



**State of Rhode Island and Providence Plantations
8 November 2012
ADDENDUM NUMBER ONE**

RFP# 7458221

**TITLE: Architectural, Engineering and Design Services: Feasibility Study for
New Rhode Island Veterans Home Facilities and Renovations in Bristol, RI**

**Submission Deadline: November 15, 2012 at 11:45 AM (Local Prevailing
Time)**

Per the issuance of ADDENDUM # 1 the following change(s) are noted:

Additional Information/ Revisions/ Clarifications

THE FOLLOWING DOCUMENTS ARE ATTACHED:

1. Sign-in sheet from the mandatory pre-bid meeting, October 31, 2012.
2. Handouts from the mandatory pre-bid meeting, October 31, 2012.
3. Bid form

This addendum, in its entirety is available on-line on the Rhode Island, Division of Purchases website at www.purchasing.ri.gov

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State of Rhode Island, Department of Administration, Division of Purchases

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Closing Date and Time: November 15, 2012 at 11:45 AM (Local Prevailing Time)

I. PRE-BID MEETING MINUTES, RI Veterans Home, 480 Metacom Avenue, Bristol, RI, First floor Chapel

A. General Information:

1. The meeting formally commenced at 1:00 PM while attendance sheets were being signed. The presentation began at 1:04 PM. Mikael Powell, architect (Rhode Island Department of Administration, Capital Projects and Property Management) confirmed that this was a mandatory pre-bid meeting and at least one person from each vendor organization must sign-in to be eligible to bid on this project. The sign-in sheets will be posted in an addendum. All present had the opportunity to sign in. Any late attendees who arrived before the meeting was adjourned were allowed to sign in. Mr. Powell introduced the project team and announced some key dates. The closing date and time is November 15, 11:45 AM (Local Prevailing Time) and no individual exceptions will be accepted. Questions can be submitted until November 2, 2012 at noon.

Vendors should check the Department of Purchases website regularly for any addenda that might revise key times and dates. All documents are available online. The project team in attendance from was Nami Moghadam (Associate Director, Rhode Island Department of Administration, Capital Projects and Property Management), General Rick Baccus (Administrator, Veterans Home), Kim Ripoli (Director of Veterans Affairs), and Jonathan DePault and Nicole Coates (Rhode Island Department of Administration, Capital Projects and Property Management).

2. Mr. Powell announced that answers to submitted questions will be posted in an addendum and made available to everyone online. He stated that representatives from the State present in the meeting will attempt to answer questions today in person, but the written addendum prevails as the final word. He again advised attendees to peruse the Purchasing website regularly. Mr. Powell said that after the Pre-bid meeting, the group will tour the building. He stated that this is the only scheduled site visit that the state has organized.

3. Mr. Powell emphasized the State no longer sends out addendums by mail, nor do we mail out notices. Vendors merely need to access the State of Rhode Island Purchasing website for that information. Vendors must be registered on the website and vendors have access to all the rules. The requirements for the apprenticeship, insurance, etc... are all on the website. Your submission must be postmarked by the official time clock in that location listed in the RFP. Make sure you allow yourself enough time to submit your proposals. Allow enough time for parking; anyone that is late will not be considered for this project. Any bid or proposal with a combined total in excess of \$750,000.00 which does not include a copy for public inspection shall be deemed to be non-responsive.

4. After this meeting, questions must be e-mailed to the email address provided on the RFP. When you go through the RFP, make note of the MBE and EEO requirements. There is a Technical proposal and Professional Fee proposals required. The Professional fee proposals must be separate and sealed and they will not be opened until the Technical Review Committee does

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the evaluations. Only the selected organizations that meet the minimum score criteria for the technical review will be open. The Professional fee submission from those offerors that do not meet the minimum requirements will not be opened. You can see the scoring criteria in the RFP, which includes the points associated with each section.

