Solicitation Information
June 14, 2012

LOI # 7457799

TITLE: BLANKET MECHANICAL ENGINEERING SERVICES
UNIVERSITY OF RHODE ISLAND, 2012-2015
MULTIPLE PROJECTS

Submission Deadline: July 13, 2012 @ 1:30 PM (EDT)

PRE-BID/ PROPOSAL CONFERENCE: Yes Date: 6/28/12Time:10:00 AM (EDT)
Mandatory: YES Location URI Campus – Memorial Union, 50 Lower College RD Kingston, RI 02881 – Room 360

Questions concerning this solicitation may also be directed to the Division of Purchases at gary.mosca@purchasing.ri.gov no later than **7/3/12 at 12:00 NOON (EDT)** .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.

SURETY REQUIRED: No

BOND REQUIRED: No

Gary P. Mosca

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 will be considered non-responsive and will not be accepted.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

INVITATION FOR LETTERS OF INTEREST BLANKET REQUIREMENTS MULTIPLE PROJECTS MECHANICAL ENGINEERING SERVICES

LOI NO 7457799

Letters of Interest are hereby solicited by the State of Rhode Island/Division of Purchases on behalf of the University of Rhode Island and must be received at the Division of Purchases, One Capitol Hill, Providence RI 02908-5855, ATTN: Gary P. Mosca, on or before 7/13/12 @ 1:30 PM (EDT) for architectural engineering services for Blanket Requirements Multiple Projects on all campuses of the University of Rhode Island.

This is a Request for Proposal, not an Invitation for Bid; responses will be evaluated on the basis of relative merits of the Proposal, including the proposed fees. There will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those firms who have submitted proposals.

REQUIREMENTS OF THE PROPOSED PROJECT ARE: Provide architectural and engineering services including, but not limited to, property survey; building programming; project design and engineering; interior design services; construction document preparation; cost estimating; bidding phase services; construction administration through project close out; and provision of complete "as built" documentation.

Scope of work for this project may be obtained through internet access to the Rhode Island Division of Purchases Home Page at http://www.purchasing.ri.gov Respondents are advised that they must download and submit the three-page Bidder Certification Cover Form with their submittal.

An original Letter of Interest plus five (5) copies, including Standard Form 330, as well as other details including personnel, experience, and qualification data are required. The State reserves the right to make an award, multiple awards, or to reject any or all proposals based on what it considers to be in its best interest.

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 **mandatory** pre-proposal conference will be held:

Date: 6/28/12 Time: 10:00 AM
Place: Memorial Union – Room 360
50 Lower College Rd.
Kingston, RI 02881

Agency Contact: Paul M. DePace PE
Director, Office of Capital Projects
523 Plains Rd.
Kingston, R.I. 02881
pauld@uri.edu
Phone: 401-874-2725
Fax: 401-874-5599

Individuals requesting service for the hearing impaired must notify 48 hours in advance of the conference date at 401-254-1345.

From the north, take I-95 South to Exit 9 (Route 4 South) in RHODE ISLAND, follow Route 4 to Route 1 South. Stay on Route 1 until the intersection of Route 138 West. Route 138 West will bring you to the University.

From the south, take I-95 North to Exit 3A (Route 138 East). Continue east on Route 138 to the University.

From Newport, follow Route 138 West over the Newport and Jamestown bridges to Route 1. Take Route 1 South to Route 138 West. Follow Route 138 West to the University.

We suggest that you enter the University campus at the junction of Route 138 and Upper College Road, at the traffic light. You will find the campus Information Center on your right after the first intersection on Upper College Road. The Information Center will provide a visitor's parking pass and directions for parking. A detailed map of the campus is also available. The Information Center is open Monday through Friday from 8 a.m. to 4 p.m., on Saturdays from 10 a.m. to 2 p.m., and at other times by special arrangement. If you have special needs, please alert the Information Center by calling 401-874-2133.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

o Potential offerors 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.

o All costs associated with developing or submitting proposal in response to this Request, or to provide oral or written clarification of its contact, shall be borne by the offeror.

o 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.

