



**Solicitation Information**  
**March 12, 2013**

**RFP#7457901**

**TITLE:** Request for Professional Architectural / Engineering Services for Varsity Baseball Field Rehabilitation Project at the CCRI

**Submission Deadline:** 4/8/13 @ 11:00 AM (EDT)

**PRE-BID/ PROPOSAL CONFERENCE:** Yes

**Date:** 3/21/13      **Time:** 9:00 AM (EDT)      **Mandatory:** YES

**Location:** CCRI Warwick Campus, Physical Plant Director's Office, 400 East Ave., Warwick RI 02888.

Questions concerning this solicitation must be received by the Division of Purchases at [Gary.Mosca@purchasing.ri.gov](mailto:Gary.Mosca@purchasing.ri.gov) no later than **3/26/13 @ 8:00 AM (EDT)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# 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 Mosca  
Buyer

Applicants must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov) .

**Note to Applicants:**

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

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

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## **SECTION 1: INTRODUCTION**

The Rhode Island Department of Administration/Office of Purchases, on behalf of the CCRI, is requesting Request for Proposals from qualified consultants to provide for Professional Architectural / Engineering services for Varsity Baseball Field Rehabilitation Project, CCRI Warwick Campus, as described herein and in accordance with the terms of this solicitation and the State's General Conditions of Purchase (available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov) ).

REQUIREMENTS OF THE PROPOSED PROJECT ARE: Provide professional engineering services including, but not limited to, design phase services; coordination; class III topographic survey ; schematic site layout; soil evaluation; construction bid documents; construction phase services; cost proposal; construction administration through project close out; and provision of complete "as built" documentation.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

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.

### **INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:**

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. 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.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and

will not be considered. The official time clock is located in the reception area of the Division of Purchases, Department of Administration, One Capitol Hill, Providence, RI. Faxed proposals will not be accepted.

7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated and justified in the respondent's proposal, and the subcontractor(s) proposed to be used are identified in the proposal, including the selection process used to identify said subcontractor(s).
8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 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 to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, 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 is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 574-8253 or visit the website [www.mbe.ri.gov](http://www.mbe.ri.gov) or contact [charles.newton@doa.ri.gov](mailto:charles.newton@doa.ri.gov).

**SPECIFIC REQUIREMENTS:**

Contractor will be responsible for all expenses related to overhead, research, data collection, travel and other costs necessary to complete the scope of work;

Contractor will be responsible for supervision, performance and adherence to contractual language of all of its subcontractors or seek other partners for continued work.

The CCRI will maintain oversight of progress toward deliverables, and the vendor must provide access to any and all materials relevant to the evaluation and monitoring of the activities and requirements described herein.

**SECTION 2: SCOPE OF WORK**

**General Scope of Work**

PROFESSIONAL ENGINEERING SERVICES FOR THE VARSITY BASEBALL FIELD REHABILITATION: PROJECT AT THE COMMUNITY COLLEGE OF RHODE ISLAND (CCRI) - KNIGHT CAMPUS TO INCLUDE BUT NOT BE LIMITED TO THE FOLLOWING:  
DESIGN PHASE SERVICES.

**TASK 1**

COORDINATION, CORRESPONDENCE AND PROJECT REVIEW MEETINGS:  
VENDOR'S PROJECT STAFF WILL ATTEND ALL PERIODIC PROJECT REVIEW MEETINGS WITH CCRI'S PROJECT TEAM THROUGHOUT THE ENTIRE PROJECT.

VENDOR WILL ALSO PREPARE ALL NECESSARY BASE PLANS AND EXHIBITS TO AID IN THE REVIEW PROCESS OF THE PROJECT. ALL PROJECT COORDINATION AND CORRESPONDENCE FOR THE DESIGN PHASE OF THE PROJECT WILL BE UNDERTAKEN WITHIN THIS WORK TASK.

**TASK 2**

CLASS III TOPOGRAPHIC SURVEY:  
A CLASS III TOPOGRAPHIC SURVEY OF THE EXISTING BASEBALL FIELD AREA WILL BE COMPILED INTO BASE MAPPING TO BE USED FOR DESIGN. INCLUDED IN THIS TASK ARE ALL RESEARCH, EXISTING TOPOGRAPHY, UTILITY LOCATIONS, COORDINATION AND A FINAL BASE PLAN. PROPERTY LINES WILL NOT BE REQUIRED FOR THIS PROJECT.

**TASK 3**

SCHEMATIC SITE LAYOUT  
VENDOR WILL DEVELOP SCHEMATIC SITE LAYOUTS FOR THE PROPOSED REHABILITATION OF THE BASEBALL FIELD. IT IS ANTICIPATED THAT MULTIPLE SURFACES AND AMENITIES CAN BE PROPOSED FOR THE FIELD AND WILL BE EVALUATED FOR IMPLEMENTATION IN THE DESIGN. THIS SCHEMATIC SITE LAYOUT PLAN WILL BE USED FOR THE COLLEGE'S INTERNAL REVIEW, OPINION OF PROBABLE CONSTRUCTION COSTS AND DEVELOPMENT OF THE FINAL CONSTRUCTION DRAWING DOCUMENTS. .

