



**Solicitation Information
December 18, 2013
Solicitation**

RFP # 7547368

**TITLE: RFP for A&E Services - Statement of Conditions Analysis – Eleanor Slater
Hospital**

Submission Deadline: Monday December 30, 2013 at 11:30 am (Eastern Time)

PRE-BID CONFERENCE: NO Date: NA - Mandatory: NA Location:
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SURETY REQUIRED: NO BOND REQUIRED: NO
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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 four-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 Division of Facilities Management are soliciting proposals from qualified firms to provide Architectural and/or Engineering, and Services to produce a Statement of Conditions Analysis for Eleanor Slater Hospital 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 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 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 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) 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 AND/OR 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

Eleanor Slater Hospital is requesting proposals from qualified firms to provide services to prepare a Statement of Conditions (SoC) to, as a minimum, satisfy requirements of the Joint Commission (JC). The last SoC was developed in 2007, therefore this SoC requires the current Basic Building Information (BBI) to be reviewed and updated as appropriate.

The Hospital's next accreditation survey will be based on the 2000 edition of the Life Safety Code®. However, being a State facility, the Hospital needs a longer planning window to secure funding and implement change. Additionally the Hospital wishes for the entire Regan building to be a single occupancy, Healthcare. These conditions will require an addendum to capture 2012 Life Safety Code® compliance challenges, and any changes required to remove the business occupancy.

The selected vendor will assist in developing cost effective compliance strategies; including waivers or equivalencies. These will be necessary also for the Hospital to justify and secure any necessary funding.

GENERAL STATEMENT OF SERVICES

The comprehensive Statement of Conditions™ project should include:

1) Basic Building Information

- a. Review and update Basic Building Information (BBI). Work with the facility on strategies for better configuration of the BBI to include potential consolidation of buildings, if applicable.

2) Survey

Provide a wall-to-wall, roof-to-basement SOC survey to include the following:

- a. Field conditions of life safety features including, but not limited to, rated doors, exit signage, means of egress, hazardous areas, etc.
 - i) This excludes the records review for any inspection, testing and maintenance of fire protection systems.
- b. Full survey of all required smoke and fire rated walls, vertical openings, corridor walls and travel distances.
 - i) If barrier walls are found to be inadequate or significantly deficient, identify and survey alternative solutions for wall alignment to be reflected on Life Safety Compliance drawings after approval and agreement.
- c. Support the organization in addressing alternative ways to review spaces (suites, etc.) to reduce overall costs while maintaining compliance.

3) Report of Recommendations

Provide a preliminary life safety deficiency report for management review and final determination for inclusion in the Plan for Improvement (PFI):

- a. Note that projected costs will use the Means database and other industry best practices, but will be reviewed with the facility to determine final costing strategies for known deficiencies.
- b. Provide a list of inaccessible areas where we were unable to gain access for inspection during the wall-to-wall SOC survey (e.g., patient rooms that were unable to be accessed, areas deemed inaccessible due to asbestos, etc.).

4) Upload of ePFI

Upload final PFI information to The Joint Commission eSOC website following approval by the Eleanor Slater Hospital Engineering Department.

5) AutoCAD Services with Deficiency Identifications –

Review and update life safety floor plans for the SOC / Life Safety Code® compliance related drawings. Include:

- a. One (1) master set of Life Safety Compliance drawings with the specific features to include:
 - i) Smoke Barriers
 - ii) 1 & 2 Hour Fire Barriers
 - iii) 1 & 2 Hour Building Separations
 - iv) Required Rated Corridor Walls
 - v) Horizontal Exits
 - vi) Required Exit Stairs
 - vii) Required Exit Passageways
 - viii) Required Exterior Exit Discharge
 - ix) Known Vertical Openings
 - x) Linen and Trash Chutes
 - xi) Hazardous Areas
 - xii) Listing of Sprinklered and Non-sprinklered smoke compartments
 - xiii) Fire/Smoke Doors
- b. Provide one (1) master set of Deficiency Location drawings. These drawings will indicate deficiency location utilizing unique deficiency ID nomenclature.
- c. Provide one (1) master set of Suite Designation drawings. These drawings shall outline suite boundaries, denote type of suite (sleeping vs. non-sleeping), and suite size.
- d. Provide one (1) master set of Smoke Compartment Designation drawings. These drawings shall outline smoke compartment boundaries and indicate smoke compartment size.
- e. Such floor plans will be provided in hardcopy and on CD in PDF and AutoCAD (for future modifications by the Eleanor Slater Hospital).