5. Mr. Powell stated the following:

a. Please refer to Addendum 1 which will revise the RFP to include a bid form which separate the Professional Fee Proposal into two separate bids: 1.) Base Bid - Feasibility Study and 2.) Alternate 1- Master plan. All pricing and reimbursables are to be divided as such. The vendor will be evaluated for quality and competency to provide the entire project. The State will decide if the alternate will be accepted at the time of award; Low bid will be determined on lowest price of Base bid (if alternate is not accepted) or lowest price of base bid and Alternate if alternate is accepted.

b. Mr. Powell stated that the awarded Vendor will be required to work during the holidays to maintain the schedule. Also, all individuals that meet with Veterans homes residents, staff and administration, or enter State facilities, must successfully pass a BCI checks prior to entering state property.

c. Mr. Powell emphasized that the Professional Fee proposal must provide a total fixed cost for the entire Base bid project as a Lump Sum price (this shall be a fixed fee dollar amount, which includes, as a separate line item, expected reimbursables) and a total fixed cost for the entire Alternate 1 project as a Lump Sum price (this shall be a fixed fee dollar amount, which includes, as a separate line item, expected reimbursables). ALL work indicated in this RFP must be included and a lump sum fixed fee (dollar amount) must be provided for Base bid AND alternate 1, **or the bid will be will be rejected as being non-responsive.**

6. Mr. Powell introduced the project. He said that the State is seeking to provide accommodations and services for approximately 300 clients on the Bristol, Rhode Island campus in a new Veterans Home and Assisted Living facility and through renovation of the existing Veterans Home. It is now anticipated that approximately 225 clients will be served in the new Veterans Home and 75 in a new Assisted Living facility. It is expected that the Demand will be accommodated by partial renovation of the existing 365,000 square foot facility. Mr. Powell said that presently, the State is looking to add administrative space, and services for short term acute care, adult day care and services for homeless veterans.

B. Questions and Answers:

Question 1 - If the bond fails, what happens?

Answer 1 – In regard to this RFP, we have an adequate amount of money for the deliverables outlined. Money for the new facility and renovations will be determined by the bond and the executive branch.

Question 2 - Will the winner of this RFP be disqualified from the next phase A/E Services?

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Answer 2- No, the awarded vendor is only disqualified from being the contractor.

Question 3 – What is the deadline for the Masterplan?

Answer 3- Please refer to the RFP, Section 3.2; the deadline for the final deliverable is August 30, 2013.

Question 4 - If referendum doesn't pass, where do we stand on this project.

Answer 4 – We have a limited amount of money for the feasibility plan.

Question 5 - Page 8 says there are 3 cost estimates due, what are they?

Answer 5 – Please refer to the RFP, section 2.5. Three formal estimates are required for the deliverables mentioned, however, 2.2b requires informal cost estimates at the beginning of the Masterplan process.

Question 6 – What is required for the Final feasibility Study?

Answer 6 – Please refer to the RFP and the example provided. You must prepare a Demand analysis and Feasibility Study to support successful acceptance for Federal funding. Many of the deliverables provided will be included with the government application.

Question 7 – What is meant by the “environmental study” in RFP 2.3.e. xvii?

Answer 7 – Refer to Addendum 1, Section II where those words are stricken.

Question 8 – What plans, described in Section 2.1, are available? Can we have access to them now?

Answer 8 – They will be made available to the awarded vendor. They generally consist of Electronic files(architectural construction documents) from 1976, some more current fire protection plans and assorted miscellaneous documents.

Mr. Powell asked if all vendors have signed the sign-in sheet. With no one in the contrary, the meeting adjourned at 1:35 PM. Afterwards, a tour of the selected areas in the facility commenced.

C. The following comments were presented during the tour of the facility:

1. There is new HVAC (no more than 10 years old) and new sprinklers throughout the building.
2. Part of the facility is unoccupied (one nursing ward- 2 wings which is awaiting renovation) and there are no dormitory residents in section D1.
3. The State is presently partial to building on a site between the current home and water.
4. A new chiller has been installed within the last 10 years.
5. The 1976 portion of the facility was considered “State of the Art” when it was built.
6. They currently do not have a contractor doing resident laundry on-site.

