



Solicitation Information

July 3, 2013

RFP # 7479367

TITLE: Owner's Program Management Services (OPM) for New Rhode Island Veterans Home Facilities and Renovations in Bristol, RI

Submission Deadline: Wednesday July 31, 2013 @ 11:30 am (Local Prevailing Time)

PRE-BID/ CONFERENCE: Yes

Date: Thursday July 11, 2013 Time: 10:00 PM (Local Prevailing Time)

Mandatory: NO

**Location: RI Veterans Home North Building, First Floor Chapel,
480 Metacom Avenue,
Bristol, Rhode Island 02809**

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at questions@purchasing.ri.gov no later than 7/17/2013 @ 4:00 pm (**Local Prevailing Time**). Please reference the RFP # 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.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

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SECTION 1 – INSTRUCTIONS AND NOTIFICATIONS TO RESPONDENTS

1.1) INTRODUCTION

- a) The Rhode Island Department of Administration, Division of Purchases, on behalf of the Department of Administration, Division of Capital Projects and Property Management, and the Rhode Island Department of Human Services, Division of Veterans Affairs are soliciting proposals from qualified firms to provide Owner's Program Management (OPM) services associated with the design, construction, and occupancy of New Rhode Island Veterans Home Facilities and Renovations in Bristol, RI. This solicitation and any subsequent contract award shall be by the Division of Purchases' Procurement regulations and General Conditions of Purchase (available at www.purchasing.ri.gov).
- b) This is a Request for Proposal (RFP), not an Invitation for Bids. Responses shall 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 Respondents who have submitted proposals.
- c) 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.

1.2) NOTIFICATIONS TO RESPONDENTS:

- a) Potential Respondents 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, Respondents 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 Respondent'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

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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 respondents. 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 Respondents 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) Respondents 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) Respondents 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@doa.ri.gov, 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 raymond.lambert@hr.ri.gov

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- 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 Respondent'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 Respondents, as necessary, to serve the best interests of the State.

SECTION 2 – SCOPE OF WORK

2.1) BACKGROUND AND MISSION

- a) The Rhode Island Department of Human Services, Division of Veterans Affairs (here after referred to as the End user) in cooperation with the Department of Administration, Division of Capital Projects and Property Management (here after referred to as the Owner) is seeking to provide accommodations and services for clients on the Bristol, Rhode Island campus in a new Veterans Home facility and support buildings and through renovation of the existing Veterans Home. Some plans are available, as are some as-builts. All available reports will be provided to the successful bidder.
- b) The State of Rhode Island is seeking a qualified firm to provide Owner's Program Management Services for this project through the following phases/packages of work provided by the A/E firm and the contractor(s). The phases, construction packages, and Work attributed to each phase are preliminary and tentative (please see attached tentative site plan):
 - 1. Phase I - Architectural Programming –through Construction Administration for the Federally- funded Adult Care (157-bed project), approximately 170,000 sq.ft., and Interior design services and FF&E from Programming through Project Installation / Administration.
 - 2. Phase I – Architectural Programming through Construction Administration for the Federally- funded Alternate Adult Day HealthCare facility approximately 9,500 sq.ft., and Interior design services and FF&E from Programming through Project Installation / Administration.

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3. Phase I - Architectural Programming through Construction Administration for the Adult Care facility not federally funded (approximately 36-bed project), approximately 30,000 sq.ft., and Interior design services and FF&E from Programming through Project Installation / Administration.
4. Phase I - Architectural Programming through Construction Administration for the new approximately 36 Bed Dorm addition, approximately 30,000 sq.ft and Interior design services and FF&E from Programming through Project Installation / Administration.
5. Phase II - Architectural Programming through Construction Administration for Pump House and Garage Renovation and Interior design services from Programming through Project Installation/Administration and Interior design services and FF&E from Programming through Project Installation / Administration.
6. Phase II - Demolition documents and Administration for the demolition of the remaining un-renovated Existing Veterans Facilities.
7. Phase III - Architectural Programming through Construction Administration for the renovated existing Veterans Home facility (approximately 13,000 sq.ft.) and all campus site improvements, and Interior design services and FF&E from Programming through Project Installation/Administration.
8. Phase III - Architectural Programming through Construction Administration for the a new Rehabilitative Services building, approximately 22,000 sq.ft., and a new Bus/Maintenance building approximately 12,000sq.ft., and all other Work, and Interior design services and FF&E from Programming through Project Installation/Administration.

