



**Solicitation Information  
May 16, 2014  
Solicitation**

**RFP # 7548763**

**TITLE: Feasibility Study for a New Residence Hall - Rhode Island College**

**Submission Deadline: Monday June 16, 2014 at 10:00 am (Eastern Time)**

<p><b>PRE-BID CONFERENCE: Yes</b> <b>Date: Friday May 30, 2014 at 10:00 am (ET) - Mandatory: Yes</b> <b>Location: Rhode Island College, Physical Plant Capital Projects Conference Room, 600 Mt Pleasant Ave., Providence, RI</b></p>
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Questions concerning this solicitation may be e-mailed, in Word format to the Division of Purchases at [questions@purchasing.ri.gov](mailto:questions@purchasing.ri.gov) no later than **June 4, 2014 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.

<p><b>SURETY REQUIRED: No</b></p>
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<p><b>BOND REQUIRED: No</b></p>
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**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 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 Rhode Island College are soliciting proposals from qualified firms to provide Architectural, Engineering, and Design Consultant Services in an effort to author a Feasibility Study for a New Residence Hall at the Rhode Island College Campus as described herein, and in accordance with the terms of the 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) INSTRUCTIONS AND 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 will be determined to be late and will 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 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**

**Rhode Island College** is undertaking a feasibility study for a new residence hall. The feasibility study will determine the potential of a new facility for meeting the needs of current and future programs.

The feasibility study consultant will present a market and financial study and plan for an energy efficient, twenty-first century landmark facility to serve as an aesthetically pleasing showpiece, available and utilized by all students, attract potential students as well as to contribute to campus pride.

Rhode Island College has six existing residence halls: Thorp, Weber, Browne, Willard, Sweet and New Residence Hall built in 1959, 1964, 1967, 1971, 1991, and 2007 respectively. The residence hall design capacity provides housing for a maximum of 1197 students. Four of the residence halls are over 40 years old with varied amounts of limited renovation and

repair in an effort to continue service to residents. Given the age and decline of infrastructure of the existing halls, the College is faced with the on-going challenge of providing an environment that is safe, clean, comfortable and conducive to student learning and living needs.

As Rhode Island College competes for students, the quality of programs and services is seen as a critical component to decision making for students and their families. Because the availability of housing can play a significant role in that decision, it is vital that the Office of Residential Life and Housing offer a living community that strives to meet students' social needs as well as their academic needs.

With the addition of New Residence Hall to the residential village, the disparity of building amenities is glaring. The other five buildings have failing heating and air-conditioning units, constant electrical and plumbing issues, technological challenges and a lack of contemporary student use in common areas. While on-campus living is a small yet integral part of the RIC community, research shows that living on campus offers accessibility to academic support resources and helps to develop social networks that enhance a student's overall college experience.

**Description of Proposed Project:** This project involves the development of a feasibility study for a new residence hall to meet student needs. The feasibility study will include a market study, financial plan, program goals, demands & needs analysis, site identification and evaluation, footprint/program identification and evaluation, conceptual cost and schedule, as well as parking needs analysis and development of conceptual parking solutions with cost estimates.

The study should include analysis of both on campus and off-campus housing options including but not limited to student perceptions of both as well as student utilization trends related to enrollment projections. The following are goals for student housing at RIC:

- Develop a learning environment beyond the classroom experience
- Offer a progression in room types for students
- Assist the Admissions Office with recruitment
- Increase student retention
- Ensure the new student housing project is self-supporting
- Provide enough housing for those students who wish to live on campus.

**Master Plan** – The College conducted a master plan in 2010. The master plan is available on the RIC website ([www.ric.edu](http://www.ric.edu)).

**Residence Hall Descriptions** - The table below summarizes each of the residence halls. Floor plans of each hall are attached to this RFP. Note that Brown Hall also includes campus police and health services on the ground floor of the building.

