Solicitation Information
August 22, 2013
Solicitation

RFP # 7497380

TITLE: Stedman Government Center New Entrance Plaza and Paving

Submission Deadline: Thursday September 19, 2013 @ 10:30 am (Eastern Time)

PRE-BID CONFERENCE: YES
Date: Wednesday September 4, 2013 @ 9:30 am (ET) - Mandatory: NO
Location: Main Entrance, Stedman Government Center, Tower Hill Road, Wakefield, RI

Questions concerning this solicitation may also be e-mailed, in Word format to the Division of Purchases at questions@purchasing.ri.gov no later than **9/9/2013 @ 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

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 Stedman Government Center New Entrance Plaza and Paving, Tower Hill Road, Wakefield, 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).

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 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.

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, 2nd floor, One Capitol Hill, Providence, RI.

i) In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State (401/222-3040) www.sos.ri.gov. However, this is a requirement only for successful bidder (s).

j) Respondents are advised that all documents and materials submitted to the Division of Purchases for consideration in response to this solicitation shall be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.

k) Respondents should be aware of all applicable MBE requirements, as set forth in R. I. Gen. Law § 37-14.1-1, *et seq*. The State's goal is for a minimum ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or charles.newton@doa.ri.gov, Visit the website http://www.mbe.ri.gov/

l) 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 raymondl@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

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

The Stedman Government Center in Wakefield, RI is home to the offices of the State of Rhode Island Coastal Resources Management Council, the Department of Motor Vehicles, and the Department of Children, Youth and Families. In recent years the building has undergone several renovations, including interior cosmetic updates, life safety and sprinkler system upgrades, and most recently the repaving and expansion of parking facilities to the west of the structure. This parking area contains approximately 11 handicapped accessible spaces, and 66 regular parking spaces.

A large concrete plaza abuts the first floor entrance at the front of the building, and contains several large benches. Two sets of stairs and a short handicapped ramp provide allow to the plaza, and are located immediately adjacent to the driveway providing access to the parking lot. Currently there is no sidewalk leading to the plaza from the parking area, forcing visitors and occupants to walk from their vehicles along the edge of the driveway to access the plaza and front doors.

The concrete plaza is believed to be original to the building, and is approximately 50 years old. Portions of concrete have been repaired in the past, but the entire plaza is in a general state of disrepair and nearing the end of its serviceable life. Areas of the plaza are spalling and cracked, and other areas have settled differentially and created trip hazards. Further, the plaza is unnecessarily large given its relatively limited use by the building's visitors and occupants.

The approximate square footage of the plaza is 2,500 s.f.*

** Please see attached photographs and plans for additional information.*

Required Design Services:

1. Full architectural and engineering drawings and specifications for all new concrete and asphalt paved areas and curbing.
    a. Provide all applicable plans, details & specifications required to procure contractor pricing.
    b. New entrance plaza design and footprint shall be determined by the selected design firm and approved by the State Department of Administration Division of Facilities Management.
    c. Existing window wells shall remain (see plans).
    d. New entrance plaza shall not impede ingress and egress from adjacent parking area.
    e. New sidewalk shall be located adjacent to the existing driveway, extending west from the building's first floor entrance doors.

Anticipated Architectural and Engineering Phases:

1. *Predesign Phase:*
   Predesign phase shall consist of preliminary site investigation, including field verification of existing conditions by design team. The State Department of Administration Division of Facilities Management will provide digital copies of record drawings from the most recent parking lot improvement project.

2. *Schematic Design / Design Development Phase:*
   Schematic Design/ Design Development Phase services shall include attendance by design team at two (2) meetings with the State Department of Administration Facilities Management staff to review new plaza design and sidewalk extents. Deliverables on completion of this phase shall include:
    a. A 75% design development drawing set provided for Division of Facilities Management review.
    b. One (1) rendered perspective image of proposed new entry plaza design.

3. *Construction Documentation Phase:*

On receiving approval to proceed with documentation, design team shall complete the drawing package to include all plans, sections, details and specifications related to the work referenced above. Drawings issued on completion of this phase shall be considered 100% complete, and suitable for contractor bidding.

4. *Construction Administration Phase:*
   During the construction administration phase, design team 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. Monthly site visits throughout the duration of construction
   d. Review and approval of contractor applications for payment
   e. One (1) punch-list inspection
   f. 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

a) The State Department of Administration Facilities Management Department is seeking a qualified architectural and engineering firm to provide full architectural and engineering services related to the design of a new entrance plaza and sidewalks adjacent to the parking area described above. The intent is to reduce the overall footprint of the plaza while maintaining (at a minimum) an accessible route (via grading or a handicapped ramp) from the parking area to the front doors. Additionally, the new sidewalk(s) should extend from the main entrance plaza to the rear of the existing parking area to the building's west.

