



**Solicitation Information  
August 14, 2012**

**RFP # 7457969**

**TITLE: Architectural and Engineering (A & E) Services  
Renovation of Three “Cottages” on the Grounds of the Pastore Government Center**

**Submission Deadline: September 11, 2012 at 11:00 AM (Eastern Daylight Time)**

**PRE-BID/ PROPOSAL CONFERENCE: Yes    DATE: 8/23/12    TIME: 2:00PM  
Mandatory: YES  
Location: Conference Room B, Dept. of Administration, One Capitol Hill, Providence, RI**

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at [rfp.questions@purchasing.ri.gov](mailto:rfp.questions@purchasing.ri.gov) no later than 8/27/12 @ 11:00 AM (Eastern Time). Please reference the RFP # 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**

**Daniel W. Majcher, Esq.  
Assistant Director, Special Projects**

**NOTE TO VENDORS:**

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

### **1) INTRODUCTION**

- a) The Rhode Island Department of Administration / Division of Purchases, on behalf of the Department of Administration / Division of Capital Projects and Property Management is soliciting proposals from qualified firms to provide Architectural, Engineering, and Design Services associated with the renovation of three “cottages” on the grounds of the Pastore Government Center in Cranston, RI, and in accordance with the terms of this Request and the State's General Conditions of Purchase (available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)).
- b) This is a Request For Proposal (RFP), 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 Office of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.
- c) Firm selected or any subcontractor hired by the firm who provides services for this RFP is not eligible to bid on any underlying construction or future independent consulting services for this project.

### **2) NOTIFICATIONS TO OFFERORS**

- a) Potential offerors 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.
- b) In order to submit a proposal, bidders must properly register with the State of Rhode Island. For information of registering, please see the Division's website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov) and under the heading “Vendor Registration Information”.
- c) All proposals shall include the bidder's FEIN or Tax Identification number as evidenced by a W9, downloadable from the Division's website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
- d) 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.
- e) 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 offeror. The State assumes no responsibility for these costs.

- f) Proposals are considered to be irrevocable for a period of not less than ninety (90) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- g) All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- h) 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 may not be considered. The official time clock is in the reception area of the Division of Purchases.
- i) In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no 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 will be a requirement only of the successful bidder (s).*
- j) 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.
- k) Submitters should be aware of the State's MBE requirements, which will address the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or [charles.newton@doa.ri.gov](mailto:charles.newton@doa.ri.gov) . Visit the website at <http://www.mbe.ri.gov>.
- l) Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
- m) Equal Employment Opportunity (RIGL 28-5.1)§ 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 [raymond.lambert@hr.ri.gov](mailto:raymond.lambert@hr.ri.gov).
- n) 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.
- o) Questions and Proposal Submission Questions concerning this solicitation may be emailed to the Division in accordance with the terms and conditions expressed on the cover page of this solicitation. 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 and track the website for information and addendums.

3) ARCHITECTURAL / ENGINEERING SERVICES

- a) 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.
- b) 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.
- c) The Board of Design Professionals can 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  
Website: [www.bdp.state.ri.us](http://www.bdp.state.ri.us)

- d) 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**

1) BACKGROUND AND PURPOSE

- a) Three “cottages” located at Cherry Dale Court on the grounds of the Pastore Government Center in Cranston, RI (buildings numbered 41, 42, 43) were built in 1936 as housing for medical center physicians and funded through the Works Progress Administration. These buildings are approximately 2,500 square feet each (excluding basement space) and have been used, since the mid 1970's, as general government office space. They are wood framed with a full single layer brick façade. Currently one of the buildings is occupied by the Governor's Commission on the Handicapped and the other two by the Department of Children, Youth and Families. Some work has continued to be performed on each of the buildings including the removal of kitchens, upgrades to electrical and plumbing, modifications to former garage spaces to be used as conference space, etc. Due to differed maintenance however, the three buildings require substantial renovation to meet modern office standards, current building codes, universal access standards and fire life safety requirements.
- b) The State of Rhode Island is seeking a qualified Architectural firm to provide full architectural, engineering and interior design services including the development of full Construction Documents and Construction Administration Services for the renovation of the three buildings including, but not limited to the following:

- i. The buildings will be renovated to meet a minimum of LEED (Leadership in Energy and Environmental Design) Silver level certification as governed by the US Green Building Council or a similar, equivalent standard. All references to LEED certification in this document shall be interpreted to mean LEED Silver or an equivalent standard as approved by the State.
  - ii. A program layout including existing office space and required retrofit and renovations to meet the needs of the end users consistent with the owner's budget for the work.
  - iii. Provide for a building and site survey for the three structures.
  - iv. Provide an analysis and recommendations for parking, landscaping, wetlands, drainage, and other environmental considerations.
  - v. Conduct a full building code analysis for the intended uses.
  - vi. Conduct a full fire code analysis for the intended uses.
  - vii. Conduct a full analysis of universal access design in consultation with the Governor's Commission of Disabilities. Each of the facilities is expected to meet all ADA requirements.
  - viii. Provide a plan for achieving LEED Silver Level standards and/or *certification*
- c) NOTE: In the fulfillment of the above, the successful Firm will prepare documentation and hold preliminary meetings with all authorities having jurisdiction including, but not limited to the Rhode Island Building Code Commission, the Rhode Island State Fire Marshall's Office, the City of Cranston Fire Department and, the Governor's Commission on Disabilities.
- d) The offeror will provide a program for each building. The successful offeror will be required to obtain end user and DOA Capital Projects sign off on the preliminary layout and site plans and make changes as needed to that program based on owner/end user feedback.
- e) The offeror will hire a qualified firm to determine the extent and nature of all hazardous building and environmental materials and, in cooperation with that vendor, provide a plan for the removal of any and all hazardous materials found prior to construction to the authorities having jurisdiction. The vendor's specialty sub contract will also be responsible for monitoring the contractor's removal of hazardous materials during the demolition portion of the work.
- f) The buildings will be vacated during construction.
- g) Information related to underground utility feeds is available and will be provided to the successful vendor. This information may be incomplete.

- h) Central campus utilities will require coordination with staff of the Division of Facilities Management. Coordinating utility feeds will require meetings with Facilities staff and a full understanding of all source locations for same. Facilities staff will review both design documents and shop drawings for conformance with campus utility requirements.
- i) The successful firm will provide specialty interior design services as required for coordination of existing Furniture Fixtures and Equipment (FF & E) to be incorporated into the new facility, assistance with purchasing new furnishings, and services for the design, specification and coordination of finishes. The firm will also provide services to produce all required life safety signage, including, but not limited to evacuation signs, interior identification and directional signage and site signage.
- j) Upon acceptance of the preliminary construction documents, the successful firm shall furnish a construction cost estimate at approximately sixty percent of the construction document level based on the approved scope. This cost estimate will be carried forward to the projected bid date. This estimate shall include any furniture, fixtures and equipment (FF+E), all anticipated hard and soft costs as well as LEED Silver level Certification costs and fees.
- k) After review of the cost estimate, the owner shall reserve the right to initiate value engineering and redesign services, terminate the contract or continue with services. Any and all cancellation shall be considered as “cancellation for convenience” .The firm shall, at that juncture, have no basis of claim for any damages or for lost profits for work not preformed.

## 2) FEE PROPOSAL

- a) As part of this RFP firms are to provide a fee proposal for full services as listed above including all deliverables described. This shall be a fixed fee budget and shall include as a separate line item for reimbursables of \$10,000 as an allowance. Only the actual reimbursable expenditure will be paid.
- b) The fee shall include all anticipated professional engineering, architectural, design and other specialty services as required for schematic design, design development, contract documents, specifications and bidding for Furniture/Fixtures and Equipment, bidding phase, LEED application and verification services, application to utility company for any rebates available, construction administration and commissioning and, close out phases of work. Other components of the fee shall include continued probable cost estimates and value engineering and redesign services (including resubmittal of documents) **at no additional cost**. All fees associate with USGBC should be included as part of the lump sum price.