Hall	Square Footage	# of beds
Thorp	32,491	144
Weber	40,718	180
Brown	52,353	156

Willard	26,709	140
Sweet	45,553	210
New Residence Hall	125,000	366

**Please note that participation in the feasibility study is NOT a guarantee that the architectural design contract for the facility will be awarded to the firm preparing the feasibility study.**

The College is requesting Proposals from qualified firms to provide for such a project including the following:

**2.2) CONSULTANT SCOPE OF WORK:**

The feasibility study consultant will be commissioned to provide a complete feasibility study, including:

- a) Prepare a Preliminary Program Statement for the project that will be reviewed and approved by the Feasibility Study Committee. This effort will include focus group interviews of appropriate College administration, staff personnel, faculty and students.
- b) Consultant shall conduct a demand and needs analysis.
- c) The feasibility study consultant will present to the Feasibility Study Committee specifically defined data that supports, identifies and analyzes cost/benefits of various site options including zoning and identifiable characteristics of each.
- d) The feasibility study consultant will present to the Feasibility Study Committee specifically defined data that supports, identifies and analyzes cost/benefits of various design options/configurations including current industry trends.
- e) Financing options will be presented to the Feasibility Study Committee that will include conventional financing through RIHEBC and third party financing-partnership mechanisms. The steps and cost benefits of a third party financing partnership will be presented using comparable examples currently operating in Rhode Island.
- f) The feasibility study consultant will present, to the Feasibility Study Committee and College President, prioritized site evaluations for the proposed new residence hall. The study shall report in detail the proposed locations for the proposed new residence hall. The plans will be compatible with the Campus Master Plan and accommodate various residence hall design options.

- g) Parking Review and Analysis – The feasibility study consultant shall review the existing parking for resident hall students, identify any potential impacts to parking for the residence hall options being considered, identify potential locations and develop conceptual plans for proposed parking to meet all residence hall student needs. Cost estimates for proposed parking concepts shall also be developed.
- h) Once the preferred options are selected, a preliminary cost estimate of the total project package will be presented to the Feasibility Study Committee and the College President. The cost estimate will include all hard and soft costs, including but not limited to: architectural and engineering costs, construction estimate, and furniture outfitting. The consultant will also provide an estimate of yearly operating costs required for the facilities. An anticipated project schedule will also be provided. The time estimate will include time required for design and time required for construction, as well as building code review, fire marshal review, bid phase, etc.
- i) Once the preliminary cost estimate for the total project is prepared, an estimate of yearly debt service required using RIHEBC conventional financing would be calculated and presented to the Feasibility Study Committee. If a third party financing option is presented, as a viable option, the consultant will provide an estimate of anticipated yearly room rates.
- j) The feasibility study consultant will prepare a final report to the Feasibility Study Committee and the College President.

Provide consulting services and expertise with regard to cost benefit analysis recommendations of facilities including but not limited to the following:

- k) Identify and detail program requirements and space needs to support the comprehensive living environment for resident students and department staff.
- l) Examination of proposed systems and physical infrastructure (i.e. HVAC, ventilation, building envelope, roof, electrical, plumbing, etc.) to support elements relevant to program design.
- m) Provide a cost estimate required to create living facilities meet program requirements for residents and department staff.

**Program Refinement:**

The primary areas of study will incorporate the following:

- a) The feasibility study consultant will conduct a detailed study of key program needs of the multifaceted elements of residential life and housing within the context of RI College Strategic Plan, College and Departmental Missions.
- b) The feasibility consultant will detail the program requirements to include recommendations for space utilization within the facility and configuring of new design elements.

- c) The consultant will meet with resident student groups and appropriate college personnel to assess demands and needs of the residential community. In addition, the consultant will conduct an evaluation of residential facilities at peer and aspirant institutions in order to meet future trends and maintain market competitiveness.
- d) The feasibility study consultant will prepare a summary report to assist Rhode Island College for presentation to the Board of Education and appropriate financing agencies.

