



**Solicitation Information**  
**August 20, 2013**  
**Solicitation**

**RFP # 7497367**

**TITLE: A&E SERVICES RENOVATION CAFETERIA KITCHEN POWERS BLDG.**  
**SUBMISSION DEADLINE: Monday September 16, 2013 at 11:00 am (Eastern Time)**

**PRE-BID CONFERENCE\*: YES**

**Date: Thursday August 29, 2013 at 10:00 am (ET) - Mandatory: YES**

**Location: Servery Entrance – Powers Building Lower Level, One Capitol Hill, Providence RI 02908**

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

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 **9/3/2013 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**

## **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 Facilities Management are soliciting proposals from qualified firms to provide Architectural, Engineering, and Design Services for Servery Renovations at the Powers Building, One Capitol Hill, Providence 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).
- 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 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 / DESIGN 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**

One Capitol Hill, also referred to as the Powers Building, was designed in 1989 and completed in 1991. It currently houses the offices of the State of Rhode Island Department of Administration. The building has four stories above grade, with a basement level partially below grade, and three floors of parking structure beneath.

The majority of floors one through four house office and conference space, and are occupied by the branches of the Department of Administration. The building's basement level provides for a variety of accessory functions serving the upper floors- specifically a number of building and facilities areas, a commercial kitchen and servery area, dining area, convenience store, and a daycare facility.

The Servery is located along the building's eastern perimeter, immediately adjacent to a series of air shafts connected to an areaway along the exterior. The entrance to the servery is through pair of doors adjacent to the main elevator bank and lower level atrium stair. The front of house area is roughly octagonal in shape, with a several serving areas and number of built-in coolers for beverages and pre-prepared meal options. Three other serving counters provide options from grilled sandwiches, freshly prepared salads, and other entrees. Two additional island serving stations are also provided; one housing a self-serve soup/salad area, and the other a coffee station.

Back of house areas include a series of preparation areas and a commercial kitchen housing gas grilles, fryers, mixers, ovens, warmers, and basin sinks. Adjacent to the kitchen there are also two large walk in refrigerator/freezers used for storing produce. Additional accessory functions include a large pantry for dry goods storage, a small office, men's and women's restrooms, and a janitor's closet. The dishwashing area is located south of the front of house area opposite cashier stands, and separates the servery from the dining area.

The Servery opens for business concurrently with the rest of the building's offices, offering breakfast and lunch in addition to coffee, drinks and snacks throughout the day until approximately 3:00 pm. Though primarily serving Department of Administration employees, the servery is open to the public and is frequently visited by those conducting business within the building. In general, the servery has a consistent volume of business, with peak demand during the lunch hour from 12 to 1 pm daily.

The approximate square footages of the affected areas are as follows:

Servery Back of House:	+/- 2,200 s.f.
Servery Front of House:	+/- 1,890 s.f.
Dishwashing:	+/- 615 s.f.

*\* Please see attached digital photographs and floor plan for additional information.*

The majority of the kitchen equipment in the back of house area is original to the building and now over 20 years old. Individually, some pieces have been replaced over the years, but in general, the entire back of house area is in need of a complete overhaul. The walk in refrigerator and cooler require near-weekly repair of refrigeration equipment and should be replaced in their entirety. The dishwashing machine is nearly non-functional, and rapidly approaching the end of its serviceable life. Walls, floors, ceilings and lighting are also in a state of disrepair, and should be replaced in conjunction with the kitchen equipment. The front of house area has also not been renovated since the building opened in 1991. Wall, floor and ceiling finishes are noticeably dated, and well worn. Built-in millwork housing soup/salad and coffee stations, cashier stands, and condiment tables should also be replaced.

### **Required Design Services:**

1. Full architectural drawings and specifications for new servery finishes.
  - a. Provide all applicable plans, details & specifications required to procure general contractor pricing.
  - b. New finishes shall match like for like. Design and specification of the specific types of finishes are the responsibility of the design architect, and will be subject to State review and approval. Finishes specifications may include, but are not limited to:
    - i. Quarry Tile
    - ii. Ceramic/Porcelain Floor Tile
    - iii. FRP Wall paneling and wall guards
    - iv. Wall Paint
    - v. Acoustic Ceiling Tile
    - vi. 2x2, 2x4 and recessed can lighting
    - vii. Misc. built-in millwork
  - c. Provide a typewritten specification for all areas of new work.
2. Full mechanical, electrical and plumbing (MEP) design services to support replacement of existing kitchen equipment.
  - a. Provide all applicable plans, details & specifications required to procure general contractor pricing.
  - b. Limited reconfiguration of existing natural gas piping, electrical circuiting, floor drains and fire suppression systems is anticipated.
  - c. MEP engineer shall coordinate with architect and foodservice equipment designer to provide all required upgrades to existing facilities mandated by applicable building, fire and life safety codes.
  - d. Provide a typewritten specification for all areas of new work.
3. Full foodservice equipment design drawings indicating all existing equipment to be demolished and replaced with new.
  - a. Provide all applicable plans, details & specifications required to procure general contractor pricing.
  - b. Current scope of work includes the replacement of all back of house and front of house equipment including, but not limited to:
    - i. Dishwasher and associated rack equipment
    - ii. Walk-in refrigerator and freezers
    - iii. Freestanding beverage coolers and refrigerators
    - iv. Grilles
    - v. Fryers
    - vi. Mixers
    - vii. Ovens
    - viii. Warming ovens
    - ix. Food preparation tables
    - x. Sinks, faucets and hoses
    - xi. Salad bars
  - c. Provide a typewritten specification for all new equipment required.

