



Solicitation Information

Date: March 19, 2013

RFP # 7461340

TITLE: Architectural and Engineering for Replacement of HVAC systems for Benjamin Rush and Louis Pasteur.

Submission Deadline: April 10, 2013 @ 11:30 am (Local Prevailing Time)

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at rfp.questions@purchasing.ri.gov no later than March 29, 2013 at **12 noon** (Local Prevailing Time). Please reference the **RFP # 7461340** on all correspondence. Questions received, if any, will be answered and posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

**Thomas Bovis
Interdepartmental Project Manager**

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

NOTE TO VENDORS:

**Offers received without the entire completed 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 OFFERORS

1.1) INTRODUCTION

- a) The Rhode Island Department of Administration, Division of Purchases, on behalf of the Department of Administration, Facilities Management is soliciting proposals from qualified firms to provide architectural, engineering, and design services to create a series of reports and bid documents for the Rhode Island Department of Administration for the rejuvenation of HVAC of Benjamin Rush and Louis Pastour and in accordance with the terms of this Request and the State's General Conditions of Purchase (available at www.purchasing.ri.gov).
- b) This is a Request for Proposal (RFP), 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, other than to name those Offerors who have submitted proposals.
- c) The firm selected or any subcontractor hired by the selected firm who provides services for this RFP is not eligible to bid on any underlying construction or future consulting services for this project.

1.2) NOTIFICATIONS TO OFFERORS

- a) Potential offerors are advised to review all sections of this RFP carefully and to follow instructions completely. Failure to make a complete and accurate submission as described herein shall result in rejection of the proposal.
- b) In order to submit a proposal, offerors must register with the Division of Purchases. For information of registering, please see the Division of Purchases' website at www.purchasing.ri.gov under the heading "Vendor Registration Information."
- c) All proposals should include the offeror's FEIN or Tax Identification number as evidenced by an IRS Form W-9, downloadable from the Division of Purchases' website at www.purchasing.ri.gov.
- d) 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 shall be rejected as being non-responsive.
- e) All costs 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 responsibility for these costs.

- f) Proposals submitted in response to this solicitation shall be considered to be irrevocable for a period of not less than ninety (90) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- g) All pricing submitted by Offerors in response to this solicitation shall be considered to be firm and fixed unless otherwise indicated herein.
- h) Proposals misdirected to locations other than the Division of Purchases, or which are otherwise not submitted to the Division of Purchases prior to the time of opening for any cause shall be determined to be late and shall not be accepted, opened, or considered.. The “official” time clock is located in the reception area of the Division of Purchases, 2nd floor, One Capitol Hill, Providence, RI..
- i) In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State (401/222-3040) www.sos.ri.gov. However, this is a requirement only for successful bidder (s).
- j) Offerors are advised that all documents and materials submitted to the Division of Purchases for consideration in response to this solicitation shall be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.
- k) Offerors should be aware of all applicable MBE requirements, as set forth in R. I. Gen. Law § 37-14.1-1, *et seq.* The State's goal is for a minimum ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or charles.newton@gw.doa.state.ri.us, Visit the website <http://www.mbe.ri.gov/>
- l) Equal Employment Opportunity-R. I. Gen. Laws § 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 services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail raymond1@gw.doa.state.ri.us
- m) Subcontractors are permitted for this project, provided that the identity of the proposed subcontractor(s) and scope of the subcontractor’s services are clearly stated in the offeror’s proposal.

- n) Questions concerning this solicitation may be e-mailed to the Division of Purchases in accordance with the terms and conditions expressed on the cover page of this solicitation. All questions received by the Division of Purchases shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases' website for updated solicitation information and addenda.
- o) The Division of Purchases reserves the right to accept or reject any or all proposals submitted in response to this solicitation, to waive minor irregularities, or to negotiate with any Offeror, as necessary, to serve the best interests of the State.

1.3) ARCHITECTURAL / ENGINEERING SERVICES

- a) Persons or firms practicing architectural and/or engineering services in the State of Rhode Island must be registered with the Rhode Island Division of Design Professionals and possess a current Certificate of Authorization in accordance with Rhode Island General Laws.
- b) A copy of a current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for the individual(s) who would perform work on the project must be included behind the front page of each copy of the proposal.
- c) The Division of Design Professionals can be contacted as follows:

Department of Business Regulation
Division of Design Professionals
1511 Pontiac Avenue (Bldg 68-2)
Cranston, RI 02920
Tel: 401-462-9530
Fax: 401-462-9532
Website: www.bdp.state.ri.us

- d) Proposals that fail to include the required current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for individuals shall be determined to be non-responsive to the solicitation.

SECTION 2 – SCOPE OF WORK

General:

Provide architectural, engineering, and design services to create a series of reports and bid documents for the Rhode Island Department of Administration for the rejuvenation of HVAC of Benjamin Rush and Louis Pastour.

