Solicitation Information

Date: January 23, 2013

RFP# 7459269

TITLE: Design Services George Washington Campground New Restroom and Shower Facility

Submission Deadline: Friday February 15, 2013 @ 11:00 AM (EST)

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 2/4/2013 @ 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

SECTION 1 - INSTRUCTIONS AND NOTIFICATIONS TO OFFERERS:

The Rhode Island Department of Administration/Division of Purchases is soliciting proposals for Architectural and Engineering services from qualified respondents, and in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase. This solicitation, and subsequent award, is governed by the State's General Conditions of Purchase, which is available at www.purchasing.ri.gov

This is a Request for Proposal 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 Division of Purchases pursuant to this request, other than to name those offerers who have submitted proposals.

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 subcontractors) 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 often 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 offerer 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 Friday February 1, 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: 7459269 to:

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

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)**

SECTION 2 – DETAILED SCOPE OF WORK:

2.1 Background: Located within the 4000 acre George Washington Management Area, and on the shores of the Bowdish Reservoir, the 100 acre George Washington Memorial Camping Area is an overnight, primitive camping facility offering a multitude of opportunities to enjoy the outdoors. There are 45 treed, well spaced gravel sites suitable for tents, trailers, and RV's. Electrical hookups are not available; water is available from the various shared spigots throughout the campground. Bathrooms are either outhouses, or individual composting toilets; there are no shower facilities. There are two Adirondack style Shelters available by reservation, for group camping (limited to 20 persons each).

2.2 Project Administration: The Project will be administered by the Department of Environmental Management, Division of Planning and Development. The George Washington Memorial Camping Area is operated and maintained by the Department of Environmental Management, Division of Parks and Recreation. The Department of Administration, Office of Purchases, is responsible for advertising, signing, and awarding the contract.

2.3 Project Objectives: It is the intent of this project to procure the services of a Professional Architect and Engineer (Electrical) (mechanical) (civil) to design the new restroom and shower building. This RIDEM Division of Parks and Recreation have provided an example building layout and defined their preferred site as shown on the attached plans. In addition, the RIDEM Division of Parks and Recreation have provided direction that they would prefer a building with some rustic, CCC and/or Adirondack style detailing. The building will be heated and will require exhaust fans and outside air exchange. The project should be designed to meet the RI International Green Construction Code. The building will require an onsite sewage disposal system.

2.4 Architectural Design Work:

A. Design all architectural work to provide safe and proper facility. This design includes but is not limited to layout, exterior and interior wall and building shell details, window and door details, building shell insulation, and coordination of the other design consultants. The RIDEM Division of Parks and Recreation provided an example of the building layout and their preferred site as shown on the attached drawings.

B. Complete drawings and specifications for the architectural portion of the work within a scheduled time frame;

C. Shall coordinate the electrical, civil and mechanical work with utility as required;

D. Furnish drawings on 24" x 36" media and in electronic format (Autocad - .DWG);

E. Furnish specifications for a complete project manual;

F. Furnish data for and prepare and undertake the required documents and procedures necessary so that the State may secure approval from any Governmental Authority having jurisdiction over the Project;

   1. Shall furnish three (3) copies of drawings and specifications to the office of the Rhode Island Building Code Commission, Fire Marshal and the Governor's Disability Office for approval;

   2. Shall obtain approval from any other governmental agency having jurisdiction over any part of this project;

G. Shall assist the State as the interpreter of the architectural documents in the pre-bid and pre-construction meetings;

H. Shall review and approve all shop drawings related to the architectural design;

I. Visit the site at least one time during and one time after construction to ensure compliance with the plans and specifications for the architectural work. The consultant shall follow up any discrepancies from the plans and specifications in writing to the Department of Environmental Management. Additional site visits shall be paid on a per visit basis established in the proposal.

2.5 Electrical Design Work:

A. Design all electrical work to provide safe and proper services. This design includes but is not limited to providing electrical service to the building; a new service will be required. Within the building, provide power, heating, switches, lighting, wiring, and receptacles as required.