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II. REVISIONS TO RFP #7458221, DATED OCTOBER 24, 2012

1. Refer to Section 2.2 DEMAND ANALYSIS AND FEASIBILITY STUDY title, and REPLACE with

“2.2 DEMAND ANALYSIS AND FEASIBILITY STUDY (Base Bid)”.

2. Refer to Section 2.3 ARCHITECTURAL PROGRAMMING MASTERPLAN DOCUMENT title, and REPLACE with

“2.3 ARCHITECTURAL PROGRAMMING MASTERPLAN DOCUMENT (Alternate 1)”.

3. Refer to section 3.1:

“ d. A Professional Fee proposal will be submitted as part of this solicitation in a **separate, sealed envelope**. The cost proposal will represent **30** points for a possible total score of 100 points.

e. The Professional Fee proposal shall indicate the number and type of professionals to be employed and the hourly rate, including overhead, for each and expected reimbursables.

f. The Professional Fee proposal will provide a total fixed cost for the entire project as a Lump Sum price. THIS SHALL BE A FIXED FEE (DOLLAR AMOUNT), which INCLUDES, as a separate line item, expected reimbursables.

g. ALL WORK INDICATED IN THIS RFP MUST BE INCLUDED and A LUMP SUM FIXED FEE (DOLLAR AMOUNT) must be provided, or the bid will be will be rejected as being non-responsive.” and REPLACE it with

“ d. A Professional Fee proposal will be submitted as part of this solicitation in a **separate, sealed envelope**. Within the envelope will be the provided Bid Form which includes a total lump sum for Base Bid work and a total lump sum for Alternate 1. The accepted cost proposal(s) will represent **30** points for a possible total score of 100 points.

e. The Professional Fee proposal shall indicate the number and type of professionals to be employed and the hourly rate, including overhead, for each and expected reimbursables.

f. The Professional Fee proposal must provide a total fixed cost for the entire Base bid project as a Lump Sum price (this shall be a fixed fee dollar amount, which includes, as a separate line item, expected reimbursables) and a total fixed cost for the entire Alternate 1 as a Lump Sum price (this shall be a fixed fee dollar amount, which includes, as a separate line item, expected reimbursables). ALL work indicated in this RFP must be included and a lump sum fixed fee (dollar amount) must be provided for Base bid and alternate 1, or the bid will be will be rejected as being non-responsive.

g. Please refer to the Bid Form provided for information concerning a \$5000 allowance for reimbursables for the Base bid and a \$5000 allowance for Reimbursables for alternate 1”

4. Refer to Section 2.3, e, xvii, DELETE “Provide an environmental analysis”.

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5. Refer to Section 2.2, a), i, 1, “1. The study methodology to quantify service needs and demand may include a statewide survey to determine the individual needs, preferences and opinions of Rhode Island veterans, VA-approved demand modeling techniques, other professional demand assessment methods developed by the awarded vendor, and publicly available demographic data on Rhode Island veterans.” and REPLACE with

“1. The study methodology to quantify service needs and demand may include a survey(s) to determine the individual needs, preferences and opinions of Rhode Island veterans, VA-approved demand modeling techniques, other professional demand assessment methods developed by the awarded vendor (including focus groups), and publicly available demographic data on Rhode Island veterans- whatever is required to ascertain and analyze demand.”

III. VENDOR QUESTIONS RECEIVED BY THE DEPARTMENT OF PURCHASES

Question 1 - Can you please confirm that the mandatory walkthrough will take place tomorrow (Wednesday) as scheduled?

Answer 1 – The Pre-bid meeting will take place as scheduled; it is mandatory that a representative from the Vendor entity submitting the bid be present. The walk-thru will occur after the meeting adjourns.

Question 2 - Is there a waiting list for the current facility?

Answer 2 - Yes; currently the admission list has a waiting time of 6 months.

Question 3 - What hospital (or hospitals) provide the highest % of admissions? Could you provide statistics?

Answer 3 – This information will be provided to the successful bidder and reviewed/incorporated as part of the Work, however the Home does not normally admit directly from a hospital.

Question 4 - What are the top 3 discharge status indicators?

Answer 4 –It is very rare for a resident to be discharged; most residents depart due to natural causes.