**Deliverables:**

- a) Report of detailed program review with reference to the program requirements, including a demand and needs assessment.
- b) Report of site options available for use and/or applicable space for a contemporary living environment
- c) Provide cost estimate for a new residence hall including all hard and soft costs.
- d) Financial Plan that fully incorporates first cost and ongoing operating costs.
- e) Renderings – Provide renderings for up to three (3) alternatives.
- f) Provide a parking analysis for all resident hall parking needs and conceptual plans for new parking to meet resident hall needs, as well as cost estimates for parking.
- g) Draft and Final Reports

**Duration of Services and Tentative Schedule:**

Consultant engaged	August 2014
Program Review Completed	November 2014
Draft Report with cost estimate	January 2015
Final Summary Report with cost estimate	February 2015

**Form of Agreement:**

An AIA B104 shall be executed by the College and the Consultant. A Purchase order shall be issued by the Rhode Island State Division of Purchasing. Final form and fee for services to be negotiated.

Respondents are advised that reimbursable expenses, to include sub-consultant services, that may be included in the contract award resulting from this solicitation, shall not exceed architect/engineer’s actual cost incurred x 1.04.

### 2.3) SUBMISSION:

Evaluation of proposals will include consideration of competence and general experience to provide the required services; experience and qualifications of personnel; availability of personnel, equipment and facilities to perform expeditiously; past performance with respect to control of costs, quality of work, ability to meet deadlines; the submittal of a formal work plan; the fixed fee price (subject to further downward negotiation); and an hourly rate schedule by employee title for additional services that might be required beyond the original Scope of Work.

The Response shall contain:

#### Executive Summary

The Executive Summary is intended to highlight the contents of the Proposal and to provide evaluators with a broad understanding of the firm's technical approach and ability.

*Include in this section the completed and signed four-page RIVIP Bidder Certification Cover Form, downloadable from the website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). Computer questions may be directed to help Desk at 401 222-2142, ext 134*

#### Consultants Organization and Staffing

This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each as well as resumes, curricula vitae, or statements of prior experience and qualification.

#### Previous Experience and Background

This section shall include the following information:

- A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects,
- A description of the business background of the consultant and all sub-consultants proposed, including a description of their financial position

#### Ability to meet qualifications

This section shall include the consultant's presentation on its ability to meet the qualifications listed in this RFP.

#### Cost Proposal

The Consultant will provide a cost proposal for the feasibility project with enough detail, including reimbursable expenses, to give the Selection Committee a clear understanding of all costs involved. The attached fee form shall be used to present fee information. Fee shall also be supported by a summary of project personnel, level of effort by labor category, hourly rates for each labor category, materials costs, sub-consultants, and any other information required to assess the fee.

## 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 55 points 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.

The Consultant must be able to satisfy or exceed the following minimum criteria in order to be considered for engagement to perform the work. Those firms that do not meet these minimal criteria may be rejected and are not encouraged to submit a statement of qualifications and experience.

The Consultant must have a minimum of 5 years' experience in similar work as requested in this RFP. The criteria listed below are of equal importance:

- a. The Consultant and their team must demonstrate considerable knowledge and experience in planning, design and evaluation of new construction projects.
- b. The Consultant must include a member of the design team who has experience with multiple residence hall projects at institutions of higher education.
- c. The Consultant/team must demonstrate comprehensive knowledge and experience with construction of new facilities, feasibility studies, and strength in detail architectural programming.
- d. Consultant team must have expertise and proven experience with planning, design, and construction of new residence halls at institutions of higher education.
- e. Consultant team must be familiar with current trends in residence hall design.

- f. The Consultant/team must demonstrate an ability to prepare and present detail cost/benefit analysis of options.
- g. The Consultant/team must demonstrate ability and experience in construction costs estimating.
- h. The Consultant should be able to demonstrate a history of experience in engaging and coordinating the work of the proposed Consultant Team members.
- i. The Listed Consultant Team members must outline pertinent experience, and their capabilities in their areas of the scope of work.
- j. Illustrate that the Project Manager and each consultant assigned to the project have the background and experience necessary for a successful evaluation, program, design, and construction, of this type, especially with:
  - i. Preparing cost estimates for similar work
  - ii. Programming, design and construction of collegiate facilities
  - iii. Interior design and FF& E selection and specification and bidding for facilities of this type
  - iv. Programming, design, and construction of new facilities of this type
  - v. Has an organization chart of the firm and any sub-consultants been provided for the project, indicating also MBE status for any firm?
  - vi. Does the Respondent appear able to incorporate Owner's and End User's goals and criteria into their work?
  - vii. Does the Respondent have LEED Accredited Professionals on Staff?