B. Complete drawings and specifications for the electrical portion of the work within a scheduled time frame;

C. Shall coordinate the electrical work with the electrical utility as required;

D. Furnish drawings on 24" x 36" media and in electronic format (Autocad - .DWG);

E. Furnish specifications for the electrical portion of the project manual;

F. Furnish data for and prepare and undertake the required documents and procedures necessary so that the State may secure approval from any Governmental Authority having jurisdiction over the Project;

1. Shall furnish three (3) copies of drawings and specifications to the office of the Rhode Island Building Code Commission for approval;
2. Shall obtain approval from any other governmental agency having jurisdiction over any part of this project;

G. Shall assist the State as the interpreter of the Electrical Engineering documents in the pre-bid and pre-construction meetings;

H. Shall review and approve all shop drawings related to the electrical design;

I. Visit the site at least one time during and one time after construction to ensure compliance with the plans and specifications for the electrical work. The consultant shall follow up any discrepancies from the plans and specifications in writing to the Department of Environmental Management. Additional site visits shall be paid on a per visit basis established in the proposal.

2.6 Mechanical Design Work:

A. Design all mechanical work to provide safe and proper services. This design includes but is not limited to ventilation, heating, plumbing, fuel storage and supply if required in the design.

B. Complete drawings and specifications for the mechanical portion of the work within a scheduled time frame;

C. Shall coordinate the work with the utility as required;

D. Furnish drawings on 24" x 36" media and in electronic format (Autocad - .DWG);

E. Furnish specifications for the mechanical portion of the project manual;

F. Furnish data for and prepare and undertake the required documents and procedures necessary so that the State may secure approval from any Governmental Authority having jurisdiction over the Project;

1. Shall furnish three (3) copies of drawings and specifications to the office of the Rhode Island Building Code Commission for approval;
2. Shall obtain approval from any other governmental agency having jurisdiction over any part of this project including the RIHPC.

G. Shall assist the State as the interpreter of the mechanical documents in the pre-bid and pre-construction meetings;

H. Shall review and approve all shop drawings related to the mechanical design;

I. Visit the site at least one time during and one time after construction to ensure compliance with the plans and specifications for the mechanical work. The consultant shall follow up any discrepancies from the plans and specifications in writing to the Department of Environmental Management. Additional site visits shall be paid on a per visit basis established in the proposal.

2.7 Civil Design Work:

A. Design all civil and site work to provide safe and proper services. This design includes but is not limited to existing conditions survey, site plan to show new building and utilities including new well, new electric service, and new septic system. Obtain all necessary information and approvals and design a new septic system and well water supply for the building.

B. Complete drawings and specifications for the civil portion of the work within a scheduled time frame;

C. Shall coordinate the work with the utility as required;

D. Furnish drawings on 24" x 36" media and in electronic format (Autocad - .DWG);

E. Furnish specifications for the mechanical portion of the project manual;

F. Furnish data for and prepare and undertake the required documents and procedures necessary so that the State may secure approval from any Governmental Authority having jurisdiction over the Project;

1. Shall furnish three (3) copies of drawings and specifications to the office of the Rhode Island Building Code Commission for approval;
2. Shall obtain approval from any other governmental agency having jurisdiction over any part of this project including the RIHPC.

G. Shall assist the State as the interpreter of the civil documents in the pre-bid and pre-construction meetings;

H. Shall review and approve all shop drawings related to the civil design;

I. Visit the site at least one time during and one time after construction to ensure compliance with the plans and specifications for the mechanical work. The consultant shall follow up any discrepancies from the plans and specifications in writing to the Department of Environmental Management. Additional site visits shall be paid on a per visit basis established in the proposal.

2.8 Available Information: Management Area plans and various completed engineering projects within the Management Area will be supplied to the consultants by RIDEM.