Question 5 - What are the current Average Daily Census and Average Length of Stay for the 260 bed Nursing units and 79 bed Ambulatory Care units?

Answer 5 – This information will be provided to the successful bidder and reviewed/incorporated as part of the Work.

Question 6 - Has the state considered what impact Money Follows the Person and Community First Choice Options will have on admissions to the RI Veteran's Home (if any)?

Answer 6 – The facility is not Medicare or Medicaid certified; there will be no impact on admissions.

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Question 7 - What is the annual operating expense budget at the facility today?

Answer 7 - The appropriated budget for FY2012 is \$18.2M in General Revenue and \$6.7M in Federal funds for a total of \$24.9M

Question 8 - What is the payor mix and total revenue at the facility today?

Answer 8 - The two sources of revenue for the facility is the federal Veterans Administration per diem (FY 12 was \$6.7M) and the resident maintenance fees (FY 12 was \$3.9M)

Question 9 - Please clarify which of the services defined in the Architectural Programming and Master Plan Document will be required to fulfill the demand analysis and feasibility study - if the architectural programming and masterplan is separated from the base bid for the project?

Answer 9 – If the alternate 1 is not accepted, only those services to fully complete the planning and analysis and to reach the goals of the Feasibility Study and Demand Analysis are required.

Question 10 - Is there a Hazardous Materials assessment study of the entire facility, and will the offerer be required to provide an industrial hygienist on their team?

Answer 10- The Home is not aware of a Hazardous Assessment study for the entire facility. The awarded vendor must use their expertise with facilities of this type to plan and provide cost estimates. If a formal hazardous material testing is required, the state will provide that under separate contract.

Question 11 - Can you provide some additional definition around the requirement to survey all of Rhode Island Veterans? Are you looking for a written survey, a representative sampling survey or something else? The concern is the time and cost with evaluation of 50,000+ over age 65 veterans.

Answer 11 – RFP #7458221, Section 2.2, a), i, 1 states that “The study methodology to quantify service needs and demand may include a statewide survey to determine the individual needs, preferences and opinions of Rhode Island veterans...other professional demand assessment methods developed by the awarded vendor” may be used. Refer to Addendum 1, II. REVISIONS TO RFP #7458221, DATED OCTOBER 24, 2012 (attached) in which the word “statewide” is stricken and the scope of the work is revised.

Question 12 - Are you open to focus groups in additional to stakeholder interviews?

Answer 12 – Yes, that is preferred for individual veteran input over mass surveying.

Question 13 - Are you only looking to examine the demand for skilled nursing beds and assisted living or would you be interested in examining an independent living component?

Answer 13- The new construction will be for skilled nursing and assisted living. The renovation of the existing building will be based upon the services recommended by the study.

Question 14 - How many clients receive long term care and how many short term care? Are you interested in growing the short term care program?

Answer 14- The Home does not offer short term rehabilitative care -which is a possible future service for the renovated building.

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Question 15- Will the consultant team have access to the current nursing home financial operating data?

Answer 15 – Yes.

Question 16 - Will the consultant team have access to the current nursing home residents and families for purposes of surveying and focus groups?

Answer 16 – All plans for assess to veterans must be considered by the State and approved in advance. Appropriate assess is likely.

Question 17 - What is the current payer mix? Related, are there any private pay clients?

Answer 17 - This issue will be reviewed/incorporated by the successful Vendor as part of the Work.

Question 18 - How do you anticipate payment for the cost of assisted living residents? All government or a mix of private pay and government?

Answer 18 - The assisted living residents will be charged a maintenance fee which mirrors the charges for a nursing home resident.

Question 19 - Are you looking to house veterans under the age of 65 and if so, for what purpose and services?

Answer 19 - The Home has offered its services to any eligible veteran regardless of age or disability, as long as they meet the eligibility requirements.