**TASK 4**

**SUBSURFACE EXPLORATION (SOIL EVALUATION):**

TEST PITS WILL BE ANALYZED BY A RIDEM CLASS IV LICENSED SOILS EVALUATOR TO DETERMINE THE SEASONAL HIGH GROUNDWATER TABLE, LIMIT TO IMPERVIOUS LEDGE AND PERCOLATION RATES FOR STORM WATER BEST MANAGEMENT PRACTICES (BMP'S) AND GROUNDWATER CONTROL UNDER THE PLAYING SURFACE.

**TASK 5**

**CONSTRUCTION BID DOCUMENTS :**

VENDOR WILL PREPARE CONSTRUCTION DRAWINGS FOR SUBMISSION TO THE COLLEGE, STATE BUILDING OFFICIAL AND/OR CITY TO OBTAIN A CONSTRUCTION PERMIT FOR THE SITE IMPROVEMENTS.

VENDOR WILL PROVIDE THE PROPOSED SITE IMPROVEMENT DESIGN DRAWINGS AND DETAILS SHOWING THE PROPOSED BASEBALL FIELD IMPROVEMENTS.

VENDOR WILL SUBMIT THE PROPOSED SITE DRAWINGS TO THE STATE BUILDING OFFICIAL'S OFFICE FOR APPROVAL OF THE PROPOSED BASEBALL FIELD REHABILITATION WORK.

VENDOR WILL PROVIDE COORDINATION WITH THE STATE DURING THE BUILDING PERMIT REVIEW OF THE SITE DRAWINGS PREPARED BY VENDOR.

VENDOR WILL DEVELOP PLANS AND SPECIFICATIONS UTILIZING AUTOCAD V2010.

VENDOR WILL PROVIDE CONTRACT DOCUMENTS WITH SPECIFICATIONS FOR THE REQUIRED CONSTRUCTION MATERIALS TO BE UTILIZED FOR BIDDING

**TASK 6**

**CONSTRUCTION PHASE SERVICES :**

VENDOR WILL ASSIST THE COLLEGE FOR BIDDING SERVICES NECESSARY TO ASSIST IN OBTAINING COMPETITIVE CONSTRUCTION BIDS OR NEGOTIATED PROPOSALS AND IN AWARDING AND PREPARING CONTRACTS FOR CONSTRUCTION.

VENDOR WILL ASSIST THE COLLEGE DURING THE CONSTRUCTION PHASE OF THE PROJECT WITH VISITS AT PERTINENT POINTS IN THE PROJECT CONSTRUCTION WORK TO INCLUDE A SITE VISIT REPORT.

VENDOR WILL REVIEW SHOP DRAWINGS AND DEVELOP A PUNCH LIST TO BE PROVIDED TO THE CONTRACTOR AND SHOULD ANTICIPATE 20 MAN-HOURS FOR SITE VISITS.

IN ADDITION, THIS PROPOSAL MUST ALSO INCLUDE, BUT NOT BE LIMITED TO THE FOLLOWING, MISCELLANEOUS SERVICES:

1. BACKHOE SERVICES FOR SUBSURFACE EXPLORATION (SOIL EVALUATIONS).
2. LANDSCAPE ARCHITECTURAL SERVICES (BEYOND THE BASEBALL FIELD LIMITS).
3. ELECTRICAL ENGINEERING IF REQUIRED FOR FIELD LIGHTING.
4. GEOTECHNICAL BORINGS FOR LIGHT POLES OR POOR SOIL CONDITIONS.
5. UTILITY TEST PITS.

**SECTION 3: TECHNICAL 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.

Narrative and format: 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:

**Capability and Experience of Contractor:**

The Firm's qualifications and past experience will be evaluated to determine the extent and relevancy of similar projects performed within the past three years. The Firm's proposed approach will be evaluated to determine the extent to which it understands the tasks necessary to successfully accomplish each item, the methods proposed for approaching the tasks identified as necessary for accomplishing the objectives, and proposed staffing (professional, technical, support, and contracted) needed to complete the identified tasks. The information submitted for this factor should convincingly describe the capability of the Firm's organization to participate in this project and effectively demonstrate a thorough understanding of the scope of services contained in this solicitation.

- Demonstrated relevant design and project experience

*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 College environment in a timely fashion as well as the firm's commitment of staff availability.