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 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. Renovation of existing facilities of this type
    ii. Renovation of existing exterior hardscapes
    iii. Has an organization chart of the firm and any sub-consultants been provided for the project, indicating also MBE status for any firm?
    iv. Does the Respondent appear able to incorporate Owner's 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. <u>All contact information must be confirmed and current.</u> 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 **<u>separate, sealed envelope.</u>**

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)* = 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.

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 Stedman Government Center New Entrance Plaza and Paving, Tower Hill Road, Wakefield, RI".

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

b) **Reminder**: Proposals misdirected to locations other than the Division of Purchases, or which are otherwise not submitted to the Division of Purchases prior to the time of opening for any cause shall be determined to be late and shall not be accepted, opened, or considered. The "official" time clock is located in the reception area of the Division of Purchases, 2nd floor, One Capitol Hill, Providence, RI.

3.3) 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".

3.6) ADDITIONAL TERMS AND CONDITIONS

a) Responses found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all responses submitted and to waive any informality in any vendor's submission.

b) The successful respondents shall be solely responsible for meeting all terms and conditions specified in this RFP, and any resulting contract. The use of any subcontractors or other vendors must receive prior approval by the State. The Division of Purchases reserves the right to clarify the terms and conditions of any proposal submitted. The respondents recommended for contract award will be notified by the Division of Purchases. A contract, based on standard A.I.A. forms will be developed by the Division of Purchases and Division of 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 at their project manager and who will be responsible for seeing that all services are performed with the final work plan and schedule. The selected respondents shall not change its designated representative during the project without prior written consent from the Division of 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. Predesign = 5%
2. Schematic Design = 10%
3. Design Development = 15%
4. Construction Documents = 40%
5. Bidding Phase = 5%
6. Construction Administration = 20%
7. 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) Any package of Work identified in Section 2.1 not carried through to completion, and therefore not invoiced, will be credited to the Owner.

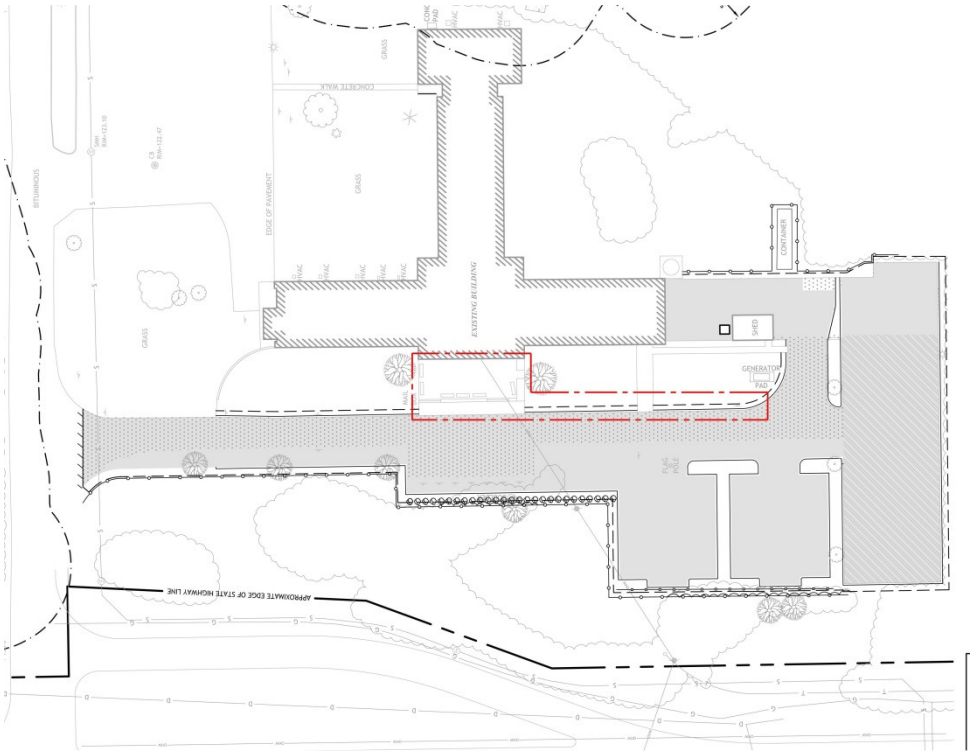
Attachments:

View towards first floor main entrance from parking area

View of existing stairs and stone benches at plaza

View towards first floor entrance from driveway

Detail at window well and face of building



Existing plan indicating approximate area of work (not to scale)

-END-