



**Solicitation Information
10/11/12**

RFP # 7458081

TITLE: A&E Services for Renovations to Whipple Hall Classroom RM 106A – RIC.

OPENING DATE AND TIME: November 9th, 2012 @ 11:00 AM (EDT)

**PRE-BID/ PROPOSAL CONFERENCE: Yes – 10/19/12 @ 9:00 AM (EDT)
MANDATORY: Yes**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at gary.mosca@purchasing.ri.gov no later than 10/24/12 @ 12:00 noon (Eastern Time). Please reference the RFP # on all correspondence and send questions in a *Microsoft Word format*. 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**

**Gary P. Mosca
Buyer**

Vendors must register on-line at the State Purchasing Website at www.purchasing.state.ri.us.

NOTE TO VENDORS:

Offers received without the entire completed RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1 – INTRODUCTION

The Rhode Island Department of Administration /Division Office of Purchases, on behalf of Rhode Island College is soliciting proposals from qualified entities, for A&E Services for Renovations to Whipple Hall Classroom Room 106A in accordance with the terms of this Request for Proposal and the State's General Conditions of Purchase, which may be obtained at the Rhode island division of Purchases Home Page by Internet at <http://www.purchasing.ri.gov>.

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 Office of Purchases pursuant to this request, other than those offerors who have submitted proposals.

SECTION 1 – INSTRUCTIONS AND NOTIFICATIONS TO OFFERERS:

- Potential offerors are advised to review all sections of this Request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- 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 Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.
- 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.
- All pricing submitted is to be considered firm and fixed, unless otherwise indicated herein.
- The College reserves the right to award to one or more offeror. The College also reserves the right to award this project based on pricing alone.
- Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at 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.
- 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 is a requirement only of the selected vendor(s).*
- 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

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- 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.
- Submitters should be aware of the State's MBE requirements, which addresses 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 visit the website <http://www.mbe.ri.gov> or contact cnewton@gw.doa.state.ri.us
- 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/LOI.
- **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 raymond1@gw.doa.state.ri.us
- It is intended that an award pursuant to this request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontractors are permitted, provided that their use is clearly indicated in the offeror's proposal, and that the subcontractor(s) proposed to be used are identified in the proposal.

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1.0 General - Rhode Island College, is soliciting proposals from qualified firms to provide for Architectural & Engineering Services, for Renovations to Whipple Hall Classroom Room 106A as described elsewhere herein. This is a Request for Proposal (RFP), not an Invitation to Bid: response will be evaluated on the basis of relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Purchasing Office, pursuant to this Request, other than to name those Offerors who have submitted proposals.

A pre-proposal meeting will be held at Rhode Island College, 600 Mt. Pleasant Ave, Providence RI 02908. Please report to Physical Plant on October 19th, 2012, @ 9:00 AM. Attendance by the firm submitting the proposal is mandatory.

2.0 Project Overview – Whipple Hall 106A is currently used as classroom space. This space will be utilized as the classroom component of the photography program. Whipple Hall 106A has a backroom which is currently vacant. This space will be converted into a photography lab. This is going to be a temporary photo lab and classroom and will be used for approximately 12-18 months. It is desirable to re-use the workstations already in place. The existing photography lab located in the Art Center will essentially be relocated to this space and used until the new Art Center is complete. The existing equipment from the Art Center will be used in this new space.

This project includes the development of design documents (plans and specifications) for the space. Documents shall be suitable for bidding and construction and shall be prepared in accordance with State Purchasing requirements. Design documents shall include architectural, HVAC, plumbing, mechanical, electrical and any other disciplines required to provide a complete the design.

3.0 Scope of Work

Provide A&E services to meet the general requirements below. These requirements shall be refined through meetings with RIC staff, as well as applicable codes.

3.1 Kickoff Meeting - Meet with RIC staff to discuss project and approach at project outset.

3.2 Review Existing Conditions: Conduct field investigations as necessary to gather data for design. Review proposed spaces, as well as, current photography lab in the Art Center.