2.2) SCOPE OF WORK

a) The following services are to be provided:

- 1) Provide information, oversight and coordination of the proposed programming, design and construction project from the Owners interests to ensure that the facility incorporates, to the extent possible, the goals and objectives of the end user, is veteran friendly, and is designed to the newest and most appropriate standards for veterans care and rehabilitation. Further, the owner's program manager shall solely represent the end user's interests independent of the design professionals and construction contractor(s).

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- 2) Provide recommendation to the Owner and selected architect on the latest Veterans Home Community Living Center designs which have been approved by the Federal Veterans Administration for comparison to our current layout.
- 3) Anticipate needs of the project and identify options for addressing those needs.
- 4) Prepare, at the request of the Owner, any and all applications and any necessary backup including, but not limited to, applications for authorities having jurisdictions, Federal Funding Applications and invoicing forms, third-party reimbursement requirements, etc.
- 5) Review and make recommendations on project program, design, construction, and scope from inception to occupancy, so that the facility's design and its' systems are user friendly and provide a safe, recovery oriented environment for veterans and employees.
- 6) Provide coordination to document underground/overhead utilities during design and construction to assure the owner that the design team and construction team have captured all utilities.
- 7) Provide an independent cost estimator who will provide cost estimate verification at each phase of design.
- 8) Offer recommendations for furniture, fixtures and equipment that will promote the well-being of veterans.
- 9) Offer recommendations for floor plan lay-out and security features that will be veteran and staff friendly.
- 10) Observe and report to the Owner on the quality and progress of design and construction services to determine that the project is proceeding in accordance with Veterans Home stated objectives.
- 11) Provide assistance in project close-out documents, commissioning, and turn-key.
- 12) Develop policies and protocol for veteran operations, including all requirements of funding authorities and other authorities having jurisdiction over such facilities.
- 13) Offer the End User staffing and personnel recommendations for the operation of the Veteran Facility and to coordinate with Veterans Home staff for the efficient and effective operation of the various units within the building so as to enhance veteran care.
- 14) Coordinate transition planning services for staff and veterans through the development and implementation of a move-in plan.
- 15) Coordinate advance training for staff and veterans on the new facility's features including, but not limited to security systems, fire/life/safety systems, and

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emergency/disaster response protocols consistent with written and approved policies and procedures.

- 16) Monitor the transfer of staff, veterans, and any FF&E relocation to the new facility and coordinate resolution of issues that may arise between with the End users, the Owner, and others.
- 17) Represent the Owner at project meetings and, in conjunction with the Owner provide advice that will help facilitate economical, efficient and desirable program development and construction. All work is to be performed in concert with Veterans Home, Capital Projects staff, the design team, and the construction contractor(s).
- 18) Ensure that all potential project related issues that impact veteran care are addressed and that each member of the project team is aware of their role in resolving them.
- 19) Work with the Owner, as needed, to provide value engineering services to ensure that project costs remain within budget. To the maximum extent possible ensure that, as value engineering decisions are made, the best interests of Veterans Home veterans and staff are considered.
- 20) Act as primary contact for all veteran care issues which relate to design and construction considerations.
- 21) Prepare regular updates for the Owners approval, including but not limited to budget issues and meeting reports.
- 22) Monitor the progress of project design/construction with regular meetings with design team and site visits to assure end user goals are being implemented.
- 23) Participate in the analysis and selection of fixtures, furnishings, and equipment. Work on the Owners behalf with the awarded FF& E dealers to ensure that the process is managed and completed in a manner that is in the best interest of the Veterans Home and to monitor the delivery, receipt, any claims, and installation.
- 24) Ensure that the Owners receive regular project cost updates and all final project close-out documents including, but not limited to any and all operational manuals, OEM manuals and maintenance protocols.
- 25) Plan, organize, coordinate, and/or conduct training in building and systems.
- 26) The OPM, in conjunction with the Owner, has a role in the recommendation of the architect, sub-contractor engineers, furniture vendors, testing agencies and the design of the specific recruitment tools and state-vendor contracts for these firms.

