



**Solicitation Information
October 10, 2013**

RFP # 7522364

TITLE: Architectural and Engineering (A & E) services for the Renovation of the Rhode Island State Police Lincoln Woods Barrack

Submission Deadline: Thursday November 14, 2013 at 11:00 am (Eastern Time)

PRE-BID CONFERENCE*: Yes

DATE: Friday October 25, 2013 at 1:30 pm (ET)

Mandatory: YES

Location: Department of Administration, Conference Room "B" One Capitol Hill, Providence, RI

PRE-BID Site Visits: YES

DATE: Immediately to follow pre-bid conference

Mandatory: YES

Location: 1575 Old Louisquisset Pike Lincoln, R.I. (Meet in Front of Building)

*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 no later than **10/31/2013 @ 4:00 pm (ET)**. Please reference the **RFP #** on all correspondence. Questions received, if any, will be answered and 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.

SURETY REQUIRED: No

BOND REQUIRED: No

**Thomas Bovis
Interdepartmental Project Manager**

NOTE TO VENDORS:

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Offers received without the entire completed four-page RIVIP Generated Offeror Certification Form attached shall be deemed to be non-responsive.

THIS PAGE IS NOT A OFFEROR 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 Public Safety, hereby solicits proposals from qualified firms to provide architectural and engineering (A & E) services for the renovation of Rhode Island State Police Lincoln Woods Barracks. This Barracks is located at 1575 Old Louisquisset Pike in Lincoln, R.I.. This solicitation and any subsequent contract award shall be by the Division of Purchases' Procurement Regulations and General Conditions of Purchase (available at www.purchasing.ri.gov).
- b) This is a Request for Proposal ("RFP"), not an Invitation for Bids. Responses shall be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases, other than to name those respondents who have submitted proposals.
- c) Respondents to this solicitation are hereby advised that the respondent selected for award of a contract pursuant to this solicitation, and its affiliated or subsidiary companies (whether partially or wholly owned), shall be ineligible to bid upon any future consulting or construction solicitations which may arise from or relate to the services described in this solicitation. In addition, any sub-consultants or subcontractors engaged by the respondent selected for award of a contract who performs any services arising from this solicitation shall be ineligible to bid upon any future consulting or construction solicitations which may arise from or relate to the services described in this solicitation.

1.2) NOTIFICATIONS TO OFFERORS

- a) Potential Respondents are advised to review all sections of this RFP carefully and to follow instructions completely. Failure to make a complete and accurate submission as described elsewhere herein shall result in rejection of the proposal.
- b) In order to submit a proposal, Respondents must register with the State of Rhode Island, Division of Purchases. For information of registering, please see the Division of Purchases' website at www.purchasing.ri.gov under the heading "Vendor Registration Information."
- c) All proposals should include the respondent's FEIN or Tax Identification number as evidenced by an IRS Form W-9, downloadable from the Division of Purchases' website at www.purchasing.ri.gov.
- d) Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP shall be

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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 respondent. The State assumes no responsibility for these costs.
- f) Proposals submitted in response to this solicitation shall be considered to be irrevocable for a period of not less than ninety (90) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- g) All pricing submitted by Respondents in response to this solicitation shall be considered to be firm and fixed unless otherwise indicated herein.
- h) Proposals misdirected to locations other than the Division of Purchases, or which are otherwise not submitted to the Division of Purchases prior to the time of opening for any cause shall be determined to be late and shall not be accepted, opened, or considered. The "official" time clock is located in the reception area of the Division of Purchases, 2nd floor, One Capitol Hill, Providence, RI..
- i) In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State (401/222-3040) www.sos.ri.gov. However, this is a requirement only for successful bidder (s).
- j) Respondents are advised that all documents and materials submitted to the Division of Purchases for consideration in response to this solicitation shall be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.
- k) Respondents should be aware of all applicable MBE requirements, as set forth in R. I. Gen. Law § 37-14.1-1, *et seq.* The State seeks 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 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

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licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail rlambert@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 respondent, 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 be registered with the Rhode Island Division of Design Professionals and possess a current Certificate of Authorization in accordance with Rhode Island General Laws.
- b) A copy of a current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for the individual(s) who would perform work on the project must be included behind the front page of each copy of the proposal.
- c) The Division of Design Professionals can be contacted as follows:

Department of Business Regulation
Division of 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) Proposals that fail to include the required current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for individuals shall be determined to be non-responsive to the solicitation.

