



Solicitation Information

October 31, 2014

RFP # 7549114

TITLE: Architectural & Engineering (A&E) Services for a Feasibility Study for the Rhode Island Department of Public Safety and RI Army National Guard for a new Consolidated Academy at the Ladd Center in Exeter, RI.

Submission Deadline: Monday December 1, 2014 at 10:30 am (Eastern Standard Time)

<p>PRE-BID/ PROPOSAL CONFERENCE: Yes Date & Time: Wednesday November 12, 2014 at 10:00 am (Eastern Standard Time) Mandatory: Yes Location: 1 Capitol Hill, 2nd Floor Conference Room C Providence, RI 02908</p>

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at questions@purchasing.ri.gov no later than **11/17/2014 At 4 pm (Eastern Standard Time)**. 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 addenda.

<p>SURETY REQUIRED: No</p> <p>BOND REQUIRED: No</p>

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 Bidder Certification Form attached shall be deemed to be non-responsive.

SECTION 1 – INSTRUCTIONS AND NOTIFICATIONS TO RESPONDENTS

1.1) INTRODUCTION

- a) The Rhode Island Department of Administration, Division of Purchases, on behalf of the Department of Public Safety, RI Army National Guard and the Department of Administration, Division of Capital Projects and Property, hereby solicits proposals from qualified respondents to provide architectural, engineering services for the construction of a New Consolidated Academy Facility located at the Ladd Center in Exeter RI, 02822. 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) The Respondent selected for contract award, or any subcontractor(s) by the Respondent to assist with the project shall not be eligible to bid on any underlying contractor services for the construction of this project.

1.2) NOTIFICATIONS TO RESPONDENTS:

- 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 herein shall result in rejection of the proposal.
- b) In order to submit a proposal, Respondents must register with the 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 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, R.I.
- 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) 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 rlambert@gw.doa.state.ri.us
- m) 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.
- n) 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.
- 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 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.

1.4) DEFINITION OF PARTIES:

The Rhode Island Department of Administration will henceforth be referred to as DOA. Respondents to the RFQ / RFP shall be referred to as Vendors. The Vendor to whom the contract is awarded shall be referred to as the Contractor.

SECTION 2 – SCOPE OF PROJECT

2.1) PROJECT BACKGROUND

The proposed new facility is to house both the Rhode Island Department of Public Safety State Police and Municipal Police Academies (DPS) and Rhode Island Army National Guard Academy (RIARNG). They are currently housed at several locations in the State, DPS in Foster, RI and RIARNG in Narragansett, RI. The following provides a general overview of the operational activities of the DPS and RIARNG Academies.

a) DPS Operations:

- 1. The RI State Police division of DPS currently operates its Training Academy at their Winsor Road location in Foster, RI. Three buildings, along with an outdoor shooting range, track and obstacle course occupy this site.
 - Operations at this location are both for Academy and for in-service training requirements by RI State Police

- Operations currently see approximately 40 cadets during each Training Academy session due to the current facility size constraints. RISP would like to increase this number to approximately 80.
2. The Municipal Police Academy division of DPS currently operates out of several remote locations: using CCRI classroom space, Cranston Police Fire Range (2 weeks), Camp Fogerty in Greenwich RI (6 weeks), East Greenwich Police Department for DWI Training (1 week), and the Quonset Air Field for Driver Training (1 week), as well as use of Camp Varnum in Narragansett (2 weeks).
 - Operations see approximately 50 cadets during the Academy sessions (2 per year).
 3. Exeter RISP substation: currently RISP operates several troopers out of Exeter Town Hall. These operations will now be moved to occupy space at the new Academy site.
- b) RIARNG Operations:
1. The National Guard operates out of several buildings located at Camp Varnum in Narragansett RI. Training occurs year round on weekends and for a two week period during the summer months.
 - Operations see approximately 120 cadets during the Academy session.