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- 27) With the Owner's prior approval in writing, the OPM, has approval power over the work product of the architect and builder. That power includes the approval of drawings, modifications, program additions and deletions and, the final plan and bid sets. The OPM has a leading role in reviewing and making recommendations on the contract documents as prepared by the design team.
- 28) The OPM has the authority to review and comment on, or change, any change orders and/ or applications for payment from either, the design team, furniture vendors, and/or the contractor. This authority should include the ability to justify vendor hourly rates; hours of work required for any particular tasks and, set reasonable cost expectations for materials. Such rates should include expertise in standard price references such as RS Means.
- 29) The OPM reviews products recommended by the design team and provides comment on the quality of these products or their "or equals".
- 30) The OPM runs all program meetings and keeps minutes during both the design phase and construction phase.
- 31) The OPM, in conjunction with the Owner, directly monitors the work of the design team and the construction contractor (and all sub-contractors).
- 32) The OPM may be delegated a specific dollar amount with prior approval from the Owner for which they are allowed to make "field decisions" related to design and construction issues.
- 33) The OPM is designated to suggest independent peer review of plans and specifications and to recommend changes that may come from such review.
- 34) The OPM is charged with reviewing and recommending any and all value engineering recommendations to keep the project on schedule and on budget.
- 35) The OPM reviews and makes comments on shop drawings with the approval of the Owner.
- 36) The OPM may recommend materials testing and special inspections as means of assuring quality control.
- 37) The OPM may act as "initial decision maker" in any conflict that may arise between The Owner, design team and contractor.
- 38) The OPM is responsible for initiating and updating a work schedule with specific performance milestones.

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- 39) The OPM shall carry errors and omissions insurance in keeping with their professional practice standards. These insurances shall be in an amount determined by the Owner of one million dollars.
- 40) The OPM is designated as the entity responsible for determining and enforcing optimal means and methods of construction and constructability. This includes the review of the sequence of design and construction in order to meet schedule goals and budget constraints.
- 41) The OPM should, independently of the design team and contractor, and in conjunction with The Owner, hire and supervise the building commissioning agent(s).
- 42) The OPM should oversee all utility connectivity include campus wide requirements within a 24/7 mission critical environment.
- 43) The OPM owns responsibility to all entities for regular reporting (weekly and/or monthly).
- 44) As an expert in design and construction the OPM is charged with the identification of design and construction issues and providing for their resolution.
- 45) Coordinate and complete tasks for the phases of the Project with the U. S. Department of Veteran's Affairs as described on VA Form 10-0388-14 Section B items 2 through 8 and Section C items 1 through 7. For Section B items the OPM is to provide 2a, 6; coordinate 2b, 2c, 3, 4, 5, 7; facilitate and provide review on 2d, 3, 4, 8. For Section C items the OPM is to: facilitate and provide review 1, 2, 3, 4, 5, 6; provide services for completion of 7a through 7j.
- 46) The successful Respondents' and their associates are required to pass and provide a Bureau of Criminal Identification (BCI) check before they begin work on the site.
- 47) Assist the State with the LEED® (or similar accreditation) application and verification.

2.3) QUALIFICATIONS

- a) A minimum of five year's professional experience that includes experience in the development of large scale construction and FF & E projects. Preference is given to consultant(s) with knowledge of the following:

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- 1) analyzing cost estimates for the individual packages as described in 2.1 c;
 - 2) programming, design and construction of new Veterans homes;
 - 3) interior design and FF & E selection, specification and bidding for facilities of this type;
 - 4) renovation of existing facilities of this type;
 - 5) master planning and site work for facilities of this type;
 - 6) campus new construction next to existing facilities in operation.
- b) The OPM must have a working knowledge of the following:
- 1) The means, methods and general principles of architectural design for veterans home facilities as well as a working knowledge of the design and construction process.
 - 2) Computers and common applications that are used for preparing and presenting reports and budgets.
 - 3) The creation and management of web based reporting and information sharing mechanism utilized in major design and construction projects
 - 4) Public procurement processes.
- c) The OPM must be capable of originating and maintaining policies, procedures and reports for the Owner and End user.

SECTION 3 –SELECTION PROCEDURE AND SUBMISSION REQUIREMENTS

3.1) 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.

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

A. Experience of the Firm and Project Principals (0-30 points):

Describe the firm's and the firm's consultants general experience as well as its specific experience and qualifications for projects of this size, scope and use. List the percentage of work to be completed by the firm and the percentage to be completed by outside consultants. Include Standard Form 330 (for prime contractor and all sub-contractors) in this section. Indicate the plan for compliance with the State's MBE requirements by listing all Subcontractors / Suppliers / Consultants / Independent Contractors, the estimated dollar value of each, a brief description of work or scope, and whether each is RI Certified as a Minority Business Enterprise or not.

