



**Solicitation Information
January 15, 2013**

RFP # 7459247

TITLE: Rhode Island College – Architecture & Engineering Services – Gaige Hall & Craig Lee Hall Renovations

Submission Deadline: Tuesday February 19, 2013 at 11:00 AM (EST)

PRE-BID/ PROPOSAL CONFERENCE: YES Date: Wednesday 1/30/2103 Time: 10:00 AM (EST)

Mandatory :YES

Location: ADAMS Library, Fortes Room 409, Rhode Island College, 600 Mt. Pleasant Avenue, Providence, RI (All vendors will need to check in with Security and Safety located at Browne Hall for a Temporary Parking Permit)

Questions concerning this solicitation may be e-mailed, in Microsoft Word format, to the Division of Purchases at questions@purchasing.ri.gov no later than **2/5/2013 @ 12:00 Noon EST**. Please reference the RFP # 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.

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 four-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

1.0 – INSTRUCTIONS AND NOTIFICATIONS TO OFFERERS:

The Rhode Island Department of Administration /Division of Purchases, on behalf of Rhode Island College is soliciting offers from qualified firms to provide ARCHITECTURAL/ENGINEERING services relating to the GAIGE HALL & CRAIG LEE HALL RENOVATION PROJECT AT RHODE ISLAND COLLEGE, in accordance with the terms of this solicitation and the State of Rhode Island Division of Purchases general conditions of purchasing, which are available on the State of Rhode Island's Division of Purchases Home Page (www.purchasing.ri.gov)

This is a Request for Proposals, not an Invitation for Bid: responses will be evaluated on the basis of the qualifications of the responder, 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 letters of interest.

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.

Please note the following:

1. Potential vendors 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.
2. 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.
3. All cost 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 responsibilities for this cost.
4. Proposals are considered to be irrevocable for a period of not less than one hundred twenty (120) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

5. All prices submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. 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 will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division of Purchases.
7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibilities for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontractors are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
8. All proposals should include the vendor's FEIN or Social Security Number as evidenced by a Form W-9, downloadable from the Division of Purchases' website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases' website on a regular basis, as additional information or changes relating to this solicitation may be released in the form of an addendum to this RFP. It is the responsibility of all potential Offerors to monitor the website and be familiar with any changes issued as part of an addendum.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) - §28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmation 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 State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, 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 (401-222-2040). This is a requirement only of the successful

vendor(s).

14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirement, which should address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, please contact the MBE Administrator at (401) 574-8253 or visit the website www.mbe.ri.gov or by email at charles.newton@doa.ri.gov.

An original Proposal plus four (5) copies, including Standard Form 330 (available on the Purchasing Website on the Standard Forms page); other details including personnel, experience, and qualifications data may be provided. The State reserves the right to make an award or to reject any or all proposals based on what it considers to be in its best interest.

Evaluation of proposals will include consideration of competence and general experience to provide the required services; experience and qualifications of personnel; availability of personnel, equipment and facilities to perform expeditiously; past performance with respect to control of costs, quality of work, ability to meet deadlines; the submittal of a formal work plan; the fixed fee price (subject to further downward negotiation); and an hourly rate schedule by employee title for additional services that might be required beyond the original Scope of Work.

Respondents are advised that reimbursable expenses, to include sub-consultant services, that may be included in the contract award resulting from this solicitation, shall not exceed architect/engineer's actual cost incurred x 1.04.

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.

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 TAB 1 of each copy of the Proposal.

An offeror who does not have a current Rhode Island Certification of Authorization for the firm and current Rhode Island registration(s) must acknowledge non-compliance with this requirement and confirm in writing that, if selected for the project, will expedite acquisition of a Rhode Island registration(s) and Certificate of Authorization(s), the attainment of which will be required before an award will be made. The letter of acknowledgement must be included behind TAB 1 of each copy of the Proposal.

To acquire a Rhode Island registration(s) and Certificate of Authorization the Board of Design Professionals can be contacted as follows:

Board for Design Professionals

One Capitol Hill (3rd Floor)

Providence, RI 02908-5860

Tel: 401-222-2565

Fax: 401-222-5744

Website: www.bdp.state.ri.us

The respondent's Proposal 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(s), or, in absence of these documents, to acknowledge need to acquire them prior to award if selected.