### SECTION 3 – EVALUATION CRITERIA

- 1) Responses will be evaluated in two parts. Part one is a technical proposal and part two is a professional fee proposal. Part one will require a technical submission and will be evaluated on the following criteria:
  - a) Competence to perform the desired services by virtue of the experience of the firm, project principals, consultants and partners in providing similar services, and the qualifications and experience of the staff who would be assigned to perform the services (30 points).
  - b) 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).
  - c) Past performance, as reflected by the evaluation and references of clients for whom similar work has been performed, including but not limited to other State agencies. Ability to meet deadlines and control of costs (20 points).
- 2) All Offerors must receive a minimum score of 55 points on the technical submission. Offers not scoring at least 55 points will not be considered further.
- 3) A cost proposal will be submitted as part of this solicitation in a **separate, sealed envelope**. The cost proposal shall indicate the number and type of professionals to be employed and the hourly rate, including overhead, for each. The cost proposal will also list a total fixed cost for the entire project as a Lump Sum price. The cost proposal will represent 30 points for a possible total score of 100 points.

4) **TENTATIVE SCHEDULE TARGET DATES:**

RFP Announcement:	August 14, 2012
RFP Due to Purchasing:	September 11, 2012
Firm Selection:	September 25, 2012
Work Starts (Contract Signed):	October 25, 2012
Schematic/30% Design Stage w/Cost Estimate:	November 26, 2012
Construction Documents Complete:	January 2, 2013
Construction Bidding:	January 25, 2013
Construction Award:	April 10, 2013
Construction Start:	May 10, 2013
Punch Out/Commissioning/ LEED Certification:	October 31, 2013
Occupancy:	November 29, 2013

The above dates are tentative and subject to change at the sole discretion of the State.

5) PRE-SUBMISSION QUESTIONS, PRE-BID MEETING

- a) Questions, in Microsoft Word Format, concerning this solicitation may be e-mailed to the Division of Purchases at [rfp.questions@purchasing.ri.gov](mailto:rfp.questions@purchasing.ri.gov) no later than the Date & Time indicated on page 1 of this solicitation. Please reference the RFP number 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.
  
- b) A **mandatory** pre-bid meeting will be held on the date indicated on page one of this solicitation.

6) PROPOSAL SUBMISSION

- a) Offers to provide the services covered by this Request must be received by the Division of Purchases on or before the date and time indicated on page one of this solicitation. Responses (an original plus five (5) copies) should be mailed or hand-delivered in a sealed envelope marked “**RFP 7457969: “ Renovation of Three ‘Cottages’ on the Grounds of the Pastore Government Center”**”

RI Dept. of Administration  
Division of Purchases, 2nd floor  
One Capitol Hill  
Providence, RI 02908-5855

- b) 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 may 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.

7) PROPOSAL CONTENTS

- a) 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 (CDRom, Diskette, flash drive). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy

is requested. This CD or diskette should be included in the proposal marked “original”.

8) NARRATIVE, PROJECT PLAN, FEE PROPSAL AND REFERENCES:

a) 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 and design team as well as any LEED Accredited Professionals (AP) on staff. 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. Include Standard Form 330 (for prime contractor and all sub-contractors) in this section.

b) 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 general project schedule that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and deliverables for each.

c) 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 members of the selection committee for further information. Please see evaluation criteria below relating to references.

d) PROFESSIONAL FEE PROPOSAL

i) A cost proposal (an original plus 5 copies) will be submitted as part of this solicitation in a **separate, sealed envelope**. The cost proposal shall indicate the number and type of professionals to be employed and the hourly rate, including overhead, for each. The cost proposal will also list a total fixed cost for the entire project including all costs associated with LEED Certification through the US Green Building Council. This cost prop shall include as a separate line item for reimbursables of \$10,000.00. The cost proposal will represent 30 points for a possible total score of 100 points.

ii) The State reserves the right to award on price alone.