Proposals must provide answers to the following questions:

- i. What experience does the Respondent have with design, construction, and FF&E for new veterans homes of a similar size, scope and use?
- ii. Does the Proposal illustrate that the Project Manager and each consultant assigned to the project have the background and experience necessary for a successful design, construction, and FF&E project of this type?
- iii. Has an organization chart of the firm and any sub-consultants been provided for the project, indicating also MBE status for any firm?
- iv. Does the Respondent appear able to incorporate Owner's and End User's goals and criteria into their work?
- v. Does the Respondent have LEED Accredited Professionals on Staff?

B. Project Plan (0-30 points):

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, it **must** include a project schedule with personnel assignments and hours associated with project tasks.

Proposals must provide answers to the following questions:

- i. Does the project plan illustrate the Respondent has analyzed, interpreted and understands issues presented by this RFP?
- ii. Does the project plan provide solutions for the issues presented by the project in a manner likely to meet the needs of the other client?
- iii. Does the proposed project plan appear sensitive to budget and time constraints?

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- iv. Does the project plan address relevant design and program issues, by providing possible solutions?
- v. Does the project plan include a discussion of value engineering and LEED standards?
- vi. Does the Respondent identify both constraints and opportunities posed by this project?
- vii. Is there a project schedule provided by the Respondent and is that schedule achievable (not overly optimistic or needlessly long)?
- viii. Is the staff to be assigned to the project, including a project manager, subcontractors, engineers and others, identified including FTE and/or hourly effort?
- ix. Does the level of effort for each appear adequate?
- x. Does the Respondent describe their current workload and the availability of their personnel to perform the project, is it a feasible?

C. References (0-10 Points):

Select a minimum of three and a maximum of five projects and provide principal contacts, including all contact information, for construction and FF&E projects of a similar size and scope and use to the proposed project. All contact information must be confirmed and current. These individuals may be contacted for further information.

Proposals must provide answers to the following questions:

- i. Were the references provided related to new construction, renovations, master planning including site improvements and FF&E for veterans homes of a similar size, scope and use to the proposed project?
- ii. Did the Respondent identify problems and issues in a timely and complete manner?
- iii. Were technical, budget and aesthetic issues resolved by the Respondents, fairly balanced with a good outcome resulting?
- iv. Did the projects come in on time and in budget, if yes what was the budget and what was the number of change orders on the project?
- v. Did the Respondents adequately research relevant design and program issues?
- vi. Was the Respondent's design process characterized by effective communication, clear graphic and verbal presentations and appropriate inclusion of all designated stakeholders?

D. Interviews:

The State reserves the right to interview any or all Respondents to this RFP based on their Technical Proposals.

Part Two – Professional Fee Proposal

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Professional Fee proposal will be evaluated (if firm meets minimum of 55 points in Part One) on the following criteria (Will represent 30 points max):

- i. The Professional Fee proposal shall be submitted in a **separate, sealed envelope.**
 - ii. The Professional Fee proposal shall be submitted as a Lump Sum price. The price must be provided on the attached Fee Proposal Form. This shall be a fixed fee (dollar amount), which includes, as a separate line item, an allowance for expected reimbursables of \$100,000.00 (*See Section 3 for what expenses will be considered reimbursables*).
 - iii. The Professional Fee proposal shall indicate the number and type of professionals to be employed and the hourly rate, including overhead, for each and shall include full services as listed in this RFP including all deliverables for all phases of the project including but not limited to programming, schematic design, design development, contract documents, specifications and bidding phase, bidding for Furniture/Fixtures and Equipment, LEED® (or similar accreditation) application and verification services, application to utility company for any rebates available, construction administration and commissioning, and close-out phases of work.
 - iv. 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 services described in this RFP must be included in the proposal, with **no exclusions** and a lump sum fixed fee (dollar amount) must be provided, or the proposal shall be rejected as being non-responsive.
 - c) The State reserves the right to award based upon the most favorable cost proposal. 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.
 - d) A Total Lump Sum bid must be provided and then separate line items must be provided for each package as delineated in the bid form.
 - 1) Federally- funded Adult Care (157-bed project),

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- 2) Federally- funded Adult Day HealthCare facility,
- 3) Non- federally funded (approximately 36-bed project),
- 4) approximately 36 bed dorm addition ,
- 5) Pump House and Garage Renovation
- 6) building demolition ,
- 7) renovated existing Veterans Home facility, campus improvements,
- 8) new Bus/maintenance and Rehabilitative services buildings and all additional services.

e) The respondents should expect to provide services, on average, 30 hours per week from Project start through Project completion and closeout.

