



**Solicitation Information  
July 25, 2013  
Solicitation**

**RFP # 7484370**

**TITLE: Architectural, Engineering and Design Services for New Rhode Island Veterans Home Facilities and Renovations in Bristol, RI**

**Submission Deadline: Tuesday August 27, 2013 at 11:00 AM (Eastern Time)**

**PRE-BID CONFERENCE: YES**

**Date: Tuesday August 6, 2013 Time: 1:00 PM (ET) - Mandatory: NO**

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

Questions concerning this solicitation may also be e-mailed, in Word format to the Division of Purchases at [questions@purchasing.ri.gov](mailto:questions@purchasing.ri.gov) no later than **Monday August 12, 2013 at 4:00 pm (ET)**. 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](http://www.purchasing.ri.gov)**

**NOTE TO VENDORS:**

**Offers received without the entire completed three-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 OFFERORS**

### **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 Architectural, Engineering, and Design Services for a new Veterans Home Facility which includes new buildings and Renovations in Bristol, RI., as described elsewhere herein, and in accordance with the terms of this Request and the State's General Conditions of Purchase (available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)).
- b) This is a Request for Proposal (RFP), not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Office of Purchases pursuant to this Request, other than to name those offerors 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 OFFERORS:**

- a) Potential Respondents are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- b) In order to submit a proposal, Respondents must properly register with the State of Rhode Island. For information of registering, please see the Division's website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov) and under the heading "Vendor Registration Information".
- c) All proposals shall include the Respondent's FEIN or Tax Identification number as evidenced by a W9, downloadable from the Division's website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

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- d) Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
- e) All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.
- f) Proposals submitted in response to this solicitation shall be considered to be irrevocable for a period of not less than ninety (90) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- g) All pricing submitted by Respondents in response to this solicitation shall be considered to be firm and fixed unless otherwise indicated herein.
- h) Proposals misdirected to 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.
- 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](http://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](mailto:charles.newton@doa.ri.gov), Visit the website <http://www.mbe.ri.gov/>
- l) Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
- m) 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

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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)

- n) 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.
- o) 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.
- p) 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.

**1.3) ARCHITECTURAL / ENGINEERING SERVICES**

- a) 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.
- b) A copy of the current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for the individual(s) who would perform the work must be included behind the front page of each copy of the Proposal.
- c) The Board of Design Professionals can be contacted as follows:

Board for Design Professionals  
1511 Pontiac Avenue (Bldg 68-2)  
Cranston, RI 02920  
Tel: 401-462-9530  
Fax: 401-462-9532  
Website: [www.bdp.state.ri.us](http://www.bdp.state.ri.us)

- d) The respondent's Proposal will be disqualified and removed from consideration if the Proposal fails to include the required current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s).

**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 (hereafter 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 through renovation of the existing Veterans Home. This will include partial renovation of the existing approximately 365,000 square foot facility and demolition of the unused space. There have been several upgrades to the existing building and building systems over time. 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 Architectural, Engineering and Design Services for this project through the following phases/packages of Work (Please note that the phases, construction packages, and Work attributed to each phase are preliminary and tentative (please see attached sheets 1 through 10). Packages of Work may be deleted from the final project and listed ones may be revised:
1. Phase I - Architectural Programming –through Construction Administration for the Federally- funded Adult Care (157-bed project), approximately 170,000 sq.ft.,(please see attached program, Sheet 4) 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 Adult Day HealthCare facility (now an alternate) approximately 9,500 sq. ft., (please see attached program, Sheet 6) and Interior design services and FF&E from Programming through Project Installation / Administration.
  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, (now an alternate) approximately 30,000 sq.ft and Interior design services and FF&E from Programming through Project Installation / Administration.
  5. Phase I - Architectural Programming through Construction Administration for

