



LOI # 7458209

Solicitation Information

October 22, 2012

**TITLE: BLANKET FOR MULTIPLE PROJECTS, ON-CALL ARCHITECTURAL/
ENGINEERING SERVICES
RHODE ISLAND COLLEGE, 2012-2015**

Submission Deadline: **November 21, 2012 @ 10:15 AM (EDT)**

PRE-BID/ PROPOSAL CONFERENCE: Yes Date: 11/7/2012 Time: 11:00 AM (EST)

Mandatory: NO

Location: Rhode Island College
Physical Plant, 2nd Floor, Capital Projects
600 Mt. Pleasant Avenue
Providence, RI 02908

Questions concerning this solicitation may also be directed to the Division of Purchases at questions@purchasing.ri.gov no later than 11/13/2012 at 12:00 NOON (EST). 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

Thomas Bovis
Interdepartmental Project Manager

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 # 7458209

BLANKET REQUIREMENTS – MULTIPLE PROJECTS ON-CALL ARCHITECTURAL/ ENGINEERING SERVICES RHODE ISLAND COLLEGE

Letters of Interest are hereby solicited by the State of Rhode Island/ Division of Purchases on behalf of Rhode Island College, for Blanket Requirements – Multiple Projects; On-Call Architectural/ Engineering Services on the campus of Rhode Island College, in accordance with the terms of this solicitation and the State’s General Conditions of Purchase, which is available at www.purchasing.ri.gov.

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

AUTHORIZED FIRMS

Persons or firms practicing Architecture or Engineering 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 within the Letter of Interest.

The Board of Design Professionals can be contacted as follows:

Board for Design Professionals
1511 Pontiac Avenue (Bldg 68-2)
Cranston, RI 02920
Voice: 401-462-9594
Fax: 401-462-9532
Website: www.bdp.state.ri.us

The Offeror’s Letter of Interest 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.

PRE-PROPOSAL MEETING AND QUESTIONS

Questions may be submitted, via email, in accordance with the terms and conditions expressed on page one of this solicitation. Questions received, if any, will be posted on the Internet as an addendum to this Request. It is the responsibility of all offerers to download this information.

A Pre-Proposal Conference will be held on the date and time indicated on page one of this solicitation.

GENERAL INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS

- Potential Offerors are advised to review all sections of this Request Carefully and to follow the instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- All costs associated with developing or submitting proposal in response to this Request, or to provide oral or written clarification of its contents, shall be borne by the Offeror. The State and Rhode Island College assume 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 will be considered to be firm and fixed unless otherwise indicated herein.
- 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 be not be considered. The “Official” time clock is in the reception area of the Division of Purchases. Proposals emailed or faxed to the Division of Purchases will not be considered.
- 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 has 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).
- 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.
- 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 subcontractor(s) proposed to be used are identified in the proposal.
- The State of Rhode Island has a goal of ten percent (10%) participation of 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 this solicitation may be released in the form of an addendum to this RFP/LOI.
- Equal Employment Opportunity (RIGL 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 service 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 Opportunity Office at 401-222-3090.

- Notwithstanding the forgoing, the College/ State reserves the right to award on the basis of cost alone. Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered any further. The College may, at its sole option, elect to require presentation(s) by Offerors clearly in consideration for award. The Technical Review Subcommittee will present its written findings to the State Purchasing agent or her designee, who will make the final selection(s) for this assignment.
- The State reserves the right to make an award, multiple awards, or to reject any or all proposals on what it considers to be in its best interest.

LETTER OF INTEREST CONTENT AND SUBMISSION

- 1) Offerors shall submit one (1) original and five (5) copies of the following:
 - a) A completed and signed three-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov.
 - b) Letter of Interest 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.
 - c) A copy of the current Rhode Island Certificate of Authorization for the Architectural Firm and the current Rhode Island Architectural Registration(s) for the individual(s) who would perform the work.
 - d) Proof of professional liability insurance in the amount of \$1,000,000.
 - e) A completed and signed W-9 (taxpayer identification number and certification). Form is available for download at www.purchasing.ri.gov.
 - f) A Technical Portion of the proposal describing the qualifications and background of the Offeror. Requirements for the Technical Portion are described in later paragraphs in this solicitation. The Technical Portion is limited to 30 double sided pages.
- 2) Offerors shall also provide the documents described in Item #1 above in electronic format (CD Rom, diskette, flash drive). This CD or diskette should be included in the proposal marked "Original."
- 3) One copy of a separate Cost Proposal reflecting the fee structure proposed for this scope of services. Requirements for the Cost Proposal are described in later paragraphs of this solicitation. Enclose the Cost Proposal in a separate sealed envelope, identified with the firm name, marked LOI # 7458209 On-Call Architectural/ Engineering Services-Rhode Island College and clearly marked "Cost Proposal."
- 4) Enclose Items #1-3 in a sealed envelope with the firm name and marked LOI #7458209 On-Call Architectural/ Engineering Services - Rhode Island College and mail or hand deliver to the following address:

Department of Administration
Division of Purchases
One Capitol Hill
Providence, RI 02908

MISSION OF RHODE ISLAND COLLEGE

Rhode Island College is one of the region's leading comprehensive public colleges. Our mission is to offer accessible higher education of the finest quality to traditional and non-traditional students from around the state, the region, and beyond. Students here are members of a caring community that respects diversity and values academic excellence informed by cultural inquiry, civic engagement, and co-curricular activity. The college offers a wide variety of liberal arts, science, and professional programs in which dedicated faculty work with students to achieve the promise of higher education: an open and inquiring mind.