9) EVALUATION CRITERIA STANDARDS FOR THE TECHNICAL PROPOSAL:

**a) Experience of the Firm and Project Principals –30 Points**

- i) The OFFEROR has experience with projects of a similar size, scope and use:
  - (1) General office use (0-5 Points)
  - (2) ADA and code Compliance) (0-5 points)
  - (3) Experience within team working on centralized campus infrastructure (0-5 points)
- ii) The Project Manager and each staff and/or consultant assigned to the project have the background and experience necessary for a successful project as evidenced by:
  - (1) Project manager has experience with this use group (0-5 points)
  - (2) Project manager has experience with campus infrastructure.(0-5 points)
  - (3) Assigned staff and consultants experienced with projects of similar size, scope and use and include LEED certified projects as well as any LEED AP's on staff (0-5 points)

**b) Project Plan –20 Points**

- i) A clear project plan is presented along with deliverables and time lines (0-5 points)
- ii) The plan is sensitive to budget and time constraints (0-5 points)
- iii) The plan includes a discussion of value engineering and LEED standards (0-5 points)
- iv) The staff assigned to the project, including the project manager, sub-contractors, engineers and others are identified including FTE or hourly effort and that effort is adequate to achieve project goals. (0-5 points)

**c) References – Past Performance – 20 Points**

- i) References are provided for projects of a similar size, scope and use to the proposed project. (0-5 points)
- ii) The rate of change orders was acceptable for a project of this size (0-5 points)
- iii) The OFFEROR devoted adequate time for construction administration services and adequate review and response to both shop drawings and field conditions (0-5 points)
- iv) Has the reference may to use the OFFEROR for additional projects in the future if the need arises (0-5 Points)

**d) PROFESSIONAL SERVICES FEE PROPOSAL- 30 POINTS**

- i) The lowest bidder will receive the full 30 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 15 points). The formula is  $(\text{lowest cost} / \text{cost}) \times 30 = \text{Cost Score}$ .

- ii) 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 responses, and to award in its best interest.
- iii) Responses 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 responses submitted and to waive any informalities in any vendor's submission.

#### 10) ADDITIONAL TERMS AND CONDITIONS

- a) The successful firm shall be solely responsible for meeting all terms and conditions specified in the RFP and any resulting contract. The use of any subcontractors or other vendors must receive prior approval by the State. The Rhode Island Department of Administration shall reserve the right to clarify the terms and conditions of any proposal submitted. The firm recommended for award will be notified by the Department of Administration. A contract, based on standard A.I.A. documents will be developed by the State of Rhode Island Department of Administration/Division of Capital Projects and the Division of Property Management and will incorporate a final work plan and schedule. The selected firm must agree to provide all deliverables by the dates established in the final work plan and schedule in the resulting contract.
- b) The offeror 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:
- c) 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 DOA. The vendor shall not change its designated representative during the performance of the services without prior written consent by the Rhode Island Department of Administration/Division of Capital Projects and Property Management.
- d) 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, consultants or other entities, if necessary, to successfully complete the requirements of this RFP. Rights to data, work products, etc., revert to the State of Rhode Island upon completion of the contract.
- e) All Drawings shall be submitted in hard copy as well as CAD format (compatible with AutoCAD lite, current edition).
- f) Comply with the following Payment Schedule: Payments shall be made monthly in proportion to services performed so that compensation shall aggregate to the following percentages at the completion of each phase of work: Programming = 20%, Construction Documents = 50%; Bidding Phase = 5%, Construction Administration = 20% Close Out = 5%. Five percent retainage shall be held on all but reimbursable expenses until project close out.

- g) Reimbursables Expenses when authorized in advance in writing by the Department of Administration, Division of Capital Projects and Property Management, will be paid based on verified costs plus a fee not to exceed four (4) percent and shall generally be limited to document reproductions, postage and handling. Reproductions for office use by the firm and its' consultants are not reimbursable
- h) The Owner requires that the contract documents reflect standards, definitions and contract language specific to the owner's requirements. The vendor will be given sample documents from which they will be required to make such amendments as needed to reflect the owner's goals for construction contractor and sub-contractor general conditions requirements and performance specifications. The vendor acknowledges that these contract amendment services are provided within the fixed fee for the work.
- i) The State reserves the right to cancel any contract with the successful offeror given seven days written notice. Any and all cancellations shall be considered "cancellation for convenience" as further described in standard AIA 101 documents. The firm shall, at that juncture, have no basis of claim for any damages or for lost profits or for work not performed.

**END**