## Anticipated Project Phases:

1. *Pre-design Phase:* Pre-design phase shall consist of preliminary site investigation, including field verification of existing conditions throughout servery by architect, MEP engineer and foodservice equipment designer. The State will provide digital copies of scanned record drawings dating to the completion of the building in 1991 in addition to pdf copies of basement plans from 2006 to aid in this effort.
2. *Schematic Design/Design Development Phase:* Schematic Design and Design Development phase services shall include attendance by Architect MEP engineer and foodservice equipment designer at up to three (3) meetings with the State Department of Administration Facilities Management staff to review recommended equipment layout and servery design. Deliverables on completion of this phase shall include:
  - a. A 75% design development drawing set shall be provided for State review and cost estimation (see below).
  - b. One (1) finish board indicating servery finish plan and proposed new finishes
  - c. Two (2) computer generated rendered perspective images of proposed new servery design.
3. *Construction Documentation Phase:* On receiving approval to proceed with documentation, Architect, MEP engineer and foodservice equipment designer shall complete the drawing package to include all plans, elevations, sections, details and specifications referenced above. Drawings issued on completion of this phase shall be considered 100% complete, and suitable for general contractor bidding.
4. *Construction Administration Phase:* During the construction administration phase, Architect, MEP engineer and foodservice equipment designer shall provide:
  - a. Bidding assistance to include attendance at one (1) pre-bid meeting, as well as assistance in bid leveling and contractor selection (if required).
  - b. Review and response to all contractor and vendor RFIs.
  - c. Bi-weekly site visits throughout the duration of construction. *Foodservice designer shall be required to provide monthly site visits in lieu of bi-weekly.*
  - d. Review and approval of contractor applications for payment by Architect and MEP engineer.
  - e. Project closeout, to include:
    - i. Two (2) punch-list inspections
    - ii. Provision of record drawings in the following formats:
      1. One (1) full sized paper copy of record drawings
      2. One (1) half-sized paper copy of record drawings
      3. PDF copies of all documents
      4. AutoCAD files in most current version of AutoCAD, as well as v2000.

### 2.3) QUALIFICATIONS

1. a) The State Department of Administration Facilities Management Department is seeking qualified architectural, mechanical electrical and plumbing engineering (MEP), and foodservice equipment design firms to provide full design services related to the replacement of back of house kitchen equipment, dishwashing equipment, and architectural millwork and finishes throughout the servery. It is the State's intent to replace these systems in kind, in lieu of a total re-design of the functional layout of the servery. Kitchen equipment will be replaced in existing locations (to the extent physically possible), as will wall, floor, and ceiling finishes. Please note that existing Pantry, men's and women's restrooms are specifically excluded from the scope of work.

### 2.4) COST ESTIMATES:

- a) A professional cost estimate shall be developed by a third party cost estimation firm on completion of the design development phase. This estimate shall be provided for State review prior to continuation of architectural and engineering drawings. Completion and issuance of drawings shall be contingent on State review and approval of this estimate

## 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 and construction of projects of a similar size, scope and use?
- b. Does the Proposal illustrate that the respondent and each consultant assigned to the project have the background and experience necessary for a successful design and construction project of this type, especially with:
  - i. Preparing cost estimates for similar work
  - ii. Equipment selection and specification for facilities of this type
  - iii. Interior design 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?

**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 Owner?
- 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 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)?
- 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 design and construction 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 projects 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.**
  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 anticipated project reimbursable expenses (to be quantified by the respondent at their discretion).
  3. 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) 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 “Architectural, Engineering, and Design Services for Servery Renovations at the Powers Building, One Capitol Hill, Providence 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.

### 3.3) 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”.

### 3.4) 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 Facilities Management 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 Facilities Management.
- d) 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. Schematic Design = 15%
  - 2. Design Development = 15%
  - 3. Construction & FF&E Documents = 40%
  - 4. Bidding Phase = 5%
  - 5. Construction Administration = 20%
  - 6. Close Out = 5%
- e) Un-invoiced monies at Project completion will not be paid to the respondents.
- f) Five percent (5%) retainage shall be held by the State until the satisfactory completion of each phase of the project.
- g) All drawings shall be submitted in hard copy as well as CAD (compatible with AutoCAD lite, current edition) and PDF formats.