3.3 Description of Room Requirements:

Room 106A Backroom – Photography Lab

This space was once used as a photography lab. The plumbing exists in two locations that appear to approximate the locations of two new sinks. Ventilation is required for this space. There is some existing ventilation equipment on the roof that may be able to be used. The architect shall review the possibility of making use of existing building systems. If existing building systems will not be suitable then the design should include new equipment, ductwork, and associated equipment to properly ventilate this space.

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Currently, the casework includes sinks and electrical service outlets. There is a proposed room re-configuration (attached). Architect will work with college faculty and staff to finalize room layout.

Room renovations shall meet all current building codes and shall be ADA compliant

Room build-out requirements:

1. Two sinks and h/c water supply (2)
2. Eyewash
3. Electrical supply to meet the demand of the equipment listed below
4. Laboratory preparation bench
5. 4 Additional workstations in the darkroom (for total of 10). New casework and countertops.
6. Exhaust hood over primary photo development sink
7. Storage cabinets
8. Dark room rotating door or wall/curtain system
9. Lighting appropriate for darkroom
10. Space for 55 gallon drum for waste collection with spill containment system

Room 106A – Classroom Space:

This room is currently used for classroom space. Some additional renovations are required including:

1. Sink for film development (existing sink may be suitable)
2. Space for 55 gallon drum for waste collection with spill containment system
3. Exhaust hood over sink
4. Material on walls to allow for art to be displayed (i.e. cork, homasote, etc.)

3.4 General Requirements

3.4.1 HVAC – An exhaust hood is required over the main sink in the darkroom area. A secondary exhaust hood may be required in the film development area. Review HVAC in both spaces and design modifications/improvements to support planned activities.

3.4.2 Plumbing – Two new sinks are required in the darkroom. Water supply and drain exist in the planned location. Design plumbing improvements to accommodate planned sink.

3.4.3 Ceiling & Lighting – The main ceiling and lighting is not anticipated to change. Darkroom lights are required in the darkroom.

3.4.4 Fire Alarm & Sprinkler - The existing room has new fire alarm and sprinkler systems. No replacement is required. Additional emergency exit signs may be required.

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3.4.5 Flooring – No flooring improvements are anticipated.

3.4.6 Electrical – Design electrical improvements required for anticipated equipment.

3.4.7 ADA Compliance – Design shall be ADA compliant. Incorporate other improvements to space as required. This may include, but not be limited to, counter height, doorway improvements, sink type, etc.

3.4.8 Planned Occupancy: 106A - 20 people, 106A backroom – 12 people

3.5 Construction Administration Services

3.5.1 Attend pre-bid meeting. Answer any questions regarding design. Prepare and distribute any design addendums.

3.5.2 Attend pre-award and pre-construction meetings with contractor.

3.5.3 Review and approve shop drawing submittals.

3.5.4 Review and Respond to contractor RFIs.

3.5.5 Review and approve monthly pay requisitions.

3.5.6 Site Visits – Review installations to ensure they are installed in accordance with the design. Visit RIC campus weekly while construction is underway. Complete intermediate field reports. Complete final punch list.

3.6 Deliverables

3.6.1 **Draft Design and Cost Estimate**- Provide five (5) copies of a draft design (plans and specifications) in hard copy and electronic format (Plans - AutoCAD & PDF, Specifications-Microsoft Word) ,as well as a detailed construction cost estimate with the submittal.

3.6.2 **Final Design and Cost Estimate** - Provide five (5) copies of the final design (plans & specifications) in hard copy and electronic format (Plans - AutoCAD & PDF, Specifications-Microsoft Word). Design package should include all pertinent provisions in order to bid the construction with Rhode Island State Purchasing. Design package shall be submitted to the Rhode Island State Fire Marshal and Rhode Island Building Code Commissioner for review and approval. Architect shall incorporate any changes required by these offices. Provide an updated detailed construction cost estimate with the submittal.

4.0 Schedule – The Draft Design and Cost Estimate shall be delivered to the College within 30 calendar days from the issuance of a purchase order. The Final Design and Cost Estimate shall be

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delivered to the College within 7 calendar days of receipt of the College's comments on the draft design.

5.0 Qualifications: Provide a brief description of the proposer's firm and an outline of the qualifications of all staff who will be working on the project. This description must include resumes of staff who will be assigned to this project. The College reserves the right to reject any proposal submission if it determines that the proponent's staff does not have suitable experience.

