



**Solicitation Information  
August 27, 2012**

**Addendum #1**

**LOI # 7457969**

**TITLE: A&E SERVICES – RENOVATION OF THREE COTTAGES –  
PASTORE GOVERNMENT CENTER**

**Submission Deadline: September 11, 2012 @ 11:00 AM (ET)**

**ATTACHED PLEASE FIND A SUMMARY OF THE MANDATORY PRE-  
PROPOSAL CONFERENCE HELD ON AUGUST 23, 2012 AND A SIGN-IN  
SHEET FROM THAT MEETING.**

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

RFP 7457969 A&E Services, Cottage Renovation,  
Pastore Government Center, Cranston, RI

- **There will be a visit to the site on Monday, August 27, 2012 at 3:00 PM. It is at the corner of Cherry Dale Court and Howard Avenue on the grounds of the Pastore Center in Cranston, RI. No questions will be entertained during the tour. The visit to the site on Monday is not mandatory.**
- **The submission date for Vendor Questions in email form is now Tuesday, August 28, 2012 at 11:00 AM.**
- **The 330 Form should be submitted as a part of the technical proposal, not the fee proposal.**
- **All subcontractors must be identified as part of the proposal submission. As stated in the RFP, "[s]ubcontracts 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."**

**Pre Bid Meeting**

**Thursday, August 23, 2012, 2:00 PM  
Second Floor, Conference Room B**

**Department of Administration  
One Capitol Hill,  
Providence, RI 02902**

**General Notes:**

1. **Proposals due Tuesday September 11, 2012, 11:00 AM, Division of Purchasing, Second Floor, One Capitol Hill, Providence RI.** Late proposals will not be opened. Please be sure to leave plenty of time for traffic and parking.
2. **The submission date for Vendor Questions in email form is now Tuesday, August 28, 2012 at 11:00 AM.** Questions received after this time and date will not be answered.
3. Please read the RFP carefully. **Be especially careful to make sure that you include all deliverables in your fixed fee proposal.** Any exclusions whatsoever will disqualify your bid. Your fee must be broken into two parts and then a total fixed fee calculated. The two parts are the **fixed fee for all deliverables** without exclusion and a separate line item for all reimbursables (in this RFP that amount is calculated as a \$10,000 allowance). Any proposal that calculates the fixed fee as a percentage of the cost of the work will be deemed non-responsive.

4. We will attempt to answer any questions you may have today. We will also post the answers in an addendum on the Purchasing web site. **If there are any difference between what is said today and the addendum as posted, the posted addendum prevails.**
5. This is a mandatory pre bid conference. Only firms attending this meeting and signing in on one of the sign in sheets will be allowed to bid. **The attendance sheet for the pre-bid conference was posted on the website.**
6. Please make sure that at least one person from each firm signs the sign in sheet. It is not necessary that more than one person from each firm sign.
7. The sign in sheet(s) will be posted in an addendum.
8. Please monitor the web site for any changes. It is your firm's responsibility to acknowledge any and all addenda.
9. The technical proposal will be reviewed by a technical review committee. The technical proposal must achieve sixty of seventy points to be considered further. If the technical proposal reaches this threshold the fee proposal will be open. The fee will be calculated on a formula basis. The technical review committee will advise the Division of Purchases regarding the recommended vendor. Pending approval by the Division of purchases, that vendor will be contacted to provide MBE, EEO, bonding and/or other relevant documentation in order to move forward with a contract award. An AIA contract will be drafted for this project as a precondition to final award.
- 10. There will be a visit to the site on Monday, August 27, 2012 at 3:00 PM. It is at the corner of Cherry Dale Court and Howard Avenue on the grounds of the Pastore Center in Cranston, RI. No questions will be entertained during the tour. The visit to the site on Monday is not mandatory.**
- 11. The period for submitting questions in writing to the address in the RFP is extended until Tuesday, August 28, 2012 at 11:00 AM.**
12. The technical and fee proposals must be submitted under separate covers. The technical proposal is part one, the fee proposal part two. The fee proposal must be in a sealed envelope. **The 330 Form should be submitted as a part of the technical proposal, not the fee proposal.**
13. The major purpose of this solicitation is so that these buildings meet current codes and are a good "fit" in the area. These are three small, identical structures. It is likely we will be using the rehab code and in any case, no elevators are planned other than the lift currently in service at the Governor's Commission on the Disabilities facility.