SECTION 3 – EVALUATION AND SELECTION CRITERIA:

3.1) 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:

   i. Competence to perform the desired services by virtue of the **experience of the firm, project principals, consultants and partners** in providing similar services, and the qualifications and experience of the staff who would be assigned to perform the services (**35** points).

   ii. Ability to perform the services expeditiously, as stated in the **project plan** reflecting current workload and the availability of an adequate number of personnel and evidence that the OFFEROR analyzed, interpreted and discussed issues presented by the project in a manner likely to meet the needs of the Owner and end users (**20** points)

   iii. Past performance, as reflected by the evaluation and **references** of clients for whom similar work has been performed, including but not limited to other state agencies, ability to meet deadlines, and control of costs (**15** points).

c) All Offerors must receive a minimum score of 50 points on the Technical proposal submission. Offerors not scoring at least 50 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 **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.

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

Criteria	Possible Points
Staff Qualifications / Experience	35 Points
Quality of Project Plan	20 Points
References	15 Points
Cost [calculated as the lowest cost divided by this cost times 30 points]	30 Points
Total Possible Points	**100 Points**

A Technical Review Sub-Committee will review all submissions. After review, one or more respondents may be invited to present to the Technical review Committee and answer questions.
The successful vendor shall be solely responsible for meeting all terms and conditions specified in this request, their proposal and any resulting contract. Subcontractors must be approved by the State; however, it is the responsibility of the selected vendor to supervise and monitor the work performed by the subcontractor.

The successful vendor must agree to provide the contract deliverable by the dates established in the final work plan and schedule.

3.2) PRE-SUBMISSION QUESTIONS, PRE-SUBMISSION MEETING

a) Questions, in **Microsoft Word Format**, concerning this solicitation may be e-mailed to the Division of Purchases (the email address is found on page 1 of this solicitation) no later than the Date & Time indicated on page 1 of this solicitation. Please reference the RFP # (found on page 1 of this solicitation) 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.

3.3) PROPOSAL SUBMISSION

a) Offers to provide the services covered by this Request must be received by the Division of Purchases on or before the date and time indicated on page one of this solicitation. Responses (an original plus five (5) copies) should be mailed or hand-delivered in a sealed envelope marked with the **RFP number** (found on page 1 of this solicitation) and the words **"Design Services George Washington Campground New Restroom and Shower Facilities"** to:

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

b) NOTE: Proposals received after the above-referenced due date and time will not be considered. 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 may 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.

3.4) PROPOSAL CONTENTS

a) Proposals must include the following:

i. A completed and signed four-page RIVIP generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet home page at http://www.purchasing.state.ri.us,

ii. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page.

iii. In addition to the multiple hard copies of proposal required, Respondents are requested to provide their proposal in electronic format (CDRom, Diskette, flash drive). Microsoft Word / Excel or PDF for is preferable. Only one (1) electronic copy is requested. This CD or diskette should be included in the proposal marked "Original".

3.5) TECHNICAL PROPOSAL - NARRATIVE, PROJECT PLAN AND REFERENCES:

a) **Experience of the firm and project principals-** Describe the firm's general experience as well as its experience and qualifications with projects of a similar size, scope and use. Identify the Project Manager, other consultants as well as other members of the project and design team. Please list the level of effort to be committed to this project by each assigned staff or consultant in hours per week for the duration of the project. List the percentage of work to be completed by the firm and the percentage to be completed by outside consultants. Include Standard Forms 330 in this section.

b) **Project Plan-** This section shall describe the firm's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or method to be employed, and a Work Plan for accomplishing the results proposed. The description of approach shall discuss and justify the proposed approach for each task, and the technical issues that will or may be confronted at each stage and steps taken to assure that the project conform to time and financial constraints. The Work Plan description shall include a general project schedule that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and deliverables for each.

c) **References-** Please list all projects completed within the past five years by the lead firm that are of a similar size, scope and use and provide the principal contact, including contact information. These individuals may be contacted

