as addressing punch list) commissioning, occupancy and turn-over to the End User. Note, however, that this is a fixed lump sum contract not subject to additionally, hourly compensation. It appears that the Owner is looking for lump sum costs to provide services and is making an effort to provide a prescribed number of hours for comparative purposes in evaluating the project costs. In review of this requirement the time lines for the periods are not established for each phase, but more importantly the estimated hours are not sufficient to properly provide quality services and meet the prescribed requirements of this LOI. As such the last sentence stating "Note, however, that this is a fixed lump sum contract not subject to additionally, hourly compensation" makes it clear that this is a lump sum contract and the proposal based on the defined hours is in fact the total OPM fee with no consideration of additional compensation for additional services (time) as may be required above those hours prescribed therein for the duration of forty five (45) months. Can the Owner, kindly clarify the purpose of the defined hours, and if used for comparative purposes only provide a timeline for each phase so that it is truly an equal comparison? If the above assumption is incorrect (defined time as a means of comparison), how will the fees be evaluated to assure that work efforts, such as time for consultants, field representation, administrative efforts and other project resources are being evaluated equally and that all requirements and expectations of the project are being met by the proposers for the fee being submitted?

A4: The lump sum fee requirement is based on the need to compare fees fairly between competing vendors. It is also the intent of the State to stay as close as possible to the schedule proposed and complete the project in forty five (45) months. For purposes of fee establishment the pre construction phase should consist of sixteen (16) months, the construction phase should be calculated at twenty-six (26) months) and the commissioning, close out and occupancy should be calculated at three (3) months.

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LOI 7449770**TITLE: Owner's Program Management Services for Psychiatric Forensic and Adult Psychiatric Facility**

Submitted Questions- Set II

Questions and Answers

Q1: Please confirm whether the consultant scope will include any activities, beyond move management, associated with the existing facilities to be vacated – i.e. demolition, short term re-use, oversight of environmental analysis

A 1: The awarded firm's scope, as indicated in this solicitation, will include oversight of demolition, short term reuse and oversight of environmental analysis work (This work is performed by others).

Q2: Please confirm whether the A/E team will be hired prior to the project manager or whether that will be part of the consultant's responsibility.

A2: The Owner's Program Manager should be hired prior to the Architecture and Engineering firm. Please see Pre-Bid Meeting Questions and Answers, Question 14 and Answer 14.

Q3: Please confirm whether a certificate of need, will be required for the project

A3: A certificate of need will be required for the project and this will be part of the Owner's Program Manager (OPM) consultant scope.

Q4: On page 4 of 12 under Services to be provided "To develop policies and protocol for facility operations including all requirements of funding authorities and other authorities having jurisdiction." – **please confirm whether this is specific to the programmatic or physical use of the space – i.e. systems operations versus day to day activities tied to the use of the facility.**

A4: All operational considerations will be a part of the OPM scope including both the physical use of the space AS WELL AS the environment of care as it relates to building layout, funding authorities and regulatory agencies.

Q5: On page 4 of 12 under Services to be provided "To make staffing and personnel recommendations for the proper operation of the facility and to plan with End User staff for the efficient and effective operation of the units and the building so as to enhance patient care" – **please confirm whether this is specific to the programmatic or physical use of the space – i.e. systems operations versus day to day activities tied to the use of the facility.**

A5: Please refer to Addendum 1, Submitted Questions- Set II, Question 4 and Answer 4. The OPM will be responsible for both physical use of the space as well as providing guidance and consultation to the end user related to programmatic use of the space.

Q6: On page 5 of 12 under Services to Be Provided "To coordinate transition planning services for End User and patients staff through the development of a move in plan" – **please confirm whether this includes determining appropriate staffing levels to meet the ramp-up of patients/residents or simply the logistics of the move**

A6: The design of the facility is intended to optimize the use of staffing and result in the ability to be flexible with staffing, staff management and patient care. The OPM will be required to work with the end user, as part of the lump sum bid, to make

recommendations for minimum staffing levels that will assure the quality of care, security for patients, visitors and staff and result in the most therapeutic environment possible.

Q7: On page 11 of 12 under References “Select a minimum of three and a maximum of five projects” – **is this intended to limit the total number of projects presented in the LOI or just under the “References” section?**

A7: These three to five projects will be those that represent the firm and its consultants efforts that are most similar to the proposed projects. Offerers are welcome to add more information about additional projects should they so desire but this is not a requirement.

Q8: On page 11 of 12 under Fee Proposal, should the project fee budget break out the three stages, design/preconstruction, construction, close-out and show a fee for each of these stages over the 45 months?

A8: A break out of the fee proposal would be helpful. Please refer to Addendum I, Submitted Questions- Set I, Question 4 and Answer 4.

Q9: On page 11 of 12 under Fee Proposal, please confirm items that should be included in the expected expenses budget. Should this include any travel expenses for out of state travel or should that be included in the general fee proposal?

A9: All vendors shall carry an allowance of \$100,000 in their lump sum bid for reimbursable expenses of all types, including proposed out of state travel. All reimbursable expenses must be pre-approved in writing by the owner.

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Attendees		Place/Room: Department of Administration One Capitol Hill 2 nd fl Conference Room B		
Print Name/Initial	Company	Phone	E-Mail	
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