



## Solicitation Information

June 24, 2013

RFP # 7476365

TITLE: A&E Services for Renovation & Expansion of Health & Nursing Facilities,  
Rhode Island College

Submission Deadline: Wednesday July 24, 2013 at 11:00 AM (Local Prevailing Time)

**PRE-BID/ PROPOSAL CONFERENCE: YES Date: Wednesday 7/10/2013 Time: 9:00 AM (LPT)**

**Mandatory: YES**

**Location: Adams Library, Fortes Room. 4<sup>th</sup> Floor**

**Rhode Island College 600 Mt. Pleasant Avenue, Providence, RI**

*All attendees will need to check in with Campus Police located at Browne Hall for a Temporary Parking Permit*

Questions concerning this solicitation may e-mailed, in Microsoft Word format, to the Division of Purchases at [questions@purchasing.ri.gov](mailto:questions@purchasing.ri.gov) no later than **7/15/2013 at 12:00 pm Noon**. 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](http://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**

## **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 RENOVATION & EXPANSION OF HEALTH & NURSING FACILITIES 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 (<http://www.purchasing.ri.gov> )

This is a Request for Proposal, 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 proposals.

Respondents to this solicitation are hereby advised that the respondent selected for award of a contract pursuant to this solicitation, and its affiliated or subsidiary companies (whether partially or wholly owned), shall be ineligible to bid upon any future consulting or construction solicitations which may arise from or relate to the services described in this solicitation. In addition, any sub-consultants or subcontractors engaged by the respondent selected for award of a contract who performs any services arising from this solicitation shall be ineligible to bid upon any future consulting or construction solicitations which may arise from or relate to the services described in this solicitation.

Please note the following:

1. 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.
2. 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](http://www.purchasing.ri.gov) under the heading "Vendor Registration Information."
3. 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](http://www.purchasing.ri.gov).
4. 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.

5. 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.
6. 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.
7. All pricing submitted by Offerors in response to this solicitation shall be considered to be firm and fixed unless otherwise indicated herein.
8. 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, 2<sup>nd</sup> floor, One Capitol Hill, Providence, RI..
9. 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](http://www.sos.ri.gov). However, this is a requirement only for successful bidder (s).
10. 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.
11. 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](mailto:charles.newton@gw.doa.state.ri.us), Visit the website <http://www.mbe.ri.gov/>
12. 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](mailto:raymond1@gw.doa.state.ri.us)
13. 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.

14. 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.
15. 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.

An original proposal plus six (6) 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 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 subcontractor/consultant services and reimbursable expenses 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 in each copy of the Proposal.

Proposals to provide the required services must be received by the Division of Purchases on or before the Submission Deadline indicated on page one of this solicitation. Responses (**a clearly marked original plus six (6) copies**) should be mailed or hand delivered in a sealed envelope marked with **the RFP # and "A & E Services for Renovation & Expansion of Health & Nursing Facilities at Rhode Island College"** to:

**RI Dept. of Administration  
Division of Purchases, 2<sup>nd</sup> 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.)**

**GENERAL REQUIREMENTS FOR THE PROPOSED PROJECT ARE AS FOLLOWS:**

1. Preparation of a program statement and design concepts, utilizing programming information from the feasibility study, for review by the college.
2. Preparation of Schematic Design, Design Development, and Construction Documents (Plans and Specifications) and revised cost estimates in accordance with AIA.
3. Develop FF&E packages for bidding.
4. Review of Bid Proposals and all submittals to ensure conformance to contract documents
5. Provide general supervision of all construction and renovation activities.
6. Maintain all necessary project records in accordance with AIA Document B101 – Agreement Between Owner and Architect
7. Supervise project closeout to ensure that all necessary certificates, approvals, as-built drawings, operations and maintenance manuals and other materials are obtained and submitted to the College.
8. Assist College with obtaining all permits required for project.

**DETAILED SCOPE OF WORK**

1. **Background Information:** Currently the School of Nursing shares facilities with Life Sciences in the Fogarty Life Sciences building. 10,000 square feet of the 56,000 square foot building is dedicated to nursing education. This space has been deemed to be insufficient for the program’s existing and future needs. The College had a feasibility study completed in 2013 to upgrade the existing spaces and construct an addition to the building. This feasibility study will be available for download on the State Purchasing website.
2. **Description of Proposed Project:** A 12,000 square foot one-story addition similar to Option D in the Feasibility Study is proposed along with the building renovations shown in this option. Total project cost (all hard and soft costs) including but not limited to construction, equipment, furniture, architectural costs, and contingency are not to exceed \$6,000,000. Alternate A: A second floor added to this addition with design for 30- and 40-person classrooms and required auxiliary spaces. Additional budget for Alternate A is \$3,700,000. Alternate B: A second floor added to this addition with build out of core and shell only for the second floor. This will be a prevailing wage project. The college may enter into a Project Labor Agreement (PLA) if approved by the State.
3. **Project Schedule:** This project is being funded by the recently passed \$50 million bond referendum. This project will be the first construction project of the bond work. It is critical that this project is completed in an expeditious manner. An aggressive schedule

is required. Construction documents shall be complete and ready for bid within six (6) months from the date of award. Construction is expected to be complete within twelve months (18 months if two-story building). Architect will prepare detailed project schedule as part of this contract and review in detail with the college. Fogarty Life Sciences building will remain occupied during construction of the new addition. After the addition is complete and accepted the college will move into the new spaces. Renovation work within the existing building would then commence.