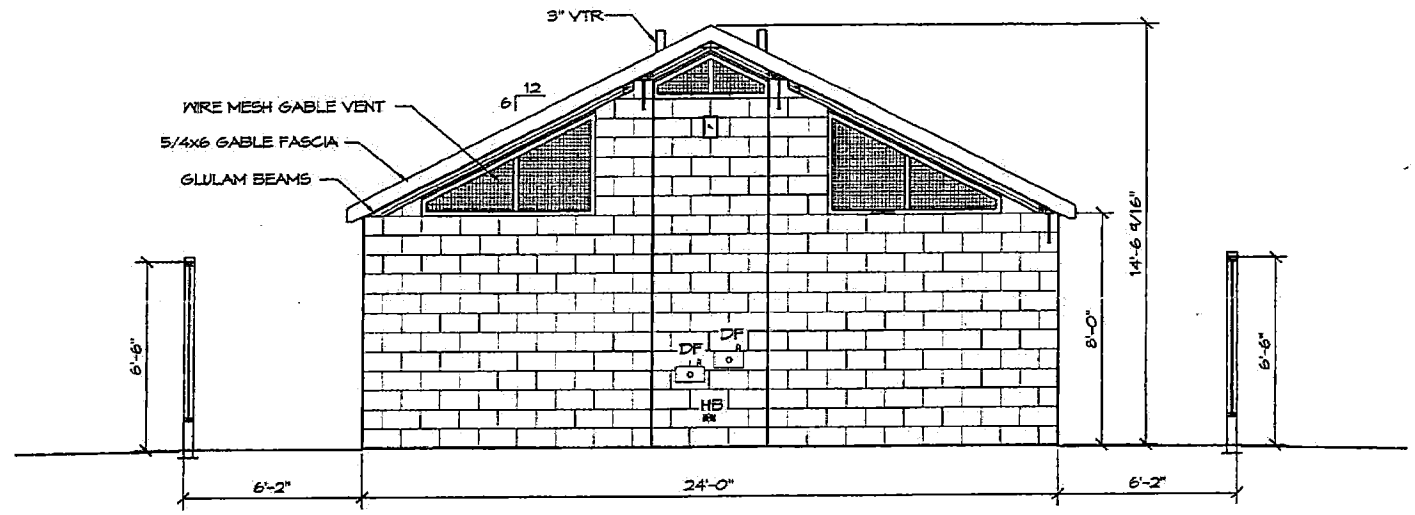
by members of the selection committee for further information. Please see evaluation criteria relating to references.

3.6) PROFESSIONAL FEE PROPOSAL

a) **Professional Services Fee Proposal scoring- 30 Points**
The bidder of the lowest opened Professional Services Fee Proposal will receive the full 30 points. The other opened Professional Services Fee Proposals will be allocated points prorated to its correlation to the low bid (e.g. a bid of twice the amount of the low bid will receive 15 points). Professional Fee proposal points are determined by the following formula: ***x/n (y)* = points awarded**; whereas "*x*" = lowest opened bid, "*n*"= this bid under consideration and "*y*"= 30 points.