6) Official Correspondence

Prepare all official correspondence on behalf of the facility related to life safety compliance issues.

- a. Includes equivalencies.
- b. Any Fire Safety Evaluation System (FSES) that may be an appropriate will be considered outside the scope of the contract (priced separately following the SOC completion).
- c. There will not be any submission of correspondence on behalf of the facility to The Joint Commission without written approval.

7) SOC Management Tools / Systems

Over the term of the contract, provide an SOC management system (web-based is preferred) that has, but not limited to, the following for Eleanor Slater to manage deficiency remediation:

- a. Ability to monitor compliance, assign trade responsibility, manage data and run reports by building, floor, location, deficiency type, dates and budget.
- b. Ability to add PFI's, modify data such as responsibilities, budgets and completion dates and to submit updates to The Joint Commission to demonstrate continuous compliance.
- c. Ability to assign responsible parties to complete deficiency remediation.
- d. Code references attached to all deficiencies.
- e. Ability to upload SOC floor plans and other correspondence with AHJs.

8) Annual Continuous Readiness Program for Years 2 & 3

Conduct an annual spot check review (3 days) on or near the anniversary date of the full SOC to include the following:

- a. Review of renovated areas to ensure compliance with life safety codes, identify deficiencies for potential incorporation into the PFI.
- b. Conduct a random review of the facility for new deficiencies for potential incorporation into the PFI, as time permits.
- c. Conduct a random spot check on 25% of the completed PFI items to ensure proper completion.
- d. Provide direct telephone and online support for code related issues and questions during the full contract period.

SECTION 3 –SELECTION PROCEDURE AND SUBMISSION REQUIREMENTS

3.1) RESPONSES

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**.

- a. **Part One – Technical Proposal:** Vendors 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) Company History: 0-5 Points

- a. Provide a Brief Vendor Company History

2) Life Safety Code® Compliance Expertise:0- 25 Points

- a. Provide biographies of survey staff, with a minimum of 5 years' experience in healthcare life safety and expertise in compliance with NFPA 101®, The Life Safety Code®, 2000 edition (2012 edition support is required to apply appropriate categorical waivers or other equivalencies).
- b. No staff with less than 5 years' experience in healthcare will be accepted on this project.

3) Vendor Expertise: 0-30 Points

- a. Describe the vendor's expertise in healthcare life safety consultation, including but not limited to the vendors participation in the code development process, committee participation, educational endeavors, and any other items the vendor feels will enhance their ability to provide a successful SOC project. Identify staff to be assigned and experience in SOC development and management. Also identify when service may commence and schedule for SOC completion.

4) References: 0-10 Points

- a. Provide 3 references of SOCs completed nearby in the past 3 years. Include current contact and contact information.
- b. Provide other references for SOCs completed in behavioral health hospitals.

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 Respondent meets minimum of 55 points in Part One) on the following criteria (Will represent 30 points max):

1) Provide Professional Fees (total project costs for the first year and Years 2 & 3) as a lump-sum price.

2) Provide Any Additional Fees and Optional Services.

These will not be included in pricing calculations indicated below, and are for informational purposes only.

3) Provide Estimated Expenses (Travel & Out-of-Pocket Expenses) for each year.

These estimates expenses will be added to the lump sum fee proposal described in item #1 above.

1. **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 “**RFP for A&E Services - Statement of Conditions Analysis – Eleanor Slater Hospital**” to:

**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”.

3.4) 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 anticipated 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 Facilities Management.
- d) Payment Schedule for each Package: Payments shall be made monthly in portion of services performed.
- 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) Reimbursable expenses: Only the actual reimbursable expenditure will be paid. When authorized in advance in writing by the Division of Facilities Management, additional reimbursable expenses shall be paid based on approved costs and shall generally be limited to document reproductions, postage and handling requested by the Owner. Four Percent (4%) markup will be allowed on the reimbursable expenses for the design team and their consultants.

- h) 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.
- i) **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.
- j) **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.
- k) **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.
- l) 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.

END