**2. Project Plan (0-30 points):**

This section shall describe the firm's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or method to be employed, and a Work Plan for accomplishing the results proposed. It must include a project schedule with personnel assignments and hours associated with project tasks. Proposals must provide answers to the following questions:

- a. Does the project plan illustrate the Respondent has analyzed, interpreted and understands issues presented by this RFP?
- b. Does the project plan provide solutions for the issues presented by the project in a manner likely to meet the needs of the other client?
- c. Does the proposed project plan appear sensitive to budget and time constraints?
- d. Does the project plan address relevant design and program issues, by providing possible solutions?
- e. Does the project plan include a discussion of value engineering and LEED standards?

- f. Does the Respondent identify both constraints and opportunities posed by this project?
- g. Is there a project schedule provided by the Respondent and is that schedule achievable (not overly optimistic or needlessly long)?
- h. Is the staff to be assigned to the project, including a project manager, subcontractors, engineers and others, identified including FTE and/or hourly effort?
- i. Does the level of effort for each appear adequate?
- j. Does the Respondent describe their current workload and the availability of their personnel to perform the project, is it a feasible?

**3. References (0-10 Points):**

Select a minimum of three and a maximum of five projects and provide principal contacts, including all contact information, for construction and FF&E projects of a similar size and scope and use to the proposed project. All contact information must be confirmed and current. These individuals may be contacted by members of the selection committee for further information. Proposals must provide answers to the following questions:

- a. Were the references provided related to new construction, renovations, master planning including site improvements and FF&E for 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.

**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):

- a. The Professional Fee proposal shall be submitted in a **separate, sealed envelope**.
- b. The Professional Fee proposal shall be submitted as a Lump Sum price. The price must be provided on the attached Fee Proposal Form. This shall be a fixed fee (dollar amount), which includes, as a separate line item, an allowance for expected reimbursables.
- c. The Respondent of the lowest opened Professional Services Fee Proposal will receive the full **30 points**. The other opened Professional Services Fee Proposals shall be allocated points prorated in correlation to the lowest Professional Services 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.
- 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. 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.
- f. 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 **eight (8)** copies) should be mailed or hand-delivered in a sealed envelope marked with the RFP number and “**Feasibility Study for a New Residence Hall - Rhode Island College**”.

**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 Rhode Island College which incorporates 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 Rhode Island College.
- d) Un-invoiced monies at Project completion will not be paid to the respondents.
- e) All drawings shall be submitted in hard copy as well as CAD (compatible with AutoCAD lite, current edition) and PDF formats.

- f) Reimbursable expenses: Only the actual reimbursable expenditure will be paid. When authorized in advance in writing by the Rhode Island College 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 between the project site, the offices of the design team, and Rhode Island College, 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.
- g) If additional sub-consultants are required due to changes in scope or unforeseen conditions, when authorized in advance in writing by Rhode Island College expenses shall be paid based on approved costs plus a management fee not to exceed four percent (4%) of the sub-consultants' proposal.
- h) 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.
- i) 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.

**Feasibility Study for a New Residence Hall - Rhode Island College  
FEE FORM**

A&E Services Fixed Lump Sum Fee	\$
Allowance for Reimbursable Expenses	\$
<b>TOTAL</b>	<b>\$</b>

Note: Fees should be provided in numbers (i.e. \$100.00) and writing (i.e. one hundred dollars and zero cents).

**Include listing of hourly rates for all labor categories (including consultants) on a separate sheet.**

List any Proposed Consultants

Company	Type of Work to be Completed (i.e. role on project)	Approximate % of Total Fee

Firm Name: \_\_\_\_\_

\_\_\_\_\_  
Name of Representative (typed or printed):

\_\_\_\_\_  
Authorized Signature and Date