Background:

Benjamin Rush and Louis Pastour are two buildings that were of the same construction when built around 1936 as hospitals. Benjamin Rush has a basement and 3 stories and area of 26,808 square feet and Louis Pasteur has a basement and 4 stories and area of 61,168 square feet. The two buildings are now used for business offices.

Tasks Included in this Scope of Work:

1. The HVAC system of each building is unique, and each building's system delivers insufficient cooling, insufficient mechanical ventilation, and has poor controls for heating and for cooling. For this project, analyze and determine the deficiencies of the HVAC systems of each building separately, and recommend various new systems, an economic analysis including cost benefit and life cycle of each proposed system and estimate the costs thereof. Provide bid, engineered plans and construction documents for the accepted best design.
2. Include the cost for Construction Administration services as may be required to oversee the construction phase, provide final commissioning oversight, final inspection and punch list, and closeout services for the owner.

Supplement to the Scope of Work

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.

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, rental of special instrumentation, 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. If appropriate to the design of this project, the architect and/or engineer will collaborate with the National Grid Company to achieve any cost reductions possible from that company's rebate program for energy efficient design.

D. 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.

The successful respondent shall be solely responsible for meeting all terms and conditions specified in the Request for Proposals and any resulting contract. The use of any subcontractors or other vendors must receive prior approval by the State. The Rhode Island Department of Administration shall reserve the right to clarify the terms and conditions of any proposal submitted. The respondent recommended for this award will be notified by the Department of Administration. A contract will be developed in cooperation with the Rhode Island State Department of Administration and the award recipient that will incorporate a final work plan and schedule.

SECTION 3 - RESPONSE CONTENTS

RESPONSES

- a) Responses will be evaluated in two parts for a maximum score of 100 points. Part One is a Technical proposal (70 points max) and Part Two is a Professional Fee proposal (30 points max). **Both the Technical and Professional Fee proposals are required on the due date listed on page 1 of this solicitation, they are to be submitted in separated sealed envelopes.**

Part One –Technical Proposal (70 points)

Technical proposal will be evaluated on the following criteria (All Offerors must receive a minimum score of 55points on the Technical proposal, Offerors not scoring at least 55 points will not be considered for fee proposal evaluation).

A. Staff Qualifications (0-25 points):

Evaluate the respondent’s experience with projects of a similar size, scope and use? To what extent do the Project Manager and each consultant assigned to the project have the background and experience necessary for a successful project? Are staff and consultants assigned to this project experienced with projects of similar size, scope and use? How well does the proposal relate the Project team’s ability to incorporate program goals and criteria into their work?

B. Quality of Project Plan (0-30 points):

Did the respondent analyze, interpret and discuss issues presented by the project in a manner likely to meet the needs of the client and other customers and end users? Does the proposed program, study and reports appear sensitive to budget and time constraints? How well does the plan address relevant problems and program issues? To what extent does the plan identify both constraints and opportunities posed by this project? Is the project timeline and schedule achievable (not overly optimistic or needlessly long)? Does the plan address accomplishing the State’s MBE goal.

C. References (0-15 Points):

Were three references provided for projects of a similar size, scope and use to the proposed project? Did the respondent’s final product provide a clear, comprehensive and useful analysis / design / documentation? How well did the respondent identify problems and issues in a timely and complete manner? How well were technical and budget issues balanced? How well did the respondent research relevant technical and program issues? Evaluate the respondent’s investigative process and reports characterized by effective communication, clear graphic and verbal presentations? Did the project come in on time and on cost? Did the respondent contribute to overruns? Were there an excessive number of change orders?

Part Two- Professional Fee Proposal (30 points)

Professional Fee proposal will be evaluated on the following criteria:

- i. Submitted in a **separate, sealed envelope**.
 - ii. The Professional Fee proposal shall be submitted as a Lump Sum price.. This shall be a fixed fee (dollar amount), which includes, as a separate line item, an allowance for expected reimbursables
 - iii. The proposal with the lowest opened Professional Fee proposal shall receive the full **30 points**. The other opened Professional Fee proposals shall be allocated points prorated in correlation to the lowest Professional Fee proposal (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: **$x/n (y) = \text{points awarded}$** ; whereas “x” = lowest opened bid, “n”= any bid under consideration and “y”= 30 points.
- b) All work indicated in this RFP must be included, with **no exclusions** and a Lump Sum Fixed Fee (dollar amount) must be provided, or the bid will be rejected as being non-responsive.
- c) The State reserves the right to award on technical and/or fee.
- d) 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.

SECTION 4 - EVALUATION AND SELECTION CRITERIA

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

Criteria	Possible Points
Staff Qualifications	25 Points
Quality of Project Plan	30 Points
References	15 Points
Cost [calculated as the lowest cost divided by this cost]	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 sub-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.

PROPOSAL CONTENTS

- a) Proposals must include the following:
 - i. A completed and signed four-page RIVIP generated offeror 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, should only be included in the “original” copy.
 - 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”.

END