*Architectural Qualification Statement*

The design team prime consultant shall submit a completed 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

**1. Past Performance:**

The Firm's relevant past performance will be evaluated to determine the extent of successful completion of similar projects within the past three years, taking into consideration timeliness and degree of customer satisfaction for each project. Higher scores will be given to Firms whose past performance has exhibited the most success on similar projects. In investigating the Firm's past performance, the College will consider references submitted by the Firm and may consider information from other sources.

**2. Project Delivery:**

Demonstration of a managerial approach that will result in the successful and timely completion of the project; including the ability to meet deadlines.

- Team composition and qualifications

*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 architectural firms and 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.

*Previous Experience*

Please describe similar and recent design experience on a wide variety of projects, including, at a minimum provide:

- o Name of project and brief description
- o Owner's representative and telephone number
- o Construction cost of the project
- o Completion date
- o Principal-in-Charge and Project Architect

**SECTION 4: COST PROPOSAL**

The contractor must prepare a separate cost proposal reflecting the percentage of salary, hourly rate, or other fee structure proposed for this scope of services using the budget forms (Attachment 1), including a full descriptive Budget Narrative.

**SECTION 5: EVALUATION AND SELECTION**

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (85.7%) out of a maximum of 70 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or higher will be evaluated for cost and assigned up to a maximum of 30 points in cost category, bringing the potential maximum score to 100 points.

The CCRI reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Capability and Experience of Contractor	25 Points
Past Performance	20 Points
Project Delivery	25 Points

<b>Total Possible Technical Points</b>	<b>70 Points</b>
Cost is calculated as lowest responsive cost proposal divided by (this cost proposal) times 30 points *	30 Points
<b>Total Possible Points</b>	<b>100 Points</b>

\*The Low bidder will receive one hundred percent (100%) of the available points (30) for cost. All other bidders will be awarded cost points based upon the following formula:

$$(\text{low bid} / \text{vendors bid}) * \text{available points}$$

For example: If the low bidder (Vendor A) bids \$20,000 and Vendor B bids \$25,000 and the total points available are thirty (30), vendor B's cost points are calculated as follows:

$$\$20,000 / \$25,000 * 30 = 24.0$$

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal.

## **SECTION 6: PROPOSAL SUBMISSION**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [gary.mosca@purchasing.ri.gov](mailto:gary.mosca@purchasing.ri.gov) no later than the date and time indicated on page one of this solicitation. Please reference "**RFP#7457901**" on all correspondence. Questions should be submitted in a Microsoft Word attachment. 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. If technical assistance is required to download, call the Help Desk at (401) 574-9709.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (**one original plus five (5) copies**) should be mailed or hand-delivered in a sealed envelope marked "**RFP#7457901**" to:

**RI Dept. of Administration  
Division of Purchases, 2nd floor  
One Capitol Hill  
Providence, RI 02908-5855  
Submission Deadline: 4/8/13 @ 11:00 AM (EDT)**

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to 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 in the reception area of the Division of Purchases.

**RESPONSE CONTENTS**

Responses shall include the following:

1. An original completed and signed four-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
2. A completed and signed W-9 downloaded, included in the original proposal, from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)
3. A **separate Technical Proposal**, outlined above, describing the qualifications and background of the applicant and experience with similar projects/programs, as well as the work plan proposed for this requirement.
4. A **separate, sealed Cost Proposal**, as described above, submitted on budget form (Attachment 1) with a full descriptive budget narrative included.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CDRom, diskette, or flash drive). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked "original".

**CONCLUDING STATEMENTS**

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 may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

ATTACHMENT 1 - BUDGET FORM (1 of 2)

**BUDGET**

NAME OF AGENCY: \_\_\_\_\_

FEDERAL EMPLOYER IDENTIFICATION NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/TOWN: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX: \_\_\_\_\_

EXECUTIVE DIRECTOR: \_\_\_\_\_

TIME OF PERFORMANCE: FROM \_\_\_\_\_ TO \_\_\_\_\_

**BUDGET SUMMARY**

**COST CATEGORY**

**AMOUNT**

- |    |                                      |       |
|----|--------------------------------------|-------|
| 1. | PERSONNEL                            | _____ |
| 2. | CONSULTANT AND SUB CONTRACT SERVICES | _____ |
| 3. | TRAVEL                               | _____ |
| 4. | SPACE                                | _____ |
| 5. | SUPPLIES                             | _____ |
| 6. | EQUIPMENT                            | _____ |
| 7. | OTHER COSTS                          | _____ |

**TOTAL FUNDS REQUESTED:**

**\$0.00**

ATTACHMENT 1 - BUDGET FORM (2 of 2)

Staff Billing Rates	Projected hours	Total Fee
1. Principal Architect	\$ _____ 400	\$ _____
2. Senior Designer	\$ _____ 400	\$ _____
3. Designer	\$ _____ 400	\$ _____
4. Clerical	\$ _____ 50	\$ _____
		Total Fee \$ _____

END DOCUMENT.