Firm and project manager/lead engineer to have at least 10 years experience in building renovation design. It is preferable that the firm and project manager have specific experience with photography laboratory design in institutions of higher education. Offerors shall be licensed Architectural Firms in the State of Rhode Island. Offerors shall have thorough knowledge of local and national building, fire safety, life safety, and electrical codes.

6.0 Proposals: Proposals shall be no more than twenty five (25) double-sided pages including all attachments. Proposal submission shall include:

6.1 Firm information – Provide name, address, phone number, primary contact person, and number of years firm has been in business. Provide resumes of key personnel who will be assigned to the project.

6.2 Reference Projects – Provide a list of at least three similar projects completed in the last five years, including reference contact person and phone number, date of project installation, and cost of project.

6.3 Sub-contractor Listing – Provide a list of sub-contractors to be used on project, sub-contractor address, sub-contractor qualifications (project references, resumes of key personnel), description of proposed work.

6.4 Schedule – Provide a detailed proposed project schedule from date of award. Demonstrate that firm has capacity to complete the project on schedule.

6.5 Fee – Provide a complete breakdown of the fee for the design. The proposed cost for each sub-contractor shall also be included. Provide estimate and detail of reimbursable expenses.

7.0 EVALUATION FACTORS

In order to select the Vendor that will be awarded this RFP, the RFP responses will be evaluated in the following manner. The College will convene a Selection Committee that will score each response. The response will be scored in the following categories, in which each category is given a weight factor expressed in a percentage of the total. The evaluation categories and available points are:

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- **Experience in performing design of educational facilities and technical expertise (50 Technical points)**

The offerors will be evaluated on their demonstrated experience in designing similar facilities. Offerors shall have at least 10 years of experience in the design of buildings. It

is preferable that Offerors have experience working for institutions of higher education and particular experience in design of photography laboratories. It is preferable that the firm and project manager have specific experience with photography laboratory design in institutions of higher education. Demonstrated satisfactory work as verified by references. Offerors shall have experience working with and obtaining design approvals the Rhode Island Building Commissioner's office and Rhode Island State Fire Marshall's office.

The consultants shall demonstrate expertise in the design of buildings, building systems, and other appropriate disciplines. Knowledge of all local and national building, fire safety, and electrical codes is mandatory. Describe how the project will be managed and include the names and resumes of all key personnel who would work on project.

- **Ability to Complete the Project On Schedule (15 points)**

Provide a schedule in the proposal. Confirm availability of staff. Include a statement indicating that your firm will meet the schedule.

- **Completeness of Proposal (15 points)**

Carefully review the requirements of this RFP and include requested information.

- **Fees (20 Cost points)**

The fee will be evaluated along with the above items as a factor in selection. This project is structured as a lump sum fee plus reimbursable expenses. Fee should be supported by a summary of project personnel, reimbursable expenses, sub-consultants, and any other information required to assess the fee. Only reimbursable expenses identified in the proposal will be reimbursed.

The college may elect to interview a short list of firms (one to three) with the highest scores. The interview will be the basis for final selection. If no interviews are scheduled the scoring above will be the basis for selection.

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.

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Pre-Submission Questions

Questions concerning this solicitation may be e-mailed to the Division of Purchases at gary.mosca@purchasing.ri.gov no later than 10/24/12 @ 12:00 NOON (EDT). Please submit questions in Microsoft Word format and reference the LOI #7458081 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. If computer technical assistance is needed, please call the Help Desk at 401 222-2142, ext 134.

Submissions Due

Responses to this solicitation are due no later than November 9th, 2012 @ 11:00 AM (Eastern Time).

An original Request for Proposal (RFP) plus five (5) copies shall be mailed or delivered to the following address with the name and number of this LOI #7458081: "A&E Services for Renovations to Whipple Hall Class Room RM 106A –Rhode Island College" clearly marked on each:

By Mail or Courier:

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

NOTE: Responses received after the above-referenced due date and time will not be considered. Responses 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 will Not be considered. Proposals faxed to the Division of Purchases will not be considered.

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Proposals should include the following:

- 1. A complete and signed three-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov**
- 2. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at www.purchasing.ri.gov .**
- 3. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposals 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".**

END DOCUMENT