



**State of Rhode Island**  
**Department of Administration / Division of Purchases**  
**One Capitol Hill, Providence, Rhode Island 02908-5855**  
**Tel: (401) 574-8100 Fax: (401) 574-8387**

**Solicitation Information**

**July 23, 2013**

**ADDENDUM # 4**

**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)**

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**Notice to Vendors:**

**SEE ATTACHED QUESTIONS WITH ANSWERS, NO FURTHER QUESTIONS WILL  
BE ANSWERED.**

**Thomas Bovis**

**Interdepartmental Project Manager**

*Interested parties should monitor this website, on a regular basis, for any additional information that may be posted.*

**RFP: #7479367**

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

Questions/Clarification Regarding the Request for Letters of Interest:

1. Section 2, 2.2 - SCOPE OF WORK

- a. Please provide timing for selection of A/E team. Will OPM prepare solicitation or provide insight into selection process?

**Answer: A definite schedule for the selection of the A/E team has not been set of yet. The OPM will not prepare the solicitation, but will likely be required to provide insight during the solicitation process.**

- b. Please re-confirm the third party cost estimator should be included in the OPM fee structure.

**Answer: The third party cost estimator should be included in the OPM fee.**

- c. Please confirm whether the third party commissioning agent should be included in the OPM fee structure or if those services will be solicited after engagement

**Answer: The fee for the Commissioning agent should not be included in the OPM fee. The commissioning agent will be hired after this solicitation.**

- d. Under # 11 please define "turn-key".

**Answer: Within the context of item 11 only, "turn-key" refers to all services required for owner move-in.**

- e. Under # 13 please expand on OPM role regarding recommendations for the operation of the facility – is this in reference to the facilities side of operation or actual staffing and operations

**Answer: The OPM is required to have knowledge of and offer recommendations for physical facility operation, as well as personnel staffing and unit operations in regard to regulatory compliance.**

- f. Under #39, please provide additional detail on insurance requirements

**Answer: The Consultant shall provide professional liability insurance, including errors and omissions insurance, through a practice policy written on a claim-made basis for a period commencing with the commencement of performance of the Consultants' services, whether or not such services were performed before the execution of this Agreement, and terminating no earlier than five (5) years after Substantial Completion of the Project.**

- g. Under #43, please define the reporting protocol.

**Answer: Written summaries and a compilation of actions items, and budget updates are required from the OPM on a regular basis. When directed by the Owner to prepare meeting notes, all meeting notes must be prepared within 4 business days of the meeting and all meeting notes must include the date, meeting agenda, list of those present, and a running action list of: items introduced/action/ responsible party/ date/ status and a separate listing for approvals given: item/name authorizing/date . The meeting agenda must be distributed at least 4 business days before the meeting.**

- h. Please confirm level of staffing required during the construction phase of the project – Is the Owner and End User expecting OPM to be on site daily throughout the construction activities and if so at what staffing levels?

**Answer: The OPM is to be on-site during construction/furniture installation as required to monitor the activity. During demolition, the OPM shall review the site and report activity each day of demolition. The OPM is to provide a weekly schedule for approval in advance by the owner. Please see RFP 7479367 3.1 e. which indicates an average 30-hour per week schedule.**

## 2. Section 3, 3.1

- a. Under Experience of Firm and Project Principals, is inclusion of Standard Form 330 necessary, as this is an OPM assignment.

**Answer: Yes, it is required.**

- b. Under Experience of Firm and Project Principals, is inclusion of an MBE plan necessary, as this is an OPM assignment.

**Answer: Yes, it is required.**

- c. Under References, please confirm that questions i – vi should be answered in the RFP response

**Answer: Under References, questions i – vi is expected to be answered through State contact with clients identified in the RFP response. Supportive material regarding these questions may also be included in the RFP response.**

- d. Under Professional Fee Proposal, please confirm that information required on the “Fee Proposal Form” is all that is required for this component.

**Answer: Please note that the term “Contractor” on page 1 of the Bid form should be replaced with “Respondent”; This form requires an accompanying affidavit.**

- e. Under Professional Fee Proposal, how many different iterations of pricing are requested/required?

**Answer: We expect to receive one response to the Fee proposal form per Respondent.**

### 3. Section 3, 3.6

- a. Under Payment Schedule – this reads more like an architectural fee schedule – please confirm this is the payment schedule for the OPM

**Answer: Yes, it is correct.**

- b. Under retainage – this reads more like an architectural or construction fee schedule – please confirm OPM is subject to retainage

**Answer: Yes, it is required.**

- c. Under drawings submittal – this reads more like an architectural requirement. Please confirm

**Answer: RFP 7479367 Section 2.1, b requires the OPM 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). However, some design services are to be provided by the OPM.**

**Also, refer to RFP 7479367 Addendum 3, Item 8. and DELETE it in its entirety and REPLACE it with “8. ADD the following to Section 2, 2.2) a): "48) The OPM, working under the direction of the Owner, is responsible to seek out, initiate, and coordinate with state, community and private agencies to develop a partnership to provide Assisted Living, Supportive Veteran Housing, Transitional Housing, Hospice Housing, a Museum and Veterans Subsidized Housing on the Veterans Home project site. The OPM is responsible to develop a list of responsibilities by each party and, after final approval by the Owner, develop the project(s) through Conceptual Design and provide independent cost estimates.”**

Page 9 #39. The OPM shall carry errors and omissions insurance in keeping with their professional standards. OPMs do not typically carry errors and omissions insurance, this is a requirement of the design firm. Is this mistakenly in the OPM RFP or is it a requirement of the OPM for this project?