3.2) TENTATIVE SCHEDULE TARGET DATES (subject to change):

- a) OPM RFP Announcement: July 2013
- b) OPM RFP Pre-Bid Conference: July 2013
- c) OPM RFP Bids Due: July 2013
- d) OPM contract signed: August 2013
- e) OPM Start Services: August 2013
- f) VA Form 10-0388-14
Section B items 2a through 2d submitted to VA: December 2013
- g) VA FROM 10-0388-14
Section B items 4 submitted to VA: February 2014
- h) Phase I - Start of Construction: August 2014
- i) Phase I – Move-in May 2016
- j) Phase II – Start of Demolition and Construction: June 2016
- k) Phase II – Demolition and Construction complete: February 2017
- l) Phase III – Start of Construction: January 2017
- m) Phase III – Move-in: October 2017

As the project schedule is tentative, the successful respondents must anticipate a project lasting at least this duration and including close-out and commissioning. Therefore proposals

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will be a fixed fee budget for the work outlined. No additional funding will be available except for reasonable expenses that are pre-approved in writing by the Owner.

3.3) PRE-SUBMISSION QUESTIONS, PRE-SUBMISSION MEETING

- a) Questions, in **Microsoft Word Format**, concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.ri.gov 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 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.
- b) A **non mandatory** pre-bid conference will be held at the location, date & time indicated on page one of this solicitation.

3.4) PROPOSAL SUBMISSION

- a) Proposals to provide the services set forth in this solicitation must be received by the Division of Purchases on or before the date and time indicated on page one of this solicitation. Responses (a clearly labeled **original** plus five (5) copies) should be mailed or hand-delivered in a sealed envelope marked with the RFP number and "Owner's Program Management Services (OPM) for New Rhode Island Veterans Home Facilities and Renovations in Bristol, RI".

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

- b) **Reminder:** 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.

3.5) ADDITIONAL PROPOSAL CONTENTS

- a) In addition to the contents described in Section 3.1 proposals must include the following:
 - i. A completed and signed four-page RIVIP generated Respondents certification cover sheet (downloaded from the Division of Purchases' website <http://www.purchasing.ri.gov>)

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- ii. A completed and signed IRS Form W-9 downloaded from the Division of Purchases' website, 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 (CD-Rom, 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".

3.6) ADDITIONAL TERMS AND CONDITIONS

- a) Responses found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all responses submitted and to waive any informality in any vendor's submission.
- b) The successful respondents shall be solely responsible for meeting all terms and conditions specified in this RFP, and any resulting contract. The use of any subcontractors or other vendors must receive prior approval by the State. The Division of Purchases reserves the right to clarify the terms and conditions of any proposal submitted. The respondents recommended for contract award will be notified by the Division of Purchases. A contract, based on standard A.I.A. forms will be developed by the Division of Purchases and Division of Capital Projects which incorporate a final work plan and schedule. The selected respondents must agree to provide all deliverables by the dates established in the final work plan and schedule.
- c) The selected respondents must complete the scope of services in this RFP within the time frame specified in the final work plan and schedule and shall be required to appoint a representative from their firm who will act at their project manager and who will be responsible for seeing that all services are performed with the final work plan and schedule.. The selected respondents shall not change its designated representative during the project without prior written consent from the Division of Capital Projects and Property Management.
- d) The selected respondents must comply with all State and Federal statutory, regulatory and ANSI standards. The selected respondents must cooperate and coordinate with other State agencies, contractors, or entities, as necessary, to successfully complete the project. Rights to data, work products, etc., revert to the State of Rhode Island upon completion of the contract. All information related to vital records and systems must be kept confidential at all times during and after completion of the project.
- e) Please note that Project monthly invoice shall be separated for each package as delineated:

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1. Federally- funded Adult Care (157-bed project);
 2. Federally- funded Adult Day HealthCare facility;
 3. Non- federally funded (approximately 36-bed project);
 4. Approximately 36 bed dorm addition;
 5. Pump House and Garage Renovation;
 6. Building demolition;
 7. Renovated existing Veterans Home facility, campus improvements;
 8. New Bus/maintenance and Rehabilitative services buildings and all additional Work.
- f) Payment Schedule for each Package: Payments shall be made monthly in portion of services performed per each individual priced package as described in the bid form and under Section 2.1 c; so that compensation shall aggregate to the following percentages at the completion of each phase of work.
1. Programming & Conceptual Design = 15%
 2. Schematic Design = 10%
 3. Design Development = 15%
 4. Construction & FF&E Documents = 30%
 5. Bidding Phase = 5%
 6. Construction Administration = 20%
 7. Move in & Close Out = 5%
- g) In any event the selected respondent does not bill a 100% of a phase based on the required work, then the State reserves the right to reallocate un-invoiced monies to other phases or packages in the Project, based on the schedule of rates provided in the fee proposal. Un-invoiced monies at Project completion will not be paid to the respondents.
- h) Five percent (5%) retainage shall be held by the State until the satisfactory completion of each phase of the project.
- i) All drawings shall be submitted in hard copy as well as CAD (compatible with AutoCAD lite, current edition) and PDF formats.
- j) Reimbursable expenses: Only the actual reimbursable expenditure will be paid. When authorized in advance in writing by the Division of Capital Projects and Property Management, reimbursable expenses shall be paid based on approved costs and shall generally be limited to document reproductions, postage and handling requested by the Owner. Reproductions for office use by the selected Respondents and its' consultants shall not be reimbursable, transportation to the project site and the Offices of the Design team and Owner, telephone expenses and other telecommunication expenses are not considered reimbursable expenses under this RFP. Four Percent (4%) markup will be allowed on the reimbursable expenses for the design team and their consultants.

**TITLE: Owner's Program Management Services for New Rhode Island Veterans Home
Facilities and Renovations in Bristol, RI**

- k) If additional sub-consultant are required due to changes in scope or unforeseen conditions, when authorized in advance in writing by the Division of Capital Projects and Property Management expenses shall be paid based on approved costs plus a management fee not to exceed four percent (4%) of the sub-consultants' proposal.
- l) Conflicts of interest: The selected Respondents shall certify that neither the firm, its employees, nor its consultants, have or enter into, any contract or business venture with any general contractor or trade sub-contractor who is selected to work on this project. This provision, shall not apply to sub-contractors hired to provide sub-contractor services during the investigation phase.
- m) Cancellation for convenience: The State reserves the right to cancel, for its convenience, any and all contracts that are entered into as the result of this award and the selected Respondents shall have no claim to any reimbursement for lost work or profits and shall have only a claim for work done until the date of cancellation for convenience. The State shall provide thirty (30) days notice of any cancellation.
- n) Alterations to AIA forms-front end documents: The Division of Capital Projects and Property Management shall make available to the selected Respondents modified AIA bidding front end and general conditions documents that will require editing by the selected Respondents to make the documents project specific. The editing is to be completed by the Respondents at no additional cost to the State.
- o) Bid review and contractor de-scoping: The selected Respondents shall make the project principals and all key engineering staff and/or consultant(s) available for the de-scoping of up to three potential project contractors. The results of all contractor de-scoping shall be provided in writing to the Division of Capital Projects and Property Management.
- p) Value engineering: the selected respondents shall perform, at no additional cost, any and all value engineering necessary to bring the project into budget after the receipt of the professional, independent cost estimates. The selected respondents shall also keep an informal statement of probable costs and provide value engineering corrections on an ongoing basis paralleling project programming and project design work.
- q) The professional cost estimator required for construction cost estimates shall NOT be an employee of the selected respondents and shall NOT be a regular employee of a construction firm.