SECTION 2 – SCOPE OF WORK

Architectural and Engineering (A & E) renovation services for the Rhode Island State Police Lincoln Woods Barracks, Lincoln, R.I.

2.1) BACKGROUND AND PURPOSE

- a) The Rhode Island State Police (RISP) Barracks currently located at 1575 Old Louisquisset Pike Lincoln, R.I. was built in April 1931 and is currently occupied. The RISP Lincoln Barracks requires renovations, retrofitting and potentially two small additions totaling approximately 3,000 square feet in order to accommodate new program and staffing needs. The exterior of the building has recently been re-roofed and some windows have been replaced all to meet historical standards.
- b) The building currently lacks proper fire suppression and alarm, there is no formal security system in the building, currently there is standing water in the basement Boiler Room, the building lacks cooling and there is no public restroom connected to the public lobby.
- c) The State of Rhode seeks a qualified architectural firm to provide full architectural, engineering (HVAC, Electrical, Plumbing, Civil), fire suppression, life safety, security upgrades, interior design, furniture fixture and equipment design services, and landscape architectural services. Services should including the development of an Existing Conditions Report including Hazardous Materials investigation, an Itemized Cost Estimate based on State Police Priorities provided in Section 2.2, and the development of full Construction Documents and Construction Administration Services.

2.2) PROJECT PRIORITIES:

The respondent shall provide design services based on the Priority List outlined below. The successful respondent will be required to obtain Department of Public Safety RISP and DOA Capital Projects sign-off on the documents and make changes as needed to the program based their feedback.

1st Priority

- Renovation of basement Boiler Room to remove and prevent water-intrusion. Additional drainage system in Basement (French drain) may be required.
- Upgrade of Record Storage in basement to more efficiently utilize the space in order to include records currently stored in the attic.
- HVAC upgrade. Units to be installed in the attic.
- Upgrade security at exterior building entrances, gun closets, holding area, drive ways and Dispatch area.
- Fire Suppression and Alarm upgrades

2nd Priority

- Addition and reconfiguration of the existing Holding cell and Sally Port area, to allow three cells to be relocated from existing basement area to first floor, add a secure interview room, and a handicap restroom.

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- Reconfiguration of existing maintenance operations.
- Relocate existing generator from existing two bay garage to the exterior corner of the main building between the current 'Locker Rooms' and 'Sergeant Offices'
- Addition to provide a connection between the 'Locker Rooms' and the 'Work out Garage' for troopers to use year-round, may result in new work out space.

3rd Priority

- Reconfiguration of the first floor program, including new FFE
- New Rest Room adequate for public use.
- Renovation of entrance area in order to make it more pleasant and welcoming.
- Enhancement of 'Lunch Room' in order to be efficiently used by both the troopers as a break room and as a professional conference space.

4th Priority

- Kitchenette.
- Enhancement of 'Interview Room' to make it a more functional space as dictated by the program.
- 'Female Locker Room' more accessible to the Work out area.
- Upgrade existing Generator

2.3) REQUIRED DESIGN SERVICES:

- a) Architectural services including: existing building conditions report, building construction design submissions at the Schematic Design Phase, Design Development Phase, and 90% Construction Document Phase. Submission and design meetings with RISP, RI Historical and AHJ. Submissions for all documents should include: two (2) hard copies and one (1) digital copy on CD.
1. Project Manual Development and assisting the Owner with Front End Requirements Division 0 and Division 1.
 2. Close Out Procedure oversight, tracking, and modification of Division of Capital Projects Close Out Procedure's boiler plate document to be included as part of Division 1 specifications.
 3. Phasing Plan should project require phasing coordination.
 4. Construction Administration.
- b) Site civil engineering services including: site survey with a minimum 2 borings, site drainage, roof drainage considerations, parking areas, walkways, underground utility connections, Sewer/OWTS connections (engineer to determine), loaming and seeding, ADA compliant site design, etc. Provide an analysis and recommendations for parking, landscaping, wetlands (if any), drainage, and other environmental impacts arising from the proposed addition which comply with existing environmental permits and all environmental statutes and regulations.