2.2) SERVICES/DELIVERABLES:

The Final Feasibility Study Report shall include the following:

- a) Provide a detailed physical and financial analysis of building a consolidated academy building at the Ladd School property in Exeter, RI.
- b) Analyze and compare project delivery approaches to provide new modern sustainable facilities for the State. Analysis should look at time/schedule savings as well as cost savings.
- c) Provide Schedule for design and construction of the project based on project delivery approach.
- d) Provide conceptual cost estimate including both hard construction costs and also soft costs for the specific approaches. Provide budget projections escalated to projected construction start date. Line items for Furniture, Utilities, Security, Audio Visual Equipment and Instruction should all be part of these estimates.
- e) Develop a written program for the facility including current and future space needs of the individual end-user groups. Program should accurately consider scheduling requirements for classrooms and dining spaces.
 1. This phase of work will include meeting (Vendor to perform meeting minutes) with representatives of RIDOA, RISP, Municipal Police, and National Guard (team

anticipated as 7 members). Anticipated meeting schedule is three times a month from issuance of PO to July 30, 2015.

2. The successful Vendor will summarize, the RISP, Municipal Police and National Guard, current operations and functions, and provide a proposed plan for joint occupancy operations based on review of all operations happening under one roof.
 3. The program will include a written description of every space including size, function, and adjacencies.
 4. Include Design Narratives of the building's Mechanical, Electrical, Plumbing, Fire Protection, Security, OWTS and all other building systems that maybe required per programming.
 5. A building code and fire code synopsis is to be included defining use, classification, and rating based on most recent Code Books.
 6. An analysis of handicap accessibility should be included as well.
- f) Identify building and site program components and necessary program adjacencies.
 - f) Provide three (3) conceptual building layouts and constructability options, to be included in the Final report and costed separately, to determine which construction/material types and layout would be most cost efficient.
 - Layouts should include Plans, Elevations, 2 exterior renderings showing conceptual layouts on site, and 2 interior rendering of space to be determined.
 - h) Analyze existing available infrastructure to ensure adequate utility service to the proposed facilities. Two meetings with Quonset Development will be required, along with three meetings with National Grid, and at least two meetings with other Utility providers (no existing sewer on site).
 - i) Provide analysis of which High Performance Green Building Standard would be the most beneficial standard to follow based on cost and ease of obtaining compliance. Anticipated cost for Design and Construction should be included in Cost Estimate.
 - j) Plan for optimum use of the proposed site as applicable. Analyze site and test fit program on proposed site. Sun diagrams should be provided as part of this analysis. Include a topographic survey in CAD and PDF format of site (see attached aerial for area of survey).
 - k) Identify parking needs and provide analysis of new road way patterns, new drainage site needs and landscaping for Ladd Center Campus (see attached aerial for extent of road and drainage).
 - l) The selected Vendor will become familiar with the current operations of the currently individual academies and provide an inventory of all existing RISP, Municipal Police and National Guard Academy furnishings, fixtures and equipment to be re-located in the new

facility, should include amount of filing that is required.

- m) Identify preliminary list and budget for new furniture, fixtures and equipment (FF&E).
- n) Identify special systems and equipment.
- o) Provide seven (7) Preliminary Report copies, with table of contents and inclusive of all applicable data reviewed over duration of feasibility study for review and approval by May 18th, 2015. Anticipate one meeting to review comments on report.
- p) Provide Preliminary Power Point Presentation (on one disk) summarizing Feasibility Study by May 18th, 2015.
- q) Provide seven (7) Final Report copies by June 19th, 2015.
- r) Provide Final Power Point Presentation (four copies on disk) by June 19th, 2015.

2.3) DESIGN CONSIDERATIONS:

- a) The operational effectiveness, efficiency, and security are several major design considerations.
- b) The following are some preliminary program items and design concerns which should be taken into consideration for the Building Development Options (Vendor and their consultants to determine size, and quantities of these spaces and if any additional spaces are required by RISP and RIANG):
 - 1. Mechanical, Electrical, Data Telecom Rooms, Generator sized for entire facility, OWTS System, Fire Suppression
 - 2. Mailroom(s)
 - 3. Laundry Room (s)
 - 4. Loading dock for Kitchen and general goods (out of public view)
 - 5. Elevator (TBD)
 - 6. Private offices for Admin., cubicles for staff work space, and break areas
 - 7. Reception Area/Lobby with visitor rest rooms
 - 8. Meeting/ Conference rooms
 - 9. Classrooms up to 60 and 80 individuals
 - 10. Auditorium style training room for 120 individuals
 - 11. File storage for Cadet Records
 - 12. Locker rooms with showers (Staff lockers separate from Cadet lockers)
 - 13. Dining facility with commercial Kitchen, plus vending machines
 - 14. Bunk areas for upwards of 100 individuals
 - 15. Field house with interior track, sparing rooms, obstacle course (interior track and obstacle

course will be treated as an Add Alternate to project, Base Bid would be exterior Track and obstacle course)