- 4. Required Services.** The Architect will be commissioned to provide complete architectural and engineering services for the Renovation & Expansion of Health & Nursing Facilities at Fogarty Life Sciences building, Rhode Island College.

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

- 4.1 Architect shall thoroughly review the 2013 School of Nursing and Health Sciences Feasibility Study prepared by Brewster Thornton Group Architects and RCG Architects to gain an understanding of the project intent.
- 4.2 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. Firms shall highlight in their proposals any experience they have had working on projects where there was a Construction Manager at Risk. Architect’s proposal shall include any differential in proposed fee should this option be used. It shall be understood that multiple and early construction bid packages will be required under this option. Identify in the proposal the specific reasons for the increase or decrease.
- 4.3 Architect shall review the hazardous material inspection and reports completed for, and included with, the Feasibility Study. In association with the renovation design prepare an abatement plan in full conformance with RI Department of Health. Plan shall be approved by RI Department of Health and incorporated into the bid documents.
- 4.4 The Architect will work with the college to develop FF&E packages for bidding equipment and furniture through State Purchasing. Architect to participate in bidding process, vendor selection, submittal process and assist with coordination of installation.
- 4.5 Design shall be done with consideration to energy efficiency. Architect shall work with National Grid to ensure that the college maximizes equipment incentives. Architect shall coordinate a meeting with National Grid account representative at the outset of the project and include RIC representatives in the meeting.
- 4.6 Architect shall be responsible for the design of all network, AV and security systems. Architect shall coordinate with campus Networking and

- Telecommunications Department and User Services Department to ensure design is in full compliance with college standards. Architect shall include a technology specialist on their team who is experienced with the latest technologies used in institutions of higher education. This includes the latest digital classroom technologies, telecommunications and networking, electronic door access, security and alarm systems and other building technologies. Tech specialists shall have a minimum of 10 years of experience with at least 3 client references.
- 4.7 Geotech design including test borings, soil evaluation, groundwater evaluation and recommendations are part of the scope of design services. Proposal shall include the cost for sampling and analysis of a sufficient number of soil samples to characterize the project site. A soils management plan should be included in the construction documents reflecting the current laws and code requirements. The plan shall provide direction to the contractor for handling, storage, transport and disposal of soils encountered on the site.
- 4.8 Utilities – Design shall include all utilities required for the building addition including but not limited to water, sewer, gas, electric, steam, drainage and network/telecommunications.
- 4.9 Sitework/Parking – Design shall include sitework, landscaping, site lighting, drainage, etc. The existing lot will be displaced by the addition. A replacement parking lot design will be required.
- 4.10 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.
- 4.11 Prepare a Program Statement, Design Concepts and a Cost Estimate for the project in conjunction with the Feasibility Study and Project Budget that will be reviewed and approved by the college.
- 4.12 Prepare Schematics and a Cost Estimate for review and approval of the college committee. After approval, prepare appropriate renderings and graphics for a presentation to the college’s president for final approval.
- 4.13 Prepare Design Development Package, including a project cost estimate.
- 4.14 Prepare Construction Documents including Plans, and Specifications, including required bid documents and a final cost estimate for the project. It shall be assumed that if a construction manager at risk is selected, bid packages for each trade/subcontract will be required.

- 4.15 Assist State Purchasing with the bidding process including attendance at a Pre-bid conference and responding to all questions during bidding process.
  - 4.16 Review bid proposals, conduct a pre-award conference, review contractor references, and provide the college with a recommended qualified low bidder.
  - 4.17 Review all submittals to ensure conformance with the construction/ renovation contract documents
  - 4.18 Provide Construction Administration services during construction. Provide general supervision of all construction and renovation work 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. Architect shall have a representative onsite at least one full day per week during construction. Project meetings shall be weekly. Architect/engineer shall make additional site visits as necessary to resolve any problems.
  - 4.19 Maintain all necessary project records to provide a complete record of the project from inception through completion.
  - 4.20 Review and approve contractor's pay requisitions, provide responses to RFI's, issue RFP's, review and approve change orders.
- 5 Services Cost Estimate Required with Proposal.** The architect will provide in their proposal a fixed fee cost of ten thousand dollars (\$10,000.00) for reimbursable expenses. Alternates A and B shall include design and construction administration fees specific to each alternate in the appropriate space on the Fee Form.

**RI DIVISION OF PURCHASES SCOPE OF WORK ADDITIONS:**

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 addition and 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.

### **QUALIFICATIONS**

Offerors shall have at least 10 years of experience in the design of nursing educational facilities. It is preferable that Offerors have experience working for institutions of higher education. 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.