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Pump House and Garage Renovation (now an alternate) 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 -now an alternate (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 -now an alternate (approximately 12,000sq.ft.), and all other Work, including development zone B - Boathouse, 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. Demolition of the remaining un-renovated Existing Veterans Home:
  - a. Provide a hazardous materials identification and removal plan for the building based on the standards of Authorities Having Jurisdiction (AHJ). A hazardous materials survey, testing, report and plan shall be conducted by a hazardous materials consultant. The respondent is to supply and coordinate these services. The hazardous materials consultant shall be a sub-consultant to the architect. This work is to be included in the respondent's fee proposal.
  - b. Provide for the termination and capping of utilities in concert with AHJs at site.
  - c. Provide a Professional Independent Cost Estimate for all hazmat removal, utility termination, building demolition, disposal of building contents, and site preparations for new construction.
  - d. Provide Contractor grade demolition and bidding specification documents including requirements for disposal of building contents, furniture, fixtures and equipment deemed by the owner as "construction debris".
  - e. Provide building demolition oversight. The respondent's sub-consultant will

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also be responsible for monitoring the contractor's removal of hazardous materials during the demolition portion of the work.

- f. Provide Site restoration plans and Site restoration oversight.
- b) All new and renovated Work- Programming through Schematic Design:
- 1. Design and Deliverables:

A conceptual plan has been completed and submitted to the Department of Veterans Affairs. That document, appended, will serve as the basis for the new Adult Care and Adult Day Healthcare facilities. A conceptual- level independent professional cost estimate has also been completed. The successful vendor will be required to revisit and reconfirm the documents with the end user and Capital Projects staff. The selected A/E must provide 3 different schemes for consideration that fulfill the requirements of the federal Department of Veterans Affairs. Each scheme concept must be *pre-approved by owner* before development to ensure that each variation is distinct and that three are provided. The final scheme that is approved by the Owner will be forwarded to the VA for their final approval.

- 2. Deliverables (all federally -funded work must meet the approval of the federal Department of Veterans Affairs) :
  - a. Programming - Provide a preliminary layout for the new buildings and renovated work which includes a written description of every space, together with its size, occupancy, criticality, furnishings, and systems including but not limited to security, mechanical, electrical, information technology, HVAC, site and parking, as well as fire detection and suppression systems. The program document will include an analysis of Building and Life Safety Code requirements. The program document will be developed through coordination with the Rhode Island Department of Human Services, Division of Veterans Affairs in cooperation with the Department of Administration, Division of Capital Projects and Property Management. This document will take into account the need for veteran residence spaces, clinical space, administrative space needs, support spaces and, building maintenance needs. It will also take into account all current and anticipated requirements of fire/life/safety and building codes for this use group as well as all pertinent facility requirements of AHJ, including but not limited to the Health Department.
  - i. The building will be designed to meet a minimum of LEED Silver level certification or a similar, equivalent standard. All references to LEED certification in this document shall be interpreted to mean LEED Silver or an equivalent standard as approved by the State.

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- b. The successful vendor will be required to provide up to three preliminary facility layouts/test fits at no additional cost.
  - c. A preliminary site layout including parking, landscaping, wetlands, drainage, and other environmental considerations. The successful vendor will be required to obtain the Rhode Island Department of Human Services, Division of Veterans Affairs in cooperation with the Department of Administration, Division of Capital Projects and Property Management and federal VA (for the funded portions) sign off on the preliminary layout and site plans.
  - d. A full building code analysis for the intended use(s) will be required.
  - e. A full fire code analysis for the intended use(s) will be required.
  - f. A full analysis of universal design issues in consultation with the Governor's Commission of Disabilities will be required.
  - g. An analysis and plan for achieving LEED (Leadership for Energy Efficient Design) Silver standards and/or certification will be required.
  - h. Cost Estimate - Upon acceptance of the preliminary documents listed above, the successful firm shall furnish a professionally produced independent construction cost estimate at the schematic design level based on work and scope items specific to this project carried forward to the projected bid date. This estimate shall include any furniture, fixtures and equipment (FF+E) as developed during this phase of work as well as all anticipated hard and soft costs as well as LEED Silver level Certification costs and fees.
3. NOTE: In the fulfillment of the items above, the successful Firm will hold preliminary meetings with all authorities having jurisdiction including, but not limited to the Rhode Island Building Code Commission, the Rhode Island State Fire Marshall's Office, Rhode Island Department of Health, the historical review agency and the Governor's Commission on Disabilities.
4. All new and renovated Work - Design Development through Construction Administration:
- a. The successful firm will provide any and all architectural, engineering and design services, for the development of full Construction Documents in at least four packages, 1) Federally-funded Adult Care facility, 2) Adult Care dorm(36 bed), 3) Demolition and Renovation of the Existing facility and Campus upgrades and 4) Federally- funded Adult Day Healthcare.
  - b. The successful firm will provide any and all architectural, engineering and