16. Optimize the use of natural light throughout the building
 17. Alternative Energy Sources (Solar/Wind/Geo Thermal)
 18. Security buffer zone around the building/Fenced in area around building
 19. General security around the building
 20. Window design and construction which address security issues
 21. Limited entry points
 22. Secured areas for exterior HVAC equipment
 23. Secured area for external environmental machinery
 24. Positive security control to critical areas such as through card access, cameras, key pad, motion detectors, glass break that detects vibration, sign in and out, etc.
- c) The successful Vendor, either directly or via consultant staff, should demonstrate in their proposal, success in the planning and design of similar facilities.

2.4) EXISTING RESOURCE DOCUMENTS:

The following will be provided to the awarded Vendor:

- a) Demo site plans for Exeter Site.
- b) Preliminary Program Meeting minutes and Notes from RISP, Municipal Police and National Guard.

2.5) ADDITIONAL REQUIREMENTS:

- a) Cost Estimates: In order to satisfy the services/deliverables regarding cost an independent cost estimator should be retained by the Vendor. Preliminary Estimate and a Final Estimate for all services/deliverables regarding cost will be included in the Preliminary and Final report.
- b) Funding: No additional funds will be made available. The successful Vendor must provide all services contained within this RFP, and any resulting contract, such that the project will be completed on budget. No funds for “additional services” of any kind are, or will be, made available.

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 Sustainable Design 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 requirements, 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 detailed proposed project schedule (by task and sub-task), including milestones, and proposed meeting dates. The project plan shall list the level of effort to be committed to this project by each assigned staff or consultant in hours per week for the duration of the project. It must be clear how much work will be self-performed and how much will be performed by sub.-consultants.

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 all meetings requested in the RFP?
- vi. Is there a project schedule provided by the Respondent and is that schedule in line with the requirements of the RFP (not overly optimistic or needlessly long)?
- vii. Is the staff to be assigned to the project, including a project manager, subcontractors, engineers and others, identified including FTE and/or hourly effort?
- viii. Does the level of effort for each appear adequate?
- ix. 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 will be contacted by members of the selection committee for further information. Ensure that the contacts know you are using them and that their contact information is correct.

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):

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 3.6.g for what expenses will be considered reimbursables*).
 - 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: $x/n (y) = \text{points awarded}$; 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.

3.2) TENTATIVE SCHEDULE & DELIVERABLES DATES:

RFP Announcement:	October 2014
RFP Responses Due to Purchasing:	December 2014
Work Starts:	January 2015
Preliminary Report due:	June 2015
Final Report due:	July 2015

3.3) PRE-SUBMISSION QUESTIONS, PRE-SUBMISSION MEETING

- a) Questions, in **Microsoft Word Format**, concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.ri.gov no later than the Date & Time indicated on page 1 of this solicitation. Please reference the RFP # (found on page 1 of this solicitation) on all correspondence. Answers to questions received, if any, will 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.
- b) A **mandatory** pre-bid meeting will be held at the location, date & time indicated on page one of this solicitation.

3.4) 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 & Engineering (A&E) Services for a Feasibility Study for the Rhode Island Department of Public Safety and RI Army National Guard for a new Consolidated Academy at the Ladd Center in Exeter, RI.”**.

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

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

3.5) ADDITIONAL PROPOSAL CONTENTS

- a) In addition to the contents described in Section 3.1 proposals must include the following:
 - i. A completed and signed three-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 (only in proposal marked “original”) which may be downloaded from the Division of Purchases' website.
 - 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".

3.6) ADDITIONAL TERMS AND CONDITIONS

- a) Responses found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all responses submitted and to waive any informality in any vendor's submission.
- b) The successful 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 as their project manager and who will be responsible for seeing that all services are performed with the final work plan and schedule. The selected 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. 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. Programming = 30%
 2. Concept Designs/Renderings = 30%
 3. Preliminary Report = 30%
 4. Final Report = 10%.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 2.2 SERVICES AND DELIVERABLES. 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 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 contractors 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