END

**PROFESSIONAL SERVICES FOR OWNER'S PROGRAM MANAGEMENT SERVICES FOR
NEW RHODE ISLAND VETERANS HOME FACILITIES AND RENOVATIONS
FEE PROPOSAL FORM - RFP# XXXXXXXX**

Date: July 3, 2013

To: The Department of Administration,
Division of Purchases, 2nd floor
One Capitol Hill, Providence, RI 02908-5855

Project: Owner's Program Management (OPM) Services for New Rhode Island Veterans Home
Facilities and Renovations in Bristol, RI

Submitted by: Firm Name and Address

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

1. Fee Proposal Base Price

\$,			,			.		
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The cost submitted here-in includes all work described in this Request for Proposal (RFP). Furthermore, the Base Bid includes all work delineated in the RFP and the addendums issued during the OPM's services solicitation process. Interested firms must fill in the attached Base Price breakdown sheet to match price provided in item 1.

2. Reimbursables

\$				1	0	0	,	0	0	0	.	0	0
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See section 3.6

3. Total Lump Sum Fee

\$,			,			.		
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Includes base price, allowances, and reimbursables

4. Fee Proposal Form Signature(s)

(Bidder's Name, Title)

(Bidder's Signature and Company Seal)

THE CONTRACTOR SHALL PROVIDE AN AFFIDAVIT THAT THE PERSON WHO HAS AFFIXED HIS OR HER SIGNATURE TO THIS BID FORM IS ACTIVELY AND LEGALLY AUTHORIZED TO BIND THE FIRM CONTRACTUALLY.
THIS FORM MUST BE SUBMITTED WITH AND AFFIXED TO THE FEE PROPOSAL FORM.



Department of Veterans Affairs

CHECKLIST OF MAJOR REQUIREMENTS FOR STATE HOME CONSTRUCTION/ACQUISITION GRANTS

LOCATION <input style="width:95%;" type="text"/>	DESCRIPTION <input style="width:95%;" type="text"/>
GRANT TYPE <input type="radio"/> ACQUISITION <input type="radio"/> CONSTRUCTION	DATE AND TIME RECEIVED <input style="width:95%;" type="text"/>

SECTION A - INITIAL APPLICATION PHASE (Deadline is APRIL 15 Each Year for VA Receipt)

REQUIREMENT	DATE
1. Form SF 424, 424C, and 424D (includes description of project).	<input type="checkbox"/>
2. Governor's designation of authorized state official and contact person	<input type="checkbox"/>
3. Documentation that there is a reasonable basis to conclude that the facility when complete will be fully occupied.	<input type="checkbox"/>
4. Applicant's recommendation as to the priority, any sub-priority, and any further (38 CFR, 59.50)	<input type="checkbox"/>
5. Needs assessment (Title 38 CFR 59.170, VAF 10-0388-1 requirements)	<input type="checkbox"/>
6. Cost estimate (VA portion at time of initial application).	<input type="checkbox"/>
7. State Clearinghouse Comments (E.O. 12372) single point of contact.	<input type="checkbox"/>
8. State Application Identifier Number (if applicable).	<input type="checkbox"/>
9. Statement regarding the total number of state-operated nursing home and domiciliary.	<input type="checkbox"/>
10. Schematics for the proposed project.	<input type="checkbox"/>
11. Space program analysis.	<input type="checkbox"/>
12. Five-year capital plan for state's entire state home program.	<input type="checkbox"/>
13. Financial plan for state facility's first three years of operation.	<input type="checkbox"/>
14. Authorized state official's certification that the number of state home beds does not exceed the requirement in 59.40.	<input type="checkbox"/>
15. Justification for number of state home beds exceeding 59.40 based on travel distance (59.40(b))	<input type="checkbox"/>
16. Federal Application Identifier (FAI) number (to be assigned by VA)	<input type="checkbox"/>
17. DUNS Number.	<input type="checkbox"/>
18. Signed initial application certification (VA Form 10-0388-1).	<input type="checkbox"/>

SECTION B - APPLICATION PHASE (Various Requirements & Recommended Deadlines)