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- c) Mechanical engineering services including: evaluation of existing building systems, evaluation and design of HVAC system, design services related to additions to the building for holding area and work out space.
- d) Electrical engineering services including: evaluation of existing building systems including existing generator, design services for relocation/upgrade of existing generator, design services related to additions to the building for holding area and work out space.
- e) Plumbing engineering services including: evaluation of existing plumbing system, design services related to new toilet rooms and reconfiguration of existing toilet rooms, building drainage and design services related to additions to the building for holding area and work out space.
- f) Engineering Services for Life Safety including: Existing Building Life Safety evaluation, design of Fire Suppression system, design of Fire Alarm system, design of evacuation signage, Building Code Analysis.
 - 1. Conduct a full building code analysis for the intended uses.
 - 2. Conduct a full fire code analysis for the intended uses.
 - 3. Universal access design in consultation with the Governor's Commission on Disabilities.
- g) Security Design services including: security control through card access, cameras, key pads, motion detectors, gates, etc.
- h) Audio Visual Equipment specifications and layouts.
- i) FF&E layout and specifications. The successful respondent will provide specialty interior design services as required for coordination of existing Furniture, Fixtures and Equipment (FF&E) to be incorporated into the new facility, assistance with purchasing new furnishings, and services for the design, specification and coordination of finishes. The firm will also provide services to produce all required life safety signage including but not limited to evacuation signs, interior identification and directional signage and site signage.
- j) Design required Testing (Hazardous Materials, Soils, etc.)
- k) Special Inspection Program per State of RI Building Code requirements
- l) Construction Testing/Inspections
- m) Commissioning on all building systems

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- n) The respondent will hire a qualified firm to determine the extent and nature of all hazardous building and environmental materials and, in coordination with that vendor, provide a plan for the removal of any and all hazardous materials found prior to construction to the authorities having jurisdiction. The vendor's specialty subcontractor will also be responsible for monitoring the contractor's removal of hazardous materials during the demolition portion of the work.

1. Hazardous Testing Allowance.

- o) Green Building Act design services. The proposed addition shall be designed meet the requirements of the RIGL Section of 37-24-5. The Design team is to work with the Department of Administration and RISP to determine if based on the scope of work whether or not the project qualifies for LEED certification. The Design team will assist in providing all necessary documentation to make this determination, generating a LEED Checklist for review. Should the project be deemed qualify for LEED certification the design team will provide services for completing design in accordance with LEED certification, including all administrative services, prepare any required applications, submitting any required documentation, etc., as may be required in the LEED certification process. The design team will be responsible for all aspects of LEED design and certification including coordination with Contractors during construction. Should the project be deemed not qualified for LEED certification the design team will still uphold a level of design standard equivalent to LEED.

1. LEED Commissioning and Application Fees will part of Reimbursables.

- p) Coordination of the State's statutory requirement for 1% of project costs for Art in public works projects. Meetings with Art board to review projects qualifications for this project.
- q) Three (3) Independent Professional Cost estimates are to be provided with the Existing Building Conditions Report based on project Priorities, with Design Development Phase and the 90% Construction Document Phase. The cost estimates will be carried forward to the projected bid date. This is to include FF&E and Hazardous Material abatement. Submissions of Cost Estimates should be in Microsoft Excel format digitally on a CD and two (2) hard copies.
- r) Provide for preparation of any additional environmental permitting applications that may be required along with any additional related studies or support documentation that may be required.
- s) The successful respondent will prepare documentation and hold primary meetings with all authorities having jurisdiction, including but not limited to the Rhode Island Building Code Commission, the Rhode Island State Fire Marshal's Office, the Department of Environmental Management, and the Governor's Commission on Disabilities.

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SECTION 3 –SELECTION PROCEDURE AND SUBMISSION REQUIREMENTS

3.1) RESPONSES

- a) Responses will be evaluated in two parts. Part One is a Technical proposal and Part Two is a Professional Fee proposal. Both the Technical and Professional Fee proposals are required on the due date listed on page 1 of this solicitation.
- b) Part One will require a Technical proposal and will be evaluated on the following criteria (All Respondents must receive a minimum score of **65 points** on the Technical proposal, respondents not scoring at least **65 points** will not be considered further):

One. (0-35 points) Experience of the Firm and Project Principals:

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 the RI Certified Minority Business Enterprise(s) and including their current State letter(s) of certification.