### **PROJECT DELIVERABLES**

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

1. **Program Statement, Design Concepts and Cost Estimate**
2. **Schematic Design and Cost Estimate**
3. **Design Development – Plans, Specifications, and Cost Estimate**
4. **Construction Documents - Plans, Specifications, and Cost Estimate**
5. **Memorandums that summarize each progress meeting**
6. **As-built drawings (hard copy, PDF and Auto-CAD)**

### **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.

Any vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory pre-bid conference. The representative must register at the pre-bid conference and disclose the identity of the vendor whom he/she represents. Because attendance at the pre-bid conference is mandatory, a vendor's failure to attend and register at the pre-bid conference shall result in disqualification of the vendor's bid proposal as non-responsive to the solicitation.

**Proposal Submission:**

An original Proposal plus six (6) copies are to be either mailed or hand delivered in a sealed envelope marked with **the RFP # and "A & E Services for Renovation & Expansion of Health & Nursing Facilities at Rhode Island College"** 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 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 of the Division of Purchases.

**Proposals should include the following:**

- 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.
- 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. It is preferable that reference projects include designs of nursing educational facilities at institutions of higher education.
- Subcontractor/consultant Listing – Provide a list of subcontractors/consultants to be used on project, subcontractor/consultant address, subcontractor/consultant qualifications (project references, resumes of key personnel), description of proposed work.
- Schedule – Provide a detailed proposed project schedule from date of award, including alternates. Demonstrate that the firm has the capacity to complete the project on schedule.
- 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 subcontractor/consultant shall also be included. Provide an estimate and detail of reimbursable expenses.

- A completed and signed four-page RIVIP Bidder Certification Cover Form, available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
- A Cost Proposal (**IN A SEPARATE SEALED ENVELOPE**) with the fee structure proposed for this scope of services. See FEE FORM below.
- 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 is to be provided in this section. Access to SF 330 may be obtained through the following website: [www.gsa.gov](http://www.gsa.gov)
- A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at [www.purchasing.ri.gov](http://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.

## EVALUATION FACTORS

Proposals will be evaluated in two parts. Part One is a Technical proposal and Part Two is a Profession Fee proposal. Both the Technical and Professional Fee proposals are due at the same time. The Professional Fee proposal shall be in a separate sealed envelope labeled with **the RFP # and “Fee Proposal”**

PART ONE TECHNICAL PROPOSAL will be evaluated on the following criteria:

- Experience in Design of Educational Facilities (45 Technical points)

The offerors will be evaluated on their demonstrated experience in designing similar facilities. It is preferable that offerors shall have experience designing nursing educational facilities at institutions of higher education. 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 offerors 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.

All Offerors must receive a minimum score of 55 points on the Technical proposal to proceed with the evaluation. Offerors not scoring at least 55 points will not be considered further.

**PART TWO PROFESSIONAL FEE PROPOSAL (SUBMITTED IN A SEPARATE SEALED ENVELOPE)** will be evaluated on the following criteria:

- Professional Fee (30 Cost points)

The Professional Fee proposal will provide a Lump Sum Fixed Fee plus reimbursable expenses.

All work indicated in this RFP must be included in the Fixed Fee. A Lump Sum Fixed Fee must be provided or the proposal will be rejected as being non-responsive. Fee should be supported by a summary of project personnel, level of effort by labor category, hourly rates for each labor category, materials costs, reimbursable expenses, sub-consultants, and any other information required to assess the fee. Only reimbursable expenses identified in the proposal will be reimbursed.

## **SELECTION PROCESS**

The College will convene a Selection Committee that will evaluate and score all proposals, using the criteria described above and repeated below:

\_\_\_\_\_ Experience in Design of Educational Facilities  
0-45 points

\_\_\_\_\_ Technical Expertise  
0-15 points

\_\_\_\_\_ Responsiveness to Proposal  
0-10 points

\_\_\_\_\_ Fee  
0 –30 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.

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 in the selection process, firms that score the highest.

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

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.

**FEE FORM**

Design Services Fixed Lump Sum Fee	\$
Construction Administration Services Fixed Lump Sum Fee	\$
Allowance for Reimbursables	\$ 10,000.00
<b>TOTAL</b>	\$
Differential for working with Construction Manager at Risk (+/-)	\$
Add Alternate A: Design and Construction Services for 2 <sup>nd</sup> floor Swing Space classrooms	\$
Add Alternate B: Design and Construction Services for 2 <sup>nd</sup> floor Core and Shell only	\$

Note: Fees should be provided in numbers (i.e. \$100.00) and writing (i.e. one hundred dollars and zero cents).

**Include listing of hourly rates for all labor categories (including consultants) on a separate sheet.**

List any Proposed Consultants

Company	Type of Work to be Completed (i.e. role on project)	Approximate % of Total Fee

Firm Name: \_\_\_\_\_

\_\_\_\_\_  
Name of Representative (typed or printed):

\_\_\_\_\_  
Authorized Signature and Date