



DATE: January 5, 2015

SOLICITATION TITLE: Pre-qualification – Construction Management at Risk (PCM), Phase 1 - Renovation and Modernization of Gaige Hall and Craig-Lee Hall at Rhode Island College, Providence, RI

SOLICITATION NUMBER: 7549243

**PHASE 1 PRE-QUALIFICATION SUBMISSION DEADLINE:
Monday February 2, 2015 at 11:00 AM (Local Time)**

Questions about this solicitation must be emailed and received by the Division of Purchases at: questions@purchasing.ri.gov no later than **1/16/2015 @ 4:00 PM (EST)** in a *Microsoft Word attachment* identified with the corresponding solicitation number. Questions, if any, and responses will be posted on the Division of Purchases website at www.purchasing.ri.gov as an addendum to this solicitation.

BOND: A bonding capacity commitment letter from a bonding company authorized to conduct business in Rhode Island is required for Phase 1 participation.

RIVIP REGISTRATION: Vendors must be registered through the online Division of Purchases' Rhode Island Vendor Information Program ("RIVIP") at www.purchasing.ri.gov. To register or update information, click on "Vendor Center," then "Vendor Information" from the dropdown menu on the left.

BIDDER CERTIFICATION COVER FORM: Vendors must complete and include a Bidder Certification Cover Form with the Pre-qualification- Construction Management at Risk – Phase 1 submission.

Thomas Bovis

Interdepartmental Project Manager

**PRE-QUALIFICATION – CONSTRUCTION MANAGEMENT AT RISK (PCM)
–PHASE 1**

**Project: Pre-qualification – Construction Management at Risk (PCM) – Phase 1 -
Renovation and Modernization of Gaige Hall and Craig-Lee Hall at Rhode
Island College**

User Agency: Rhode Island College

**Awarding Authority: Rhode Island Department of Administration,
Division of Purchases
One Capitol Hill, , 2nd Floor
Providence, RI02908-5855**

The Rhode Island Department of Administration, by and through its Division of Purchases, hereby solicits statements of qualifications (“SOQ”) on behalf of the User Agency for construction management at-risk services in accordance with the terms and conditions of this solicitation. The construction management at-risk selection process for the Project shall be a two-phase process involving Phase 1 pre-qualification of potential vendors followed by Phase 2 solicitation of technical and cost proposals from the pre-qualified construction management at-risk vendors.

Interested vendors must submit a complete SOQ application package by the Pre-qualification Phase 1 submission deadline.

This solicitation contains, and is subject to the terms and conditions of the PCM - Phase 1, PCM checklist, SOQ form and schedules, and the RIVIP Bidder Certification Cover Form. The solicitation is available at www.purchasing.ri.gov.

The prequalification of vendors pursuant to this solicitation will be made on the basis of the evaluation factors and technical requirements set forth in this solicitation. At the time of opening of the PCM - Phase 1 SOQ application packages the names of all vendors who have submitted a SOQ application package to the Division of Purchases will be announced publicly.

INSTRUCTIONS TO VENDORS

Compliance with Instructions to Vendors

These Instructions to vendors contain terms and conditions that will govern the preparation and submission of SOQ application packages.

Potential vendors must comply with each and every requirement of these Instructions to Vendors. Any failure to comply with any requirement may result in the determination of non-responsiveness of the SOQ application package and/or the rejection of the vendor's submission

Priority of Terms and Conditions

The terms and conditions in these Instructions to Vendors *supersede* any and all inconsistent or conflicting terms and conditions in any other provision of any other document in this solicitation and govern this solicitation.

Response to Solicitation

Submission of a SOQ application package in response to this solicitation constitutes an offer to the State of Rhode Island to be considered for participation in the Phase 2 solicitation for the **Renovation and Modernization of Gaige Hall and Craig-Lee Hall at Rhode Island College** project on the terms and conditions contained in this and the Phase 2 solicitation, the laws of the State of Rhode Island, including all procurement statutes and regulations (available at www.purchasing.ri.gov), and applicable federal and local law, all of which are incorporated into this solicitation by reference.

Comprehensive Review

Vendors are responsible for carefully reviewing all of the requirements of this solicitation prior to preparing and submitting a SOQ. Failure to submit a complete SOQ may result in rejection of the submission. Claims for additional costs or time resulting from the vendor's failure to review this solicitation carefully will not be considered.