Proposals must provide answers to the following questions:

- i. What experience does the respondent have with projects of a similar size, scope and use?
- ii. Does the Proposal illustrate that the Project Manager and each consultant assigned to the project has the background and experience necessary for a successful project?
- iii. Are staff and consultants assigned to this project experienced with projects of similar size, scope and use?
- iv. Is the cost estimator familiar with projects made up of the use groups defined as to be part of the program?
- v. Does the architectural team appear able to incorporate program goals and criteria into their design work?
- vi. Does the Respondent have LEED Accredited Professionals on Staff or as a sub-consultant?

Two. (0-35 points) Project Plan:

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 to project tasks.

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Proposals must provide answers to the following questions:

- i. Does the plan illustrate the Respondent has analyzed, interpreted and understands issues presented by the project?
- ii. Does the plan provide solutions for the issues presented by the project in a manner likely to meet the needs of the client and other customers and end users?
- iii. Does the proposed plan appear sensitive to budget and time constraints?
- iv. Does the plan address relevant design and program issues, by providing possible solutions?
- v. Does the plan include a discussion of value engineering and LEED standards?
- vi. Does the Respondent identify both constraints and opportunities posed by this project?
- vii. Is there a project schedule provided by the Respondent and is that schedule achievable (not overly optimistic or needlessly long)?
- viii. Is the staff to be assigned to the project, including a project manager, subcontractors, engineers and others, identified including FTE and/or hourly effort?
- ix. Does the level of effort for each appear adequate?
- x. Does the Respondent describe their current workload and the availability of their personnel to perform the project, is it a feasible?

Three. (0-10 Points) References:

Select a minimum of three and a maximum of five projects and provide principal contacts, including all contact information, for projects of a similar size and scope and use to the proposed project. These individuals may be contacted by members of the selection committee for further information.

Proposals must provide answers to the following questions:

- i. Were the references provided related to projects of a similar size, scope and use to the proposed project?
- ii. Did the Respondent's final project provide a good design and program fit?
- iii. Did the Respondent identify problems and issues in a timely and complete manner?
- iv. Were technical, budget and aesthetic issues fairly balanced with a good outcome resulting?
- v. Did the Respondent adequately research relevant design and program issues?
- vi. Was the Respondent's design process characterized by effective communication, clear graphic and verbal presentations and appropriate inclusion of all designated stakeholders?

- c) Part Two will require a Professional Fee proposal and will be evaluated on the following criteria (Will represent 20 points for a possible total score of 100 points):

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One. (0-20 points) Professional Fee Proposal:

- i. The Professional Fee proposal shall be submitted in a **separate, sealed envelope.**
 - ii. The Professional Fee proposal shall provide a total lump sum, fixed fee for the entire project. This shall be a fixed fee (dollar amount), which includes, as a separate line item, an allowance for expected reimbursables of \$10,000.00 (*See* Section 3.5.g for what expenses will be considered reimbursables). The **Attached Fee Proposal Form** shall be used when submitting your Professional Fee proposal.
 - iii. The Professional Fee proposal shall indicate the number and type of professionals to be employed and the hourly rate, including overhead, for each and shall include full services as listed in this RFP including all deliverables for all phases of the project including but not limited to schematic design, design development, contract documents, specifications and bidding phase, bidding for Furniture/Fixtures and Equipment, LEED application and verification services, application to utility company for any rebates available, construction administration and commissioning, and close-out phases of work.
 - iv. The Professional Fee proposal shall include continued probable cost estimates and value engineering and redesign services (including re-submittal of documents) at no additional cost. All fees associated with USGBC should be included as part of the lump sum price.
 - v. The proposal with the lowest opened Professional Fee proposal shall receive the full **20 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 10 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 ”= 20 points.
- d) 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.
 - e) The State reserves the right to award based upon the most favorable cost proposal..
 - f) 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.

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3.2) TENTATIVE SCHEDULE & DELIVERABLES DATES:

RFP Announcement:	October 2013
RFP Responses Due to Purchasing:	November 2013
Work Starts:	December 2013
Existing Conditions w/ cost estimate	February 2014
Schematic - 30% Design Stage Submission (2 hard copies and 1 digital):	April 2014
Design Development Phase w/ cost estimate Submission (2 hard copies and 1 digital):	June 2014
90% Construction Document Phase w/ cost estimate Submission (2 hard copies and 1 digital):	August 2014
Construction Documents Complete Submission (2 hard copies and 1 digital):	September 2014
Construction Advertise:	September 2014
Construction Start:	November 2014
Substantial Completion:	November 2014
Occupancy:	December 2015

3.3) 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 (an original plus five (5) copies) should be mailed or hand-delivered in a sealed envelope marked with the RFP number and “**Architectural and Engineering (A & E) renovation services for the Rhode Island State Police Barracks, Lincoln Woods, R.I.**”.