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design services required by code to allow for use groups consistent with all AHJ's and regulatory authorities required. The scope of this project shall also include all site improvements specifically required by the new and renovated facility.

- c. The successful firm will provide specialty services as required for design development, contract documents, specifications and bidding for new Furniture/Fixtures and Equipment (and coordination of existing FF & E to be incorporated into the new facility), LEED application and verification services and interior design services for the design, specification and coordination of finishes. The respondent must provide color boards of the major building finish selections for each building (for at least three schemes) for final approval by the End user. Likewise, the respondent must provide presentation boards for furnishing fabrics and finishes, labeled or keyed to each area of the facility (in at least three schemes) for final approval of the End-user. The respondent must arrange mock-ups of key areas either on-site or in a showroom (i.e. patient room furnishings, office layout, etc...) for the End User's approval.
- d. Two additional independent cost estimates are required for construction- one at the completion of design development (after which the owner may reduce the scope of the project) and one at approximately 60 percent of construction documents. Each estimate shall include new FF & E and the coordination of existing FF & E to be relocated to the building. The latter cost estimate shall allow enough time for value engineering service to be provided so as to bring the projects in line with the Owner's budget for the work. Value engineering and redesign services shall be provided as part of this scope of work **at no additional cost.**

**2.3) QUALIFICATIONS**

- a) A minimum of fifteen year's professional experience that includes the design of Veterans Homes and other large scale construction and FF & E projects. Preference is given to consultant(s) with knowledge of the following:
  1. programming, design and construction of new Veterans homes;
  2. interior design and FF & E selection, specification and bidding for facilities of this type;
  3. renovation of existing facilities of this type;
  4. site work for facilities of this type;
  5. campus new construction next to existing facilities in operation.

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**2.4) COST ESTIMATES:**

- a) Provide professional, independent cost estimates. A minimum of four (4) professional independent cost estimates of the entire Work produced by a professional cost estimator who is not an employee of the lead firm or a regular employee of a construction firm is required for each part of the work (see Section 2.1 b) for description of each part of work at the following stages:
1. End of Schematic Design
  2. Start of Construction Documents
  3. At 60% Construction Documents
  4. With the Hazardous material abatement and approval plan

**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 **separate sealed envelopes**.

**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).

**1. 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:

- a. What experience does the Respondent have with design, construction, and FF&E for new veterans homes of a similar size, scope and use?

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- b. 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, especially with:
  - i. Preparing cost estimates for similar work
  - ii. Programming, design and construction of new veterans homes
  - iii. Interior design and FF& E selection and specification and bidding for facilities of this type
  - iv. Renovation of existing facilities of this type
  - v. Has an organization chart of the firm and any sub-consultants been provided for the project, indicating also MBE status for any firm?
  - vi. Does the Respondent appear able to incorporate Owner's and End User's goals and criteria into their work?
  - vii. Does the Respondent have LEED Accredited Professionals on Staff?