Proposals to provide the required services must be received by the Division of Purchases on or before Tuesday February 19, 2013 at 11:00 am (EST). Responses (**a clearly marked original** plus four (**5**) copies) should be mailed or hand-delivered in a sealed envelope marked "RFP NUMBER: **7459247** to:

RI Dept. of Administration

Division of Purchases, 2nd floor

One Capitol Hill

Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals must be presented to the Purchasing Receptionist for check-in and time stamp prior to the bid opening date and time. 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 will 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. **(Please be advised that Fedex/UPS do not always arrive by 10:30 am. It is recommended that you send your submission to arrive at least one day early)**

2.0 GENERAL REQUIREMENTS FOR THE PROPOSED PROJECT ARE AS FOLLOWS:

Supervise the project closeout to ensure that necessary certificates, approvals, as-built drawings, operations and maintenance manuals and other materials are obtained and submitted to the College.

1. Preparation of a program statement utilizing the feasibility study for review by the college.
2. Analysis of space requirements and development of programming.
3. Preparation of exterior architectural options to improve site appearance.
4. Work with the College to facilitate equipment and furniture selection.
5. Preparation of Schematic Design, Design Development, and Construction Documents (Plans and Specifications) and revised cost estimates in accordance with AIA.
6. Review of Bid Proposals and all submittals to ensure conformance to contract documents
7. Provide general supervision of all renovation updates and modernization activities.
8. Maintain all necessary project records in accordance with AIA Document B101 – Agreement Between Owner and Architect
9. Supervise project closeout to ensure that all necessary documentation has been obtained and submitted to the College

3.0 DETAILED SCOPE OF WORK

3.1 Background Information: A feasibility study was recently completed for Gaige Hall & Craig Lee Hall. The feasibility study will be available for download on the State Purchasing website. The college also had a Master Plan developed in 2010. This is available for review on the RIC website (www.ric.edu).

3.2 Description of Proposed Project: Total project costs (all hard and soft costs) including but not limited to construction, equipment, furniture, architectural costs, and contingency are not to exceed **\$44,000,000**. This will be a prevailing wage project. The college may enter into a Project Labor Agreement (PLA) if approved by the State.

3.3 Project Schedule: The proposal shall assume that separate designs will be prepared for each building and will be bid as a single construction package. It is currently assumed that one building renovation will be completed at a time. Design for both buildings shall be complete and ready for bid within fifteen (15) months from the date of award. Construction of the first building renovation is planned to start in June 2014. An 18-month construction/move-in period has been assumed for each building. Architect will prepare detailed project schedule as part of this contract and review in detail with the

college, opportunities for phasing that may result in a shortened schedule and reduce the potential surge space required to accommodate classes and office needs.

3.4 Services Cost Estimate Required with RFP. The architectural consultant will provide in their RFP a cost estimate of the required services and reimbursable expenses required in order to meet the program requirements identified in item 5. Only reimbursable expenses identified in the proposal and approved by Rhode Island College will be reimbursed.

3.5 Required Services. The architect/engineer will be commissioned to provide complete architectural and engineering services for the Gaige Hall & Craig Lee Renovations at Rhode Island College.

The specific requirements shall include, but not be limited to, the following:

3.5.1 Prepare a Program Statement for the project in conjunction with the feasibility study that will be reviewed and approved by the college President. This effort will include interviewing appropriate student, college administration, and staff personnel.

3.5.2 Analyze the space requirements and develop programming with consideration to the feasibility study and interviews with representatives of the college. Make recommendations concerning alternative layouts and provide site plans that provide best utilization of the existing site.

3.5.3 Prepare exterior architectural options to improve the appearance of the site and establish a continuity of exterior theme for this portion of the campus.

3.6 Improve openness of walkways and entrances to the building.

3.7 HVAC and Electrical – Major HVAC and electrical work will be required. The current HVAC systems are inadequate. It shall be assumed that all new HVAC systems will be required as part of this project. In addition, the building is currently served by two electric services. It shall be assumed that new building transformers and switchgear will be required to combine existing feeders.