End of Addendum 1

NAME	COMPANY	EMAIL	TELEPHONE NUMBER
KEN DELCOSTA	PAGE CORPORATION	kdelcosta@pagecorp.com	401-334-4100
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Milly Baker	Payette	mbaker@payette.com	617 895 1129
Maria Tatarczuk	RDK Engineers	mtatarczuk@rdkengineers.com	978-296-6261
RICHARD WUEHL	EDWARD BOYSE ARCH	REWUEHL@BOYSEARCH.COM	401-331-9120
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JACOB FUTUREU	ARCHITECTURE INC.	JFUTUREU@ARCHITECTUREINC.COM	401-617-5067
BRIAN O'CONNEL	TOYRADO ARCHITECTS	BOCONNEL.VA.TOYRADO@VERIZON.NET BOCONNEL@	401-781-2033
Mary Brewster	Brewster Thornton Group Architects	Maryb@brewsterthornton.com	401-861-1600

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BID FORM

Date: October 24, 2012
RFP # 7458221

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

Project: Architectural, Engineering and Design Services: Feasibility study for
New Rhode Island Veterans Home Facilities and Renovations
480 Metacom Avenue
Bristol, Rhode Island 02809

Submitted by: _____

(Please include in the above spaces the firm's legal name, address, telephone, fax number, contact email address, and license number if applicable)

1. BASE BID: DEMAND ANALYSIS AND FEASIBILITY STUDY

Having examined the Place of the Work and all matters referred to in the Request for Proposals, and all Addenda the cost submitted here-in includes of all work delineated in the Request for Proposals dated October 24, 2012 prepared by The Rhode Island Division of Purchases. Furthermore, the Base Bid includes all work delineated in the addendums issued throughout the biding process and takes into consideration the time line as presented for the project included as part of this Bid.

The cost to provide the Owner for the Project in full compliance with the Request for Proposal and all Addenda can be completed for the Sum of (This Cost includes the values of the Allowances delineated in the Bid Form) and, we, the undersigned, hereby offer to enter into a Contract to perform the Work as prescribed for the sum of:

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Numeric

Written

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2. Base Bid ALLOWANCES

Allowances for the Project to be **included** in Base Bid are as follows:

Include the following amounts (Collective Sum Total) in Bid, for inclusion in the Base Bid:

\$5,000.00..... Reimbursable, for Owner requested prints, Digital Media storage devices (CD's or USB flash drive), prints associated with final delivery of cost estimates, etc.

I (the bidder) have carried as part of the Base Bid the total applicable value of the Allowance as presented above.

3. ADDENDA

The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.

Addendum No. 1, dated _____ Addendum No. 2, dated _____
 Addendum No. 3, dated _____ Addendum No. 4, dated _____

4. ALTERNATES

BIDDER agrees to be bound by the following alternate prices.

Additionally, the Owner reserves the right to award Alternates as may be determined to be in the best interests of the Owner.

ALTERNATE 1

ARCHITECTURAL PROGRAMMING MASTERPLAN DOCUMENT. The price provide includes all scope of work defined in the RFP 7458221 under section 2.3 and all other sections with reference to the Master Plan Document creation for the Veterans Home Complex, with in that RFP.

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Numeric

Written

5. Alternate 1 ALLOWANCES

Allowances for the Project to be included in Base Bid are as follows:

Include the following amounts (Collective Sum Total) in Bid, for inclusion in Alternate 1:

\$5,000.00..... Reimbursable, for Owner requested prints, Digital Media storage devices (CD's or USB flash drive), prints associated with final delivery of cost estimates, etc.

I (the bidder) have carried as part of the Base Bid the total applicable value of the Allowance as presented above.

6. BID FORM SIGNATURE(S)

The Bid Sums submitted for the Base Bid and Alternate 1 is for all the work outlined in RFP # 7458221 as the Bid Form requires.

(Bidder's name)

By: _____

Title: _____

Corporate Seal:

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THE FIRM SHALL PROVIDE AN AFFIDAVIT THAT THE PERSON WHO HAS AFFIXED HIS OR HER SIGNATURE TO THIS BID FORM IS ACTIVELY AND LEGALLY AUTHORIZED TO BIND THE FIRM CONTRACTUALLY.

THIS FORM MUST BE SUBMITTED WITH AND AFFIXED TO THE BID FORM.

END OF BID FORM