**2. 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:

- a. Does the project plan illustrate the Respondent has analyzed, interpreted and understands issues presented by this RFP?
- b. 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?
- c. Does the proposed project plan appear sensitive to budget and time constraints?
- d. Does the project plan address relevant design and program issues, by providing possible solutions?
- e. Does the project plan include a discussion of value engineering and LEED standards?
- f. Does the Respondent identify both constraints and opportunities posed by this project?
- g. Is there a project schedule provided by the Respondent and is that schedule achievable (not overly optimistic or needlessly long)?

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- h. Is the staff to be assigned to the project, including a project manager, subcontractors, engineers and others, identified including FTE and/or hourly effort?
- i. Does the level of effort for each appear adequate?
- j. Does the Respondent describe their current workload and the availability of their personnel to perform the project, is it a feasible?

**3. 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 by members of the selection committee for further information. Proposals must provide answers to the following questions:

- a. 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?
- b. Did the Respondent identify problems and issues in a timely and complete manner?
- c. Were technical, budget and aesthetic issues resolved by the Respondents, fairly balanced with a good outcome resulting?
- d. 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?
- e. Did the Respondents adequately research relevant design and program issues?
- f. Was the Respondent's design process characterized by effective communication, clear graphic and verbal presentations and appropriate inclusion of all designated stakeholders?

**4. Interviews:**

The State reserves the right to interview any or all Respondents to this RFP based on their Technical Proposals. All Staff who will be part of the project including key subs should make themselves available for these interviews.

**b) Part Two – Professional Fee Proposal**

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):

- 1. The Professional Fee proposal shall be submitted in a separate, sealed envelope.

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2. 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 \$50,000.00 (*See* Section 3 for what expenses will be considered reimbursables), an allowance for Hazardous Materials Abatement **Monitoring** of \$50,000.00 (note that all items in section 2.2) a) 1. a. are to be provided by the respondent and included in the lump sum bid), and an allowance for Commissioning of \$250,000.00.
  3. 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.
  4. 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.
- c) 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.
  - d) 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.
  - e) 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.

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

Note that the following project schedule is tentative. The successful respondents must anticipate a project lasting at least this duration and including close-out and commissioning. Proposals will be a fixed fee bid. No additional funding will be available except for reasonable expenses that are pre-approved in writing by the Owner.

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- a) A/E RFP Announcement: July 2013
- b) A/E RFP Pre-Bid Conference: August 2013
- c) A/E RFP Bids Due: August 2013
- d) A/E Starts (contract signed): September 2013
- e) VA Form 10-0388-14  
Section B items 2a through 2d submitted to VA: December 2013
- f) VA FROM 10-0388-14  
Section B items 4 submitted to VA: February 2014
- g) **Phase I, II and III construction documents complete** **June 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

**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](mailto: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 meeting will be held at the location, date & time indicated on page one of this solicitation.

**3.4) PROPOSAL SUBMISSION**

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- 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 “Architectural, Engineering and Design Services 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, 2<sup>nd</sup> 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:
1. A completed and signed four-page RIVIP generated Respondents certification cover sheet (downloaded from the Division of Purchases’ website <http://www.purchasing.ri.gov>)
  2. A completed and signed IRS Form W-9 downloaded from the Division of Purchases’ website, should **only** be included in the **original copy**.
  3. 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

**RFP # 7484370**

**TITLE: Architectural, Engineering and Design Services for New Rhode Island Veterans Home Facilities and Renovations in Bristol, RI**

- 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 as 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:
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; 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%

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4. Construction & FF&E Documents = 30%
  5. Bidding Phase = 5%
  6. Construction Administration = 20%
  7. Move in & Close Out = 5%
- g) 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.
- 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