PROJECT BACKGROUND

Rhode Island College is located on a 180-acre park-like campus in the Mount Pleasant section of Providence. The college manages space in over forty buildings that contain academic, administrative, research and residential facilities. To support the college's mission, it is expected that Rhode Island College will continue to oversee a number of new construction, renovation and rehabilitation projects, funded by various sources. The college maintains an in-house project management staff of construction professionals to oversee the delivery of these projects to insure quality while managing each project's budget and schedule.

For major projects, professional architects, engineers and special consultants are selected to perform the design services. The College plans to engage an architectural firm on a per-task series of assignments to assist it with the development of several small projects annually. The work is expected to include studies, alterations, renovations and new construction of classrooms, offices, laboratories, dormitories and improvements to building envelopes. The College now requests letters of interest from qualified architectural firms to furnish this service for approximately the next 3 years until October 31, 2015. At its sole discretion, the College may choose one or more firms to fulfill this assignment.

PROPOSED SCOPE OF ARCHITECTURAL/ ENGINEERING SERVICES

Requirements of the proposed assignments are to provide architectural and engineering services on an on-call basis. Examples of typical tasks include but are not limited to the following categories of activities:

- Property Survey
- Building Programming
- Project Design and Engineering
- Interior Design Services
- Landscape Architectural Design Services
- Preparation of Construction Documents

- Cost Estimating
- Bidding Phase Services
- Construction Administration through Close-out
- Provision of As-built Documentation

SCHEDULE

The blanket assignment will commence upon award and continue through October 31, 2015. The delivery schedule for individual projects will be set with task assignments.

PRELIMINARY BUDGETS

The College reserves the right, at its sole discretion, to select one or more firms for this assignment. The specific projects have not been identified but it is expected that the assignment will include a number of projects with a total anticipated cost of approximately \$50,000 - \$75,000 per year per award. However, depending on funding the total amount of awarded work could be more or less. Before starting each individual project, the Architect will prepare and submit a Fixed Fee Proposal using the hourly rates from the Cost Proposal. The construction budget will be set with each task assignment.

TECHNICAL PORTION OF LETTER OF INTEREST

Describe the background, qualifications, and experience with similar programs as well as the work plan or approach proposed for this assignment. Include the following sections:

- 1.) Executive Summary -Highlight the contents of the Letter of Interest and 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.
- 2.) Qualifications: Provide a brief description of the offeror's firm: name, address, contact person, number of years firm has been in business, and organizational structure. Include resumes of all staff who will be working on this assignment. The College reserves the right to reject any proposal submission if it determines that the offeror's staff does not have suitable credentials and experience. Firm and project manager/lead architect shall have at least 10 years experience in building renovation design. Offerors shall have thorough knowledge of local and national building, fire safety, and life safety electrical codes.

Teams are encouraged to include architectural firms and consultants with offices in Rhode Island. Submitting firms are also encouraged to include Rhode Island registered minority or woman owned business enterprises as part of their proposal.

- 3.) Reference Projects – Describe similar and recent design experience on at least ten projects including at a minimum: name of project and brief description, reference contact person and phone number, date of project installation, principal-in-charge, project architect, and cost of

project.

- 4.) Sub-consultant Listing – Provide a list of sub-consultants to be used on project, sub-consultant address, sub-consultant qualifications (project references, resumes of key personnel, similar project experience).

COST PROPOSAL

The offeror shall present its cost proposal by proposing billing rates for the position titles listed below and extending the calculation to compute a total. The cost proposal shall be completed based on the following:

- 1.) Reimbursable Expenses: Travel to and from the architect’s office and Rhode Island College is to be included in the overhead of the staff billing rates. Authorized travel beyond that will be paid at the rate of \$.51/ mile.
- 2.) Printing and postage for reproductions of prints and specifications will be paid at actual cost without mark-up.
- 3.) Approved sub-consultants will be paid at actual cost multiplied by 1.06.
- 4.) All other expenses must be included in overhead of staff billing rates.
- 5.) RI State Fire Marshal Review Fees, when requested by the College, will be paid as a reimbursable without mark-up.

	Position	Rate	Projected Hours	Total Fee
1	Principal Architect	\$_____	250	\$_____
2	Senior Designer	\$_____	250	\$_____
3	Designer	\$_____	250	\$_____
4	Clerical	\$_____	50	\$_____
TOTAL FEE				\$_____

SELECTION PROCESS

Rhode Island College plans to select a firm through a quality based selection process using the following criteria:

- 40% Demonstrated relevant design and project experience
- 40% Team composition and qualifications
- 20% Cost Proposal

The Technical Review Subcommittee will review the proposals and may select one or more 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 Portion of the Proposals and interview information.

After the above grading of firms, the committee will then factor in the information contained in the Cost Proposals and make a recommendation to the State Division of Purchases.

-END-