- h) Reimbursable expenses: Only the actual reimbursable expenditure will be paid. When authorized in advance in writing by the Division of Facilities 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.
- i) If additional sub-consultant are required due to changes in scope or unforeseen conditions, when authorized in advance in writing by the Division of Facilities Management expenses shall be paid based on approved costs plus a management fee not to exceed four percent (4%) of the sub-consultants' proposal.
- j) 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.
- k) 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.
- l) Provision of standard AIA forms to be used as project specific front-end and general conditions documents shall be the sole responsibility of the Respondent.
- m) 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.
- n) 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 estimate. 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.
- o) 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.
- p) 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.

**Attachments:**



*View towards preparation area*



*View of kitchen*



*View of kitchen*



*View into walk-in cooler*



*View of front of house servery*



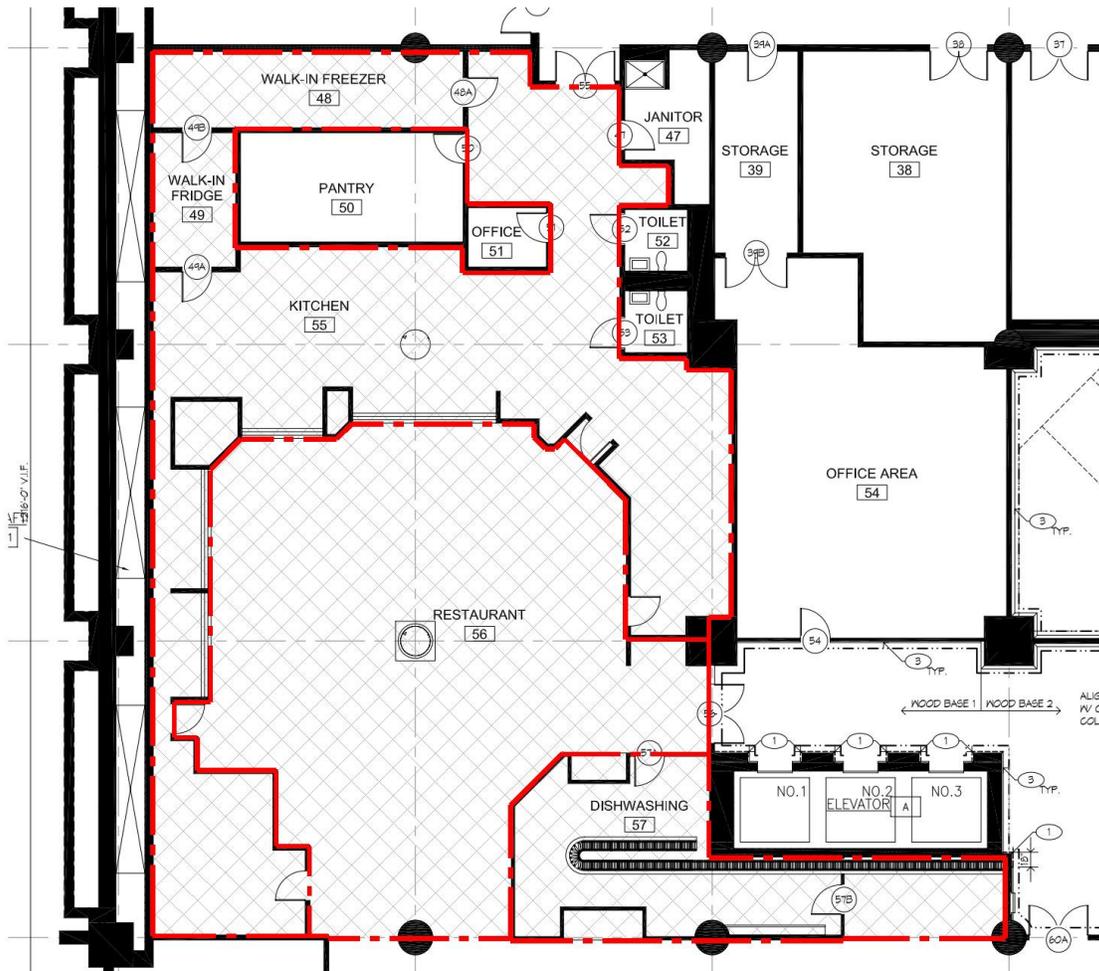
*View of front of house servery*



*View of front of house servery*



*View of dishwasher*



Servery floor plan (not to scale)

Note: hatching indicated approximate extent of affected area

**-END-**