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- 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) De-scoping: The selected Respondent shall make the project principals and all key engineering staff and/or consultant(s) available for the de-scoping within seven to ten business days after receipt of the Tentative Letter of Award.
  - 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.
  - r) The selected respondent must provide and complete (on schedule), tasks for the phases of the funded Project with the U. S. Department of Veteran's Affairs, as described on VA Form 10-0388-14, Section B.2 through 7 and Section C.1 through 7 (Please see VA Form 10-0388-14 attached). In addition, the selected respondent must provide for preparation of any environmental permitting applications that are required along with any additional related studies or support documentation that may be required.
  - s) The selected Respondent and their associates are required to pass and provide a Bureau of Criminal Identification (BCI) check before they begin work on the site.
  - t) Any package of Work identified in Section 2.1) b), not carried through to completion, and therefore not invoiced, will be credited to the Owner.
  - u) All work that is federally-funded must follow the expedited schedule prescribed by the government (see the attached form) and be in a separate construction package than un-federally-funded work.
  - v) The respondent must provide and manage a system equivalent to Microsoft SharePoint from Project initiation through Project close-out. The respondent must provide access and training for their consultants and all associated with the project, as directed by the Owner. The respondent must also provide meeting notes for all meetings except those called by the contractor or when the Owner designates another entity to document the meeting. 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

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- authorizing/date . The meeting agenda must be distributed at least 4 business days before the meeting.
- w) Adequate construction and demolition administration time shall be included in the fee proposal so that the successful respondent can be on site a minimum of one full-time day weekly, and additionally as needed, to assure that the work progress and quality are adequate as judged by the owner and the AHJ's.
  - x) The building new buildings and renovation project (if applicable) shall be designed to meet a minimum of LEED® Silver Level certification as governed by the US Green Building Council or a similar equivalent standard. All references to LEED® certification in this document shall be interpreted to mean LEED® Silver or an equivalent standard as approved by the State. In addition, as part of this contract, the architect is to provide all administrative services, prepare any required applications, provide required documentation, etc., as may be required in the LEED® Silver Level certification process. The Architect will be responsible for all aspects of this endeavor.
  - y) The selected respondent shall be responsible to log and maintain all information related to the Construction Closeout Procedures Document from the start of construction until final issuance of Final payment to the Contractor. It will be the responsibility of the selected respondent to ensure that three sets of approved close-out documents are submitted by the Contractor to the Owner.
  - z) The selected respondent shall present an independent commissioning agent for Owner's approval and hire (within the Commissioning allowance). The commissioning agent may not be an employee of the selected respondent, their consultants or a contractor that may bid on the project. The selected respondent must coordinate and facilitate the work of the commissioning agent to meet regulatory requirements, on behalf of the Owner.

**END**

**PROFESSIONAL SERVICES FOR Architectural, Engineering and Design Services for New Rhode Island Veterans Home Facilities and Renovations in Bristol, RI  
FEE PROPOSAL FORM - RFP# 7484370**

**Date:** July 25, 2013

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

**Project:** Architectural, Engineering and Design 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 A/E & Design services solicitation process. Interested firms must fill in the attached Base Price breakdown sheet to match price provided in item 1.

**2. Allowances Includes:**

\$				3	5	0	,	0	0	0	.	0	0
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Reimbursables - \$50,000.00  
Hazardous Material Monitoring- \$50,000.00  
Commissioning – \$250, 000.00  
See other sections of RFP for definitions.

**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.**

**PROFESSIONAL SERVICES FOR Architectural, Engineering and Design Services for New  
Rhode Island Veterans Home Facilities and Renovations in Bristol, RI  
FEE PROPOSAL FORM - RFP# 7484370**

**5. Fee Proposal Base Price Breakdown**

a. Federally- funded Adult Care (157-bed project) including all site roads, parking, paving grading and seeding

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b. Federally- funded Adult Day HealthCare facility –building only

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c. Non- federally funded (approximately 36-bed project under section 2.1.b.3) building only

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d. Remaining Non- federally funded Project (All items delineated in the RFP under section 2.1.b. 4-8)

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**Total \***

\$				,					,				.		
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\*Note the total price provided on this page should match the Fee Proposal Base Price on Page one of this Fee Proposal Form.