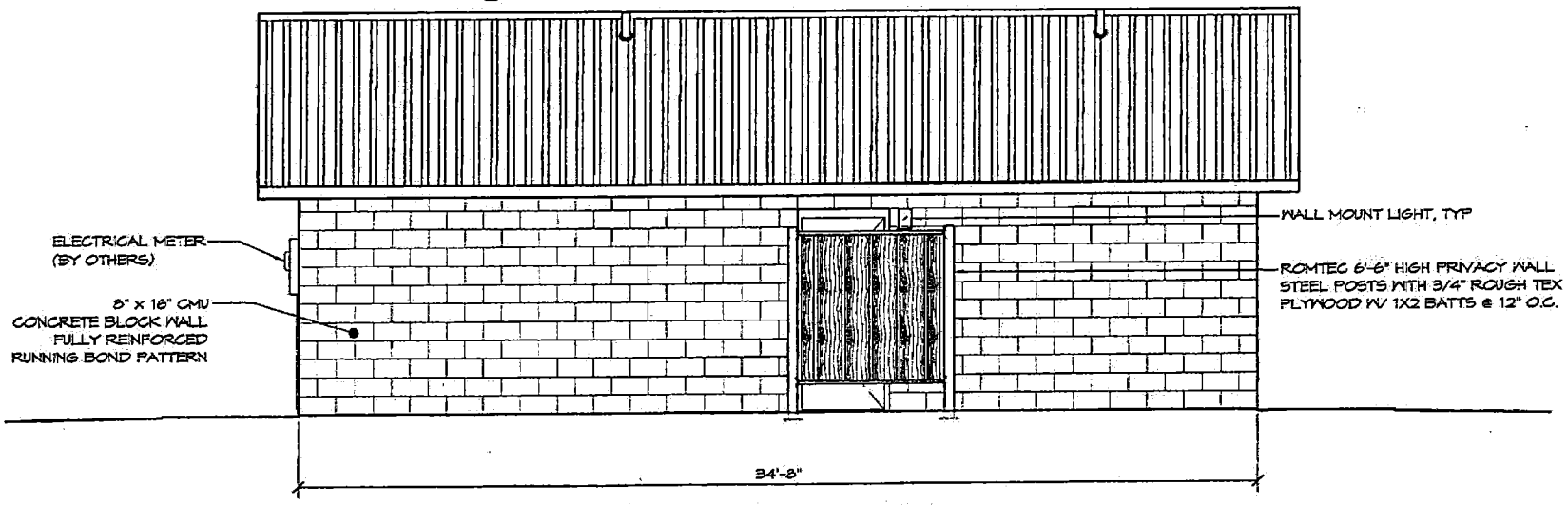
b) Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, and to award in its best interest.

********END OF SOLICITATION********



1 EAST ELEVATION

SCALE: 1/4" = 1'-0"



2 SOUTH ELEVATION

ROMTEC
18240 NORTH BANK ROAD - ROSEBURG, OR 97470
(541) 496-3541 FAX (541) 496-0293

PRELIMINARY

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PROJECT: 2101 SIERRA IV MULTI USER RESTROOM, SIX SHOWERS SIDE ENTRANCE

CUSTOMER
PROJECT
LOCATION

SHEET TITLE: ELEVATIONS

PROJECT#:

MODEL#: 2101

DATE: 00/00/12

REVISIONS

REV.	DATE	BY

DRAWN BY: TI

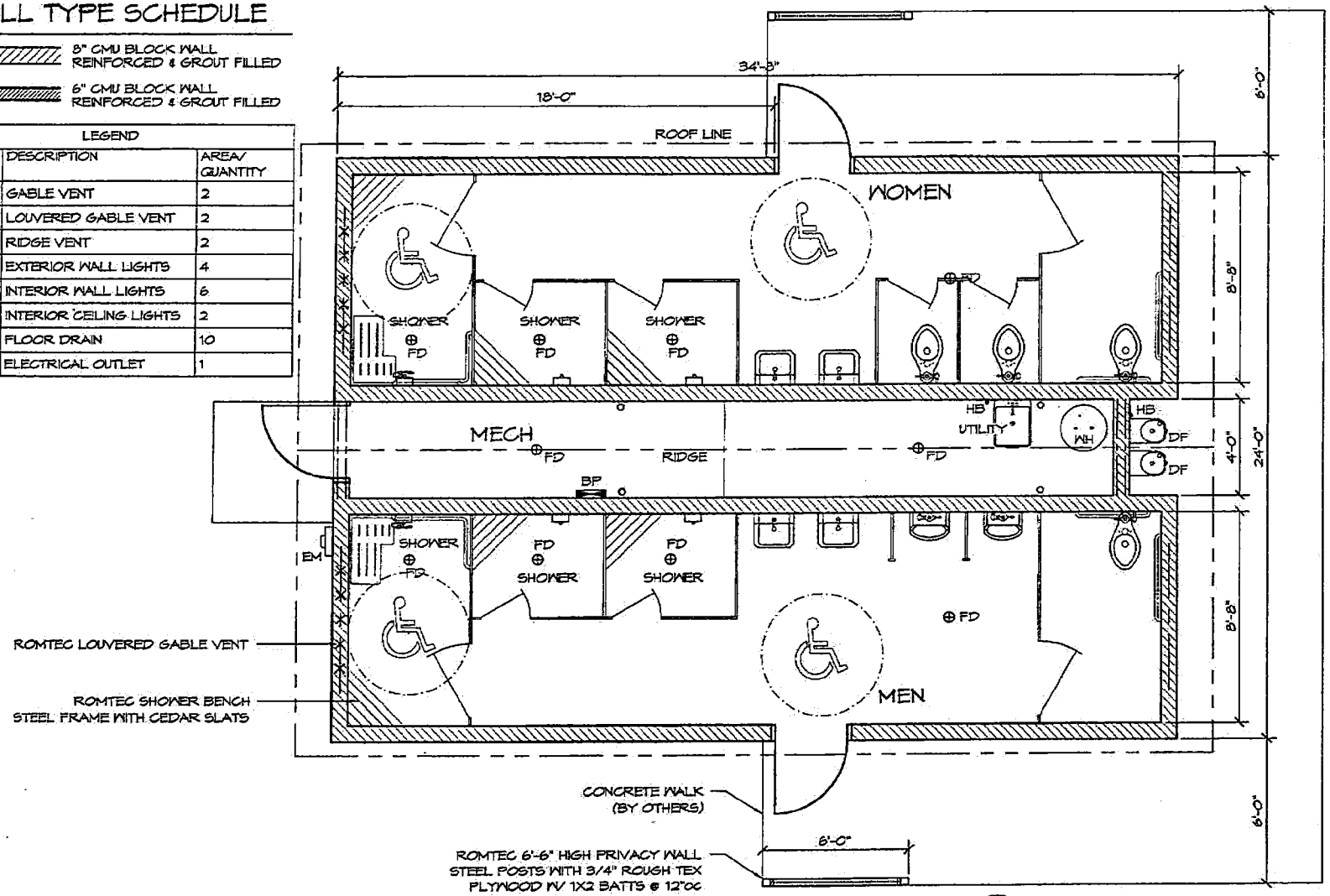
SHEET NO. 2

WALL TYPE SCHEDULE

8" CMU BLOCK WALL
REINFORCED & GROUT FILLED

6" CMU BLOCK WALL
REINFORCED & GROUT FILLED

LEGEND		
SYMBOL	DESCRIPTION	AREA/ QUANTITY
	GABLE VENT	2
	LOUVERED GABLE VENT	2
	RIDGE VENT	2
	EXTERIOR WALL LIGHTS	4
	INTERIOR WALL LIGHTS	6
	INTERIOR CEILING LIGHTS	2
⊗	FLOOR DRAIN	10
	ELECTRICAL OUTLET	1



1 FLOOR PLAN
SCALE: 1/4" = 1'-0"

PLAN NORTH

ROMTEC
18240 NORTH BANK ROAD - ROSEBURG, OR 97470
(541) 496-3591 FAX (541) 496-0293

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PROJECT: 2101 SIERRA IV MULTI USER RESTROOM, SIX SHOWERS SIDE ENTRANCE

CUSTOMER
PROJECT
LOCATION

SHEET TITLE: FLOOR PLAN

PROJECT:

MODEL: 2101

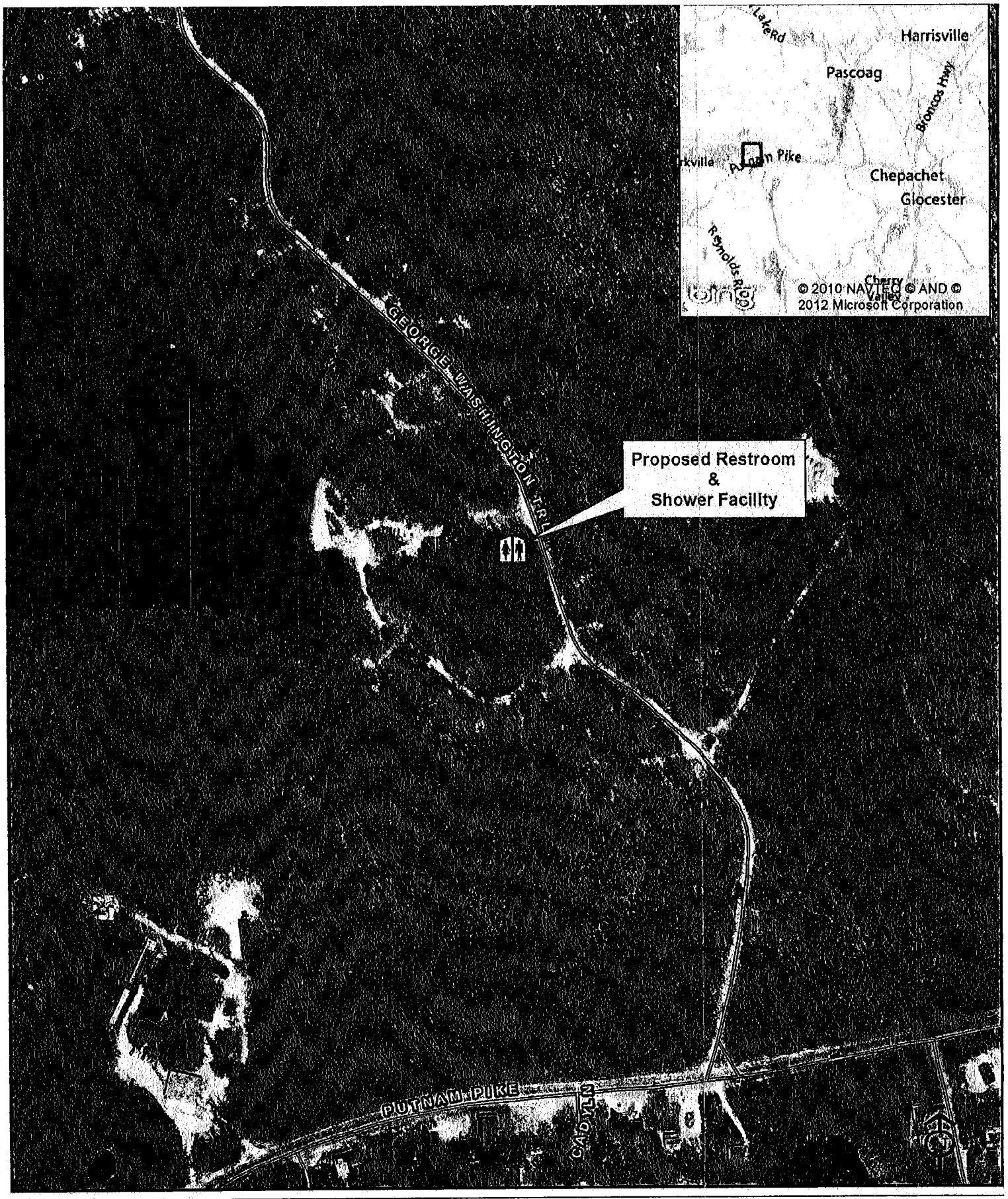
DATE: 00/00/12

REVISIONS

NUM.	DATE	BY

DRAWN BY: TI

SHEET NO. 1



Title:	
Scale:	
Date:	10/9/2012
Drawn by:	paj

0 100 Feet

George Washington Campground
Restroom & Shower Facility

Note:
This map was created by RIDEM for informational, planning and guidance use only. It is a general reference, not a legally authoritative source for the location of natural or manmade features. Proper interpretation of this map may require the assistance of appropriate professional services. The cartographic representations depicted have not been verified by a RI Registered Professional Land Surveyor and are not intended to be used in place of a survey. RIDEM makes no warranty, express or implied, related to the accuracy, reliability, completeness, or currentness of this map.

RIGIS