o All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

o Proposals misdirected to other State location or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The "Official" time clock is in the reception area of the Division of Purchases.

o In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign cooperation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to so form the Rhode Island Secretary of State (401-222-3040). This will be a requirement only of the successful bidder(s).

o 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, without exception, and will be released for inspection immediately upon request, once an award has been made.

o It is intended that an award pursuant to this Request will be made to a prime contractor or contractors, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted provided that their use is clearly indicated on the offeror's proposal, and the subcontractors(s) proposed to be used are identified in the proposal.

o The State of Rhode Island has a goal of ten per cent (10%) participation be MBE's in all State procurements. For further information, the web address is www.mbe.ri.gov and the telephone number is 401-574-8253.

- Interested parties are instructed to consult the Division of Purchases web site on a regular basis, as additional information relating to their solicitation may be released in the form of an addendum to this RFP/LOI.

- **Equal Employment Opportunity (RIGL 28-5.1) 28-5.1 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 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 222-3090.

Respondents shall submit one (1) original and five (5) copies of the LOI, a Technical Proposal and a Cost Proposal in a separate, sealed envelope labeled with the firm name and marked: **"LOI # 7457799 – Mechanical Engineering Services - University of Rhode Island"** and mail or hand deliver to the following address.

DEPARTMENT OF ADMINISTRATION DIVISION OF
PURCHASES ONE CAPITOL HILL, PROVIDENCE, RI
02908

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. Proposals emailed, or faxed, to the Division of Purchases will not be considered.

Notwithstanding the forgoing, the University/State reserves the right to award on the basis of cost alone. Proposals found to be technically or substantially nonresponsive at any point in the evaluation process will be rejected and not considered any further. The University may, at its sole option, elect to require presentations (s) by offerors clearly in consideration for award. The Technical Review Subcommittee will present the written findings including the results of all evaluation, to Division of Purchases for award.

The University of Rhode Island

Request for Proposal Blanket Requirements
Mechanical Engineering Services
September 1, 2012 – June 30, 2015

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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. Embracing Rhode Island's heritage of independent thought, we value:

- Creativity and Scholarship
- Diversity, Fairness, and Respect
- Engaged Learning and Civic Involvement
- Intellectual and Ethical Leadership

II. PROJECT BACKGROUND

The University manages over 3.9M square feet of academic, administrative, research, and residential facilities, which constitute approximately 38% of the buildings owned by the State of Rhode Island. A number of them are 100 years old. For this reason, it is expected that the University will continue to oversee a large number of new construction, renovation and rehabilitation projects, funded by various sources for the foreseeable future to support the institutions mission. The University maintains an in-house project management staff of architects and engineers and, on occasion contract Project Managers to oversee the delivery of these projects to ensure quality while managing the project budget and schedule.

Professional architects, engineers, and special consultants are selected to support single projects or, where appropriate, a series of related projects will perform the study, evaluation, and design services for the majority of the work.

In addition to the mechanical engineering services assignment for a number of major projects, for the past four years the University has engaged a single mechanical engineering firm to assist it with the development of between 20 and 40 small projects. The work has included studies, renovation, rehabilitation and new construction of classrooms, offices, laboratories and building envelops. The University plans to continue this practice for the period from September 1, 2012 through June 30, 2015. The University now requests letters of interest from qualified engineering firms to furnish this service for the next 36 months. **At its sole discretion, the University may choose one or more firms to fulfill this assignment.**

The University has chosen to pursue LEED Silver designation for all of its projects.

III. PROPOSED SCOPE OF SERVICES

Provide engineering services for a wide variety of projects on all four campuses of the University. Examples of typical tasks are but not limited to:

1. survey of existing conditions
2. programming and preparation of scope of work
3. review of operating issues and standards with operating department
4. project design and engineering;
5. construction document preparation;
6. cost estimating;
7. construction administration through project close out;
8. provision of complete "as built" documentation

IV SCHEDULE

The blanket assignment will commence on September 1, 2012 and continue through June 30, 2015. The delivery schedule for individual projects will be set with task assignments.