Addenda

Responses to questions from vendors, interpretations of specifications, changes prior to the Pre-qualification Phase 1 SOQ application package submission deadline, and supplemental instructions and terms will be posted as addenda on the Division of Purchases website at www.purchasing.ri.gov, and all addenda shall be incorporated into this solicitation upon posting. Vendors are responsible for checking the website to determine the issuance of any addenda. No addenda will be posted within the 5-day period preceding the Pre-qualification Phase 1 SOQ application package submission deadline except for an addendum withdrawing the solicitation or extending the Pre-qualification Phase 1 submission deadline.

Costs

Vendors are responsible for all costs and expenses to develop and submit a SOQ application package in response to this solicitation.

Preparation of Submission

SOQ application packages must be submitted in accordance with the instructions in this solicitation. This solicitation contains a PCM checklist to assist vendors in preparing a SOQ application package for submission.

Submission of SOQ

General Instructions

Construction management at-risk firms (“Respondents”) which want to be considered for pre-qualification for the participation in the Phase 2 solicitation for the **Renovation and Modernization of Gaige Hall and Craig-Lee Hall at Rhode Island College** project are required to submit a Statement of Qualifications (“SOQ”) application package as follows:

Contents of Statement of Qualifications Application Package

The required SOQ application package consists of the following:

1. SOQ Form (attached)
2. Schedules A through J
3. All supporting documentation referenced and required therein

The SOQ application package must be submitted in a separate sealed envelope or package and include: (i) one original SOQ application in a 3-ring binder, five (5) paper copies of the SOQ application unbound and fastened only with binder clips, and one electronic copy of the SOQ application; (ii) one original signed (in ink) RIVIP Bidder Certification Cover Form; and (iii) one original signed (in ink) IRS Form W-9 (*dated not more than one year prior to the date of submission*).

The SOQ application *may* include a transmittal letter signed by an authorized representative of the vendor and *must* include a table of contents, with sections separated by tabs, and be limited to ten (10) pages, excluding exhibits and appendices. The signed original RIVIP Bidder Certification Cover Form should be included as the first tab in the original SOQ application with copies of the RIVIP Bidder Certification Cover Form in the copies of the SOQ application.. The electronic copy of the SOQ application (*readable only* CD-Rom in .pdf format) must be placed inside the original SOQ application package. The IRS Form W-9 (downloadable from the Division of Purchases website at www.purchasing.ri.gov) should be included only in the original SOQ application.

Financial statements or other financial information must be placed in a *separate sealed envelope* marked “Financial Information-Confidential.”

The *outside* sealed package and the *inside* sealed envelope(s) must include the vendor's name and address and the specific "Solicitation Number," "Solicitation Title," and the "Pre-qualification Phase 1 Submission Deadline" marked in the upper left-hand corner. The SOQ application package must be delivered (via mail, messenger service, or personal delivery) to the Division of Purchases and date-stamped received by the date and time specified for the Pre-qualification Phase 1 submission deadline.

At the designated submission deadline there shall be a public opening of all timely filed SOQ application packages and the names of the responding vendors announced.. Vendors should mail SOQ application packages sufficiently in advance of the submission deadline to ensure timely delivery to the Division of Purchases or, when delivering a SOQ application package in person or by messenger, should allow additional time for parking and clearance through security checkpoints. SOQ application packages must be addressed to:

Rhode Island Department of Administration
Division of Purchases
One Capitol Hill, 2nd Floor
Providence, RI 02908-5855

SOQ application packages that are not received by the Division of Purchases by the Pre-qualification Phase 1 submission deadline will be deemed late and shall not be opened or considered. The submission time will be determined by the time clock in the Division of Purchases. Postmarks will not be considered proof of timely submission.

RIVIP Bidder Certification Cover Form

Respondents must download, complete, sign, and submit the RIVIP Bidder Certification Cover Form for this solicitation as the first document in the SOQ application package. The RIVIP Bidder Certification Cover Form is downloadable with the solicitation from the Division of Purchases website by logging in as a RIVIP vendor and clicking on the applicable "Solicitation Number."

Public Record

Each SOQ application package submitted in response to this solicitation shall be deemed to be a public record pursuant to the Rhode Island "Access to Public Records Act," R. I. Gen. Laws §§ 38