**Answer: Yes, it is required.**

### 4. OPM Qualifications

Page 10, section a)

Please verify that the RFP is only seeking that we show knowledge of, not actual experience doing the following:

- programming, design and construction of new Veterans homes – is this an architectural requirement only or is it a requirement of the OPM for this project? OPMs do not typically provide programming and design.
- interior design & FF&E selection - is this an architectural requirement only or is it a requirement of the OPM for this project? OPMs do not typically provide programming and design.

**Answer: Qualifications for this Owners Program Manager includes experience in the development of large scale construction and FF & E projects, and preference is given to consultant(s) with knowledge of the processes, phasing and development of programming, design and construction of new Veterans homes and interior design & FF&E selection.**

5. master planning

- a. Who are the anticipated Authorities Having Jurisdiction?

**Answer: Anticipated AHJ are those groups with applicable requirements for fire/life/safety and building codes for this use group as well as pertinent facility requirements of the Veterans Administration, Health Department and others.**

- b. Will the Owner have its own legal counsel to review and provide guidance on regulatory applications that may be required?

**Answer: This is unknown at this time.**

- c. Has testing been performed for either building or site environmental hazardous materials?

**Answer: This is unknown at this time.**

- d. Please clarify whether an independent Commissioning Agent is to be included as an OPM's sub-consultant. Typically the Commissioning Agent is hired directly by the Owner as its 3<sup>rd</sup> Party Consultant with the OPM assisting the Owner in hiring.

**Answer: The fee for the Commissioning agent should not be included in the OPM fee. The commissioning agent will be hired after this solicitation.**

- e. Will an FF&E Consultant be a required subconsultant of the OPM or will this be provided for under the Architect?

**Answer: Qualifications for this Owners Program Manager respondent includes experience in FF & E projects, and preference is given to consultant(s) with knowledge of interior design & FF&E selection.**

- f. Please define the term “turn-key” under #11, and the OPM’s anticipated scope of work for this.

**Answer: Within the context of item 11 only, “turn-key” refers to all services required for owner move-in.**

- g. Please clarify #32 regarding specific dollar amount to make “field decisions”.

**Answer: The specific dollar is unknown at this time as is whether the delegation will be made to the OPM.**

- h. The RFP states that a 5% retainage shall be held by the State upon satisfactory completion of each phase of the project. This is not industry standard for professional services contracts. Would the State consider eliminating this?

**Answer: No, it is required per RFP 7479367 3.6 h.**

- i. Please clarify scope of services under #40 which states that the OPM is the entity responsible for determining and enforcing means and methods of construction and constructability. This service is not typical of an OPM and is difficult to obtain insurance coverage for this service. Please confirm that determining means and methods will be the responsibility of the contractor.

**Answer: Please refer to RFP 7479367 Addendum 3, Item 4.**

- j. Are the square footages listed in the RFP for each phase net square feet or total building gross square feet?

**Answer: Gross Square feet.**

- k. “All campus site improvements” is noted in the scope of Phase III Renovated existing Veteran’s Home facility, but it is not specifically called out as scope in the other Phases. Does this mean that all proposed campus site improvements are not anticipated to occur until Phase III? Are any proposed in Phase I or Phase II?

**Answer: This is a tentative and preliminary schedule. There may be work that**

**qualifies as campus improvements in other phases as the project develops, but funding for work that may qualify as campus improvements resides here.**

- l. Will all Project Phases be put out to bid as one construction document package?

**Answer: It is now anticipated to be one construction/demotion document package.**

- m. Please clarify design schedule and # of months per design/preconstruction phase for Programming and Concept, SD, DD, CD, Bidding and Award.

**Answer: The tentative schedule is found in RFP 7479367 3.2 a – m. You must use your expertise for projects of this type to estimate further scheduling milestones.**

- n. Section 3.6 (j.) in the RFP states that Four percent (4%) markup will be allowed on reimbursable expenses for the design team and its subconsultants. Please clarify what the allowed markup will be for the OPM and its subconsultants.

**Answer: Refer to RFP 7479367 3.6 j. ; DELETE “...Four Percent (4%) markup will be allowed on the reimbursable expenses for the design team and their consultants.” and REPLACE it with “...Four Percent (4%) markup will be allowed on the reimbursable expenses for the OPM and their consultants.”**

- o. Will out of town travel be an allowed reimbursable expense?

**Answer: Refer to RFP 7479367 3.6 j. ;DELETE “...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..” and REPLACE it with “...transportation to the project site and the Offices of the OPM team and Owner, telephone expenses and other telecommunication expenses are not considered reimbursable expenses under this RFP..”**

- p. What is the Total Construction Budget? What is the Total Project Budget? What is the budget breakdown per Project Phase?

**Answer: The total construction budget has not been finalized. The total project budget was not issued with this RFP. The price breakdown per project phase has not been determined.**

- q. Clarify scope anticipated during the Construction Administration phase – i.e. does this mean a full-time onsite representative?

**Answer: Refer to the specific services required for RFP 7479367 and see the answer to 1.h above.**

**-end**