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.

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3.4) ADDITIONAL PROPOSAL CONTENTS

- a) In addition to the contents described in Section 3.1 proposals must include the following:
- i. A completed and signed four-page RIVIP generated respondent certification cover sheet (downloaded from the Division of Purchases' website: <http://www.purchasing.state.ri.us>)
 - ii. A completed and signed IRS Form W-9 which may be downloaded from the Division of Purchases' website, in the proposal marked "**Original**" only.
 - iii. In addition to the multiple hard copies of proposal required, Respondents are requested to provide their proposal in electronic format (CD-Rom, Diskette, flash drive). Microsoft Word / Excel or PDF for is preferable. Only one (1) electronic copy is requested. This CD or diskette should be included in the proposal marked "Original".

3.5) 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 respondent 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 respondent 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 respondent must agree to provide all deliverables by the dates established in the final work plan and schedule.
- c) The selected respondent 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 respondent 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 respondent must comply with all State and Federal statutory, regulatory and ANSI standards. The selected respondent must cooperate and coordinate with other State agencies, contractors, or entities, as necessary, to successfully complete the project..

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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) Payment Schedule: Payments shall be made monthly in proportion to services performed so that compensation shall aggregate to the following percentages at the completion of each phase of work:

1. Existing Conditions, Programming & Schematic Design = 15%,
2. Design Development = 20%
3. Construction Documents = 35%;
4. Bidding Phase = 5%,
5. Construction Administration = 20%
6. Close Out = 5%.

Five percent (5%) retainage shall be held on all but reimbursable expenses until project close out.

f) All drawings shall be submitted in hard copy as well as CAD (compatible with AutoCAD lite, current edition) and PDF formats.

g) 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 verified costs plus a fee not to exceed four percent (4%) and shall generally be limited to document reproductions, postage and handling requested by the Owner beyond the number of reproductions outlined in Section 3.2 TENTATIVE SCHEDULE & DELIVERABLES DATES. Reproductions for office use by the selected respondent and its' consultants shall not be reimbursable, transportation, telephone expenses and other telecommunication expenses are not considered reimbursable expenses under this RFP. (See Section 3.1 (c), One (iii))

h) Conflicts of interest: The selected respondent 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.

i) 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 respondent 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 seven (7) days notice of any cancellation.

j) Alterations to AIA forms-front end documents: The Division of Capital Projects and Property Management shall make available to the selected respondent modified AIA bidding front end and general conditions documents that will require editing by the

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selected respondent to make the documents project specific. The editing is to be completed by the Respondent at no additional cost to the State.

- k) Bid review and contractor de-scoping: The selected respondent shall make the project principals and all key engineering staff and/or consultant(s) available for the de-scoping of up to three potential project contractors. The results of all contractor de-scoping shall be provided in writing to the Division of Capital Projects and Property Management.
- l) The selected respondent shall be allowed to invoice monthly based on the percentage of work completed.
- m) Value engineering: the selected respondent 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 respondent 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.
- n) The professional cost estimator required for construction cost estimates shall NOT be an employee of the selected respondent and shall NOT be a regular employee of a construction firm.

END

**PROFESSIONAL SERVICES FOR ARCHITECTURAL AND ENGINEERING
FEE PROPOSAL FORM - RFP# 7522364**

Date: October 11, 2013

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

Project: Architectural and Engineering (A & E) Services for the Renovation of the Rhode Island State Police Lincoln Woods Barrack

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

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 services solicitation process.

\$,			,			.		
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2. Allowances

a) Hazardous Materials

\$,	1	0	,	0	0	0	.	0	0
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3. Reimbursables

Printing postage and out of state travel not related to visits to project team members.

\$,	1	0	,	0	0	0	.	0	0
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4. Total Lump Sum Fee

Includes base price, allowances, and reimbursables

\$,			,			.		
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5. 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.