REQUIREMENT	DATE
1. The following is required by law AUGUST 15 each fiscal year for consideration for priority group 1 of the priority list of pending applications: A. Updated Form SF 424, 424 C, 424D (Includes description and scope of project. 1. Estimate for equipment not included in the construction contract (not to exceed 10 percent of the construction costs) 2. Contingency estimate (not to exceed 5 percent of the estimated costs of project for new construction or 8 percent for remodeling projects). B. State authorization for the project (copy of the legislation) C. State matching funds (to be ranked in priority group 1, VA must have on file, by AUGUST 15, a copy of the act appropriating the state funds and certification from an authorized state budget official that the funds are available, how long the funds will remain available, and that no further action is required by the state to make such funds	<input type="checkbox"/>
2. If you are notified that federal funds are available, it is recommended these items are submitted no later than DECEMBER 31.	<input type="checkbox"/>
A. A schedule of when each of the remaining requirements will be met	<input type="checkbox"/>
B. Phase I Environment Survey: site plan/map, site survey, and soil investigation (if applicable).	<input type="checkbox"/>
C. Phase II Environmental Assessment (if outside construction exceeds 75,000 gross square feet) or a statement from authorized state official that outside construct does not exceed 75,000 GSF and determination of categorical exclusion (CE). APPROVED	<input type="checkbox"/>
D. Letter from state historical preservation officer and subsequent clearance from VA historical preservation officer. APPROVED	<input type="checkbox"/>

REQUIREMENT		DATE
3. If federal funds are available for your project, the following should be submitted by DECEMBER 31, but recommended no later than FEBRUARY 28.	<input type="checkbox"/>	
4. Design development drawings and specifications (35 percent). One set of sepias, 8 prints, and 8 copies of specifications. Please send directly to the office of construction management, facility quality service (181a), with a copy of the transmittal letter to the Chief, State Home Construction Program (114). A design development conference at VA Central Office or a teleconference is/may be recommended approximately four (4) weeks after submission of your design development drawings and specifications.	<input type="checkbox"/>	
5. The following certifications from the authorize state official must be submitted to VA as part of the application, preferably by MARCH 15 of each year:		
A. Compliance Regarding Debarment, Suspension, And Other Responsibility Matters For Primary Covered Transactions (VA Form 10-0388-7).	<input type="checkbox"/>	
B. Compliance with Drug-Free Workplace (VA Form 10-0388-8).	<input type="checkbox"/>	
C. Compliance with Lobbying Act (VA Form 10-0388-9).	<input type="checkbox"/>	
D. Compliance with The Davis-Bacon Act (VA Form 10-0388-2).	<input type="checkbox"/>	
6. If the above requirements are/will be substantially met by SEPTEMBER 15, and federal funds are available, then a conditional approval may be provided and funds obligated for the project. However, a written request for conditional approval must be submitted to VA no later than AUGUST 15. If the state met all requirements, then a final grant may be awarded.		
7. If conditional approval is granted, the following items are required within 180 days from the date of conditional approval (Sec. 403 of Public Law 102-585) or the funds, by law, will be de-obligated for your project.	<input type="checkbox"/>	
A. Final drawings and specifications (100 percent). One labeled set of microfiche aperture cards, microfilm, or compact disc/read only memory (CD-ROM) compact laser disc.	<input type="checkbox"/>	
B. Advertise for bids.	<input type="checkbox"/>	
C. Bid tabulations.	<input type="checkbox"/>	
D. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion From Contractor(S) (VA Form 10-0388-12).	<input type="checkbox"/>	
E. Revised budget page (SF 424c) based on bids (2 copies).	RCVD <input type="checkbox"/>	
	APPROVED <input type="checkbox"/>	
F. Final application - SF 424, based on bids and consistent with SF 424c.	RCVD <input type="checkbox"/>	
	APPROVED <input type="checkbox"/>	
G. Certification of Compliance with Federal Regulations (VA Form 10-0388-10).	<input type="checkbox"/>	
H. Three (3) signed copies of Memorandum of Agreement.	<input type="checkbox"/>	
I. Reasonable assurance of title to State Home.	<input type="checkbox"/>	
J. Signed Application Certification (VA Form 10-0388-5).	<input type="checkbox"/>	
8. Obligation of federal funds following grant award.	<input type="checkbox"/>	
SECTION C - POST GRANT AWARD		
REQUIREMENT		DATE
1. Equipment list (prior to completion of construction).	<input type="checkbox"/>	
2. Claim(s) for payment (SF 271, Outlay Report and Request for Reimbursement for Construction).	<input type="checkbox"/>	
3. Final grant program review (must be request by sate official in writing prior to completion of construction).	<input type="checkbox"/>	
4. Single Audit Act of 1984; state responsible for audit.	<input type="checkbox"/>	
5. Resolution of audit findings (if applicable).	<input type="checkbox"/>	
6. Signed Post-Grant Requirements Certification (VA Form 10-0388b).	<input type="checkbox"/>	
7. Close out grant.	<input type="checkbox"/>	