V PRELIMINARY BUDGET

The specific projects have not been identified but it is expected that the assignment will include a number of projects totaling $200,000 per year. Depending on funding, however, the total may be $50,000 or less. The construction budget and fee will be set with each task assignment.

VI. CONTENTS OF WRITTEN PROPOSAL

A. Proposals must include the following:

(1) 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 State. The letter must contain a commitment to provide both the services described herein and the personnel proposed for the assignment.

(2) A separate Technical Proposal describing the background, qualification, and experience with and for similar programs, as well as the work plan or approach proposed for this requirement. The Technical Proposal must contain the following sections:

Executive Summary:

- The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide evaluators with an understanding of the offeror's record of delivering a wide variety of projects in a University environment in a timely fashion as well as the firm's commitment of staff availability.

Offeror's Organization and Staffing:

- Provide the organization plan. Include identification of all staff and proposed consultants and outline the duties, responsibilities, and the concentration of effort that apply to each along with a description of the broad experience of the firm. Provide a résumé or statement of prior experience and qualification for each key team member.
- Teams are encouraged to include significant contributions by engineers with offices in Rhode Island.
- Submitting firms are strongly encouraged to include Rhode Island registered minority or woman owned business enterprises as part of their proposal.

Engineer's Qualification Statement

- The design team prime consultant shall submit a completed Federal Form 330. Include any relevant additional marketing/supporting material, which will assist us in determining the team's eligibility to receive the commission for this project.
- Proof of professional registration in the State of Rhode Island
- Proof of professional liability insurance in the amount of $1,000,000

Previous Experience

- Please describe similar and recent design experience on a wide variety of projects, including, at a minimum provide:
  - -Name of project and brief description
  - -Owner's representative and telephone number
  - -Construction cost of the project
  - - Completion date
  - - Principal–in-Charge and Project Mechanical engineer

(3) A Cost Proposal The offeror shall present a cost proposal in a separate, sealed envelope. The cost proposal should be presented by proposing billing rates for the position titles listed below and extending the calculation to a total. The cost proposal shall be completed based on the following:

a. Reimbursable Expenses:

Travel to and from the Mechanical Engineer's office is to be included in the overhead of the staff billing rates. Authorized travel beyond that will be paid at the rate of $0.51/mile

b. Printing and postage for reproductions of prints and specifications and the postage will be paid at actual cost multiplied by 1.00
c. Approved sub consultants will be paid at actual cost multiplied by 1.06
d. All other expenses must be included in overhead of staff billing rates
e. RI State Fire Marshal and RI Building Code Commission Review fees when requested by the University will be paid as a reimbursable.

Staff Billing Rates weighted for the 36 month period Annual

	Rate	Projected hours	Total Fee
1. Principal Engineer		400	
2. Engineer		400	
3. Designer		400	
4. Clerical		50	

Total Fee _____

VII. SELECTION PROCESS

The University plans to select a firm through a quality based selection process.

40% Demonstrated relevant design and project experience

40% Team composition and qualifications

20% Cost proposal

The committee will review the proposals and select several firms to participate in on-campus interviews. Upon completion of the interviews, the committee will check references and grade the firms under a point system grading the Technical Proposal and interview information.

After the above grading of firms, the committee will then factor in the information contained in the fee proposals and make recommendations to the State Division of Purchases for Award.

- End -

Department of Administration / Division of Purchases
One Capitol Hill, Providence, Rhode Island 02908-5855

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 behind the front page of each copy of the Proposal.

An offeror who does not have a current Rhode Island Certification of Authorization for the firm and current Rhode Island registration(s) must acknowledge non-compliance with this requirement and confirm in writing that, if selected for the project, will expedite acquisition of a Rhode Island registration(s) and Certificate of Authorization(s), the attainment of which will be required before an award will be made. The letter of acknowledgement must be included behind the front page of each copy of the Proposal.

The Board of Design Professionals can be contacted as follows:

Board for Design Professionals
One Capitol Hill (2nd Floor)
Providence, RI 02908-5860
Tel: 401-222-2565
Fax: 401-222-5744
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), or, in absence of these documents, to acknowledge need to acquire them prior to award if selected.