## Questions and Answers:

Q1: Do we need to conduct any wetlands study as listed on p.5 of the RFP?

A1: No, a wetlands study is not required. You may be required to conduct an analysis of site drainage issues. Very little work, if any work, will be required on the site.

Q2: Is a topographical study available or required?

A2: No topographical information is available or required. Most drainage issues will be based on roof runoff.

Q3: Is a building and site survey required as per p.5?

A3: No formal survey is required. You will be required to provide a report on existing site conditions as may be required for purposes of historic preservation or other possible uses.

Q4: Are we to excluding parking and landscaping considerations?

A4: Parking is excluded. Landscaping in order to have the site more appealing is required.

Q5: Do we need a topographical or other survey in order to have the site be made universally accessible?

A5: No, the site is fairly flat. A simple measure of the site and visual confirmation should determine the need for ramping or other site accessibility plans.

Q6: Are LEED fees part of the lump sum proposal?

A6: Yes, LEED (or equivalent as per the Green Buildings Act) fees are part of the fee proposal and not the allowance for reimbursables.

Q7: Are there existing drawings available of the buildings?

A7: Not to our knowledge.

Q8: Are the campus utilities located?

A8: Due to a recent infrastructure project, we believe we have full knowledge of campus utility locations.

Q9: Can we have access to any existing plans and specifications including utilities?

A9: That information will be provided only to the successful bidder.

Q10: How are furniture, fixtures and equipment (FF&E) to be bid?

A10: These buildings are small office buildings. FF&E will be simple office lay out and should be considered to be in scope. It is undecided in the vendor will be competitively bid or Correctional Industries will be used. Additionally, it is possible that some or all of the FF&E will come from surplus state property.

Q11: Will the second floors be occupied.

A11: Yes, see number 13 above regarding elevators.

Project: RFP 7457969 Renovation of Three "Cottages" on the  
 Grounds of the Pastore Government Center

Meeting Date: August 23, 2012, 2:00 PM

Attendees

Place/Room: Department of Administration One Capitol Hill 2<sup>nd</sup> Fl Conference Room B

Print Name/Initial	Company	Phone	E-Mail
JASON SWISA	Heane Environmental (mer/ep)	(401) 438-7733	jswisa@ecac-engineers.com
Noemi Donlu	Devilla Gerald Arch	401-846 8501	Noemi@devilla.com <del>noemi@devilla.com</del>
J FONSECA	DBLW ARCHITECTS	901-831-1290	jfonseca@dblwh.com
BRIAN O'CONNOR	TERENCE APARTMENTS	401-781-0633	BOCONNOR@TERAPARTMENTS.COM
DEBORAH KEHL	EDWARD ROUSE, INC	401-331-9100	KEHL@ROUSEARCH.COM
ANDREW ELLIS	URBAN DES. GRP.	401-254-2015	ELLIS@URBANDSGROUP.COM

Attendees

Place/Room: Department of Administration One Capitol Hill 2<sup>nd</sup> fl Conference Room B

Print Name/Initial	Company	Phone	E-Mail
Barbara J. Hornston / BJ	Braustein Hornston Group Arch.	401-861-1600	barbarat@braustein-hornston.com
MICHAEL ABBOTT	NORTHWEST COLLABORATIVE	401-272-2144	jma@nwestarchitects.com
Belinda Wong	Care Technology LLC	401-728-3335	bwong@caretechnology.biz
CHRIS MAZZONE	REB	401-222-1730	cm@rebuilding.com
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STEVE GUGLIELMO	STACCOCCO & ASSOC.	942-7970	steve@staccco.com
Don STASACH	VHB	401-272-8100	dstasach@vhb.com
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Print Name/Initial	Company	Phone	E-Mail
DAVID PRESSBURY	DAVID PRESSBURY ARCHITECTS	751 4460	DAVIDP@DPADESIGN.NY
Geoffrey Northrup	Castellucci Galli Corp	(401) 353-0607	james.castellucci@verizon.net
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