3.8 The design firm will work with the college in equipment and furniture selection.

3.9 Phased Project – The college plans to completely close each building as it is renovated. Proposers are to provide alternate pricing in their proposals for phased construction (assume 2 phases per building) in the event that the college opts to proceed in this manner. This would assume that approximately ½ of each building would remain open and operational during the construction. Design of building must include provisions for this, construction staging, and construction sequencing. Other phasing options can be reviewed and discussed during design.

3.10 Construction Manager – The college may use the “Construction Manager at Risk” delivery method for this project. If this option is used, the construction manager would

be involved in the design phase of the project working in concert with the Architect and the Owner. Architect's proposal shall include any differential in proposed fee should this option be used.

- 3.11** Design shall be done with consideration to energy efficiency, including but not limited to lighting, lighting controls, mechanical equipment and controls, variable speed drives, roofing materials, windows, insulation, etc. Architect shall work with National Grid to ensure that the college maximizes equipment incentives and rebates available. Architect shall coordinate a meeting with National Grid account representative at the outset of the project and include RIC representatives in the meeting.
- 3.12** Architect shall thoroughly review the 2012 Gaige Hall & Craig Lee Feasibility Study prepared by LLB (Lerner Ladds & Bartels) to gain an understanding of the project intent.
- 3.13** Architect shall thoroughly review the college's 2010 master plan to gain an understanding of proposed or planned campus improvements.
- 3.14** Design shall include the improvement of utility infrastructure as required to support the buildings.
- 3.15** Fire Alarm Systems & Sprinkler Systems – Both buildings have recently installed addressable fire alarm systems and sprinkler systems. Systems shall be modified and/or expanded as required for the renovations. Coverage shall be for the entire buildings and shall be in full conformance with Rhode Island State Fire Marshall and the college's insurer.
- 3.16** Hazardous Waste – The Architect shall engage a consultant to conduct a hazardous waste survey of both buildings. Survey shall identify all materials that will require special handling and/or disposal during construction. Prepare an abatement plan in full conformance with the RI Department of Health. Plan shall be approved by RI Department of Health and incorporated into the bid documents.
- 3.17** Commissioning Agent – The college will engage a commissioning agent that shall participate in the design and construction phases. A minimum of LEED fundamental level commissioning shall be assumed.
- 3.18** Maintenance/Re-Use/Salvage of Recently Installed Materials and Equipment – Both buildings have had recent renovations (including but not limited to cooling towers, emergency generators, fire alarm and sprinkler systems, doors, and stairway railings). Architect shall review recent building improvements and newer equipment and to the extent possible and practical re-use in the renovated building. If the

equipment cannot be used within the buildings the college may opt to retain on campus for other buildings.

- 3.19** Prepare Preliminary Schematics and Cost Estimates (including equipment) for presentation to the college committee for review and approval by the college's president.
- 3.20** Prepare Final Schematics and Revised Cost Estimates for review and approval of the college committee. After approval by the committee, prepare appropriate renderings and graphics for a presentation to the college's president for final approval.
- 3.21** Prepare Design Development Package, including a project cost estimate.
- 3.22** Prepare Construction Documents including Plans, and Specifications, including required bid documents and a final cost estimate for the renovations on Rhode Island College.
- 3.23** Assist State Purchasing with the bidding process including attendance at a Pre-bid conference and responding to all questions during bidding process.
- 3.24** Review bid proposals, conduct a pre-award conference, review contractor references, and provide the college with a recommended qualified low bidder.
- 3.25** Review all submittals to ensure conformance with the construction/ renovation contract documents
- 3.26** Provide Construction Administration services during construction. Provide general supervision of all renovation updates and modernization including periodic site visits, attendance at project meetings, and preparation of reports and documenting the findings of the visits and meetings. The site visits shall be minimum of twice per week unless otherwise approved by the college. Project meetings shall be weekly. Architect/engineer shall make additional site visits as necessary to resolve any issues.
- 3.27** Maintain all necessary project records to provide a complete record of the project from inception through completion.
- 3.28** Review and approve contractor's pay requisitions, provide responses to Request For Information, issue RFP's, review and approve all change orders.

4.0 RI Division of Purchases

The following requirements of the Division of Purchases are additive to the agency's

Scope of Work:

- A. Payments to the Architect and/or Engineer. Payments on account of the architect and/or engineer's basic services shall be made monthly in proportion to services

performed so that the compensation shall aggregate to the following percentages at the completion of each phase of work:

1. Schematic Design Phase 10%
2. Design Development Phase (energy modeling) 30%
3. Construction Document Phase 70%
4. Bidding Phase 75%
5. Construction Phase 100%

B. Reimbursable Expenses

Reimbursable expenses when authorized in advance in writing by the State will be paid to the architect and/or engineer on the basis of the architect and/or engineer's verified costs plus a fee not to exceed four percent (4%) of the total cost. Expenses shall include, but not necessarily be limited to, reproductions, postage and handling of drawings, specifications and other documents, excluding reproductions for the office use of the architect and the architect's consultants, and expense of any additional insurance coverage or limits, including professional liability insurance, requested by the owner in excess of that normally carried by the architect and the architect's consultants. Sub-consultant services and other approved reimbursable expenses shall also be paid at actual cost incurred plus 4% markup.

C. Energy Efficiency

Energy efficiency is an important consideration. The architect and/or engineer will collaborate with National Grid Company to achieve any cost reductions and incentives possible from National Grid Company's rebate program for energy efficient design.

D. RI Green Buildings Act

Building renovations shall be in full conformance with the RI Green Buildings Act. Act requires that the buildings meet the minimum of certified Leadership in Energy and Environmental Design (LEED) as governed by the US Green Building Council or LEED equivalent.

E. Project Construction Cost

1. The architect and/or engineer shall prepare and design the project so that it may be constructed at a cost not to exceed one hundred ten (110) percent of the amount of funds available for the project.
2. The architect and/or engineer shall not be paid any additional compensation whatsoever in the event that it is necessary to revise in whole or in part, any of the drawings or projected manual(s) after the receipt of bids that may be in excess of funds available for the project. Such additional work shall be at the architect's and/or engineer's sole expenses.

F. Retainage

Five (5) percent retainage shall be held by the agency's contract management department until project closeout. Project completion is defined as: construction is finished, the punch list is done, all of the project closeout documents and manuals have been submitted, and "as built" plans in both hard copy and electronic format are received.

G. Mercury reduction and Education Act – Rhode Island General Law, Chapter 23-24.9

The Architect/Engineer shall comply with provisions of this Act and make every effort to specify non-mercury containing products whenever non-mercury containing products are available as a suitable alternative.

5.0 QUALIFICATIONS

Offerors shall have at least 10 years of experience in the design of educational facilities. It is preferable that Offerors have experience working for institutions of higher education and particular experience in programming at the college/university level. Offerors should demonstrate successful completion of at least 3 designs and installations of similar size and complexity. Offerors shall be licensed Architectural Firms in the State of Rhode Island. Offerors shall have thorough knowledge of local and national building, fire safety and electrical codes. Offerors shall have experience working with and obtaining design approvals the Rhode Island Building Commissioner's office and the Rhode Island State Fire Marshall's office.

6.0 PROJECT DELIVERABLES

The following is a list of end products that should result from the project:

6.1 Memorandums that summarize each progress meeting

6.2 Preliminary Schematic Design and Cost Estimate (10 hard copies and electronic files – AutoCAD and PDF)

6.3 Final Schematic Design and Cost Estimate (10 hard copies and electronic files – AutoCAD and PDF)

6.4 Design Development – Plans, Specifications, and Cost Estimate (10 hard copies and electronic files – AutoCAD and PDF)

6.5 Construction Documents - Plans, Specifications, and Cost Estimate (25 hard copies and electronic files – AutoCAD and PDF)

7.0 PROPOSALS

Pre-Proposal Questions

There is a **mandatory** pre-proposal meeting to be held at Rhode Island College on the date and time indicated on page one of this solicitation.

Proposal Submission:

An original RFP, plus Five (5) copies, submission are to delivered in a sealed envelope marked: "RFP #7459247 A&E SERVICES GAIGE HALL AND CRAIG-LEE MHALL RENOVATIONS RIC" by the date and time indicated on page one of this solicitation.

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

Note: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which 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, or emailed, to the Division of Purchases will not be considered. The "official" time clock is located in the reception area of the Division of Purchases.

Proposals should include the following:

- A completed and signed four-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov.
- A Cost Proposal (**IN A SEPARATE SEALED ENVELOPE**) with the fee structure proposed for this scope of services.
- A Technical Proposal describing the qualification and background of the applicant and experience with similar programs, as well as the work plan or approach proposed for this requirement. Form 330 to be provided for this section. Access to SF 330 may be obtained through the following website: www.gsa.gov.
- A completed and signed W-9 (taxpayer identification number and certification.) Form is downloadable at www.purchasing.ri.gov.
- Vendor may include further sections or appendices containing drawings, planning documents, or any other supplementary information the Vendor would like to include in their response. Additional information such as marketing and sales brochures is welcome, but is in no way a substitute for the information requested above.

Proposal submission shall include (in addition to above):

- 7.1 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.
- 7.2 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.
- 7.3 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.
- 7.4 Schedule – Provide a detailed proposed project schedule from date of award. Demonstrate that firm has capacity to complete the project on schedule.
- 7.5 Costs – **(MUST BE IN A SEPARATE SEALED ENVELOPE)** Provide a complete breakdown of costs (material and labor) for the design and for the construction phase. The proposed cost for each sub-contractor shall also be included. Provide estimate and detail of reimbursable expenses.

8.0 EVALUATION FACTORS

RESPONSES:

- a) Responses will be evaluated in two parts. Part One is a Technical proposal and Part Two is a Professional Fee proposal. Both the Technical and Professional Fee proposals are required on the due date listed on page 1 of this solicitation.
- b) Part One will require a Technical submission and will be evaluated on the following criteria:
- **Experience in performing design of educational facilities (50 Technical points)**
The Offerors will be evaluated on their demonstrated experience with design of building renovations of similar size and complexity. 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 programming at the college/university level. Offerors should demonstrate successful completion of at least 3 designs and installations of similar size and complexity and demonstrated satisfactory work as verified by a reference for each of these projects. 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 and be able to demonstrate that such they have obtained such approvals in a timely manner.

- **Technical Expertise (15 Technical points)**

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.

- **Responsiveness of Proposal (10 Technical Points)**

Proposers shall include all of the requested information in the required format.

- c) All Offerors must receive a minimum score of 55 points on the Technical proposal submission. Offerors not scoring at least 55 points will not be considered further.
- d) A Professional Fee proposal **must** be submitted as part of this solicitation in a **separate, sealed envelope**. The cost proposal will represent **25** 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 reimbursable.
- 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.

The State will commission a Technical Review Committee, which will evaluate and score all proposals, using the following criteria:

Criteria	Possible Points
Experience	50 Points
Technical Expertise	15 Points
Responsiveness to RFP	10 Points
Cost [calculated as the lowest cost divided by this cost times 25 points]	25 Points
Total Possible Points	100 Points

9.0 SELECTION PROCESS

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 are:

The Selection Committee will evaluate and score all proposals, using the criteria described earlier in this solicitation and repeated below.

_____ Experience Designing Buildings/Building Renovations and Building Systems
0-50 points

_____ Technical Expertise
0-15 points

_____ Responsiveness to Proposal
0-10 points

_____ Fee

0 – 25 points

Firms will be evaluated on the non-fee categories. Firms must receive a minimum of 55 points in order for them to be considered further in the evaluation process and have their fees considered. Only those firms meeting the minimum score of 55 will have their fee proposals opened.

The fees will be incorporated for firms receiving 55 points or more and fee points will be awarded on a relative basis.

The college may interview, at any time during the selection process, firms that score the highest.

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.

The college will then make a recommendation to the State Purchasing Agent for final selection consideration. Once the project is awarded RIC will enter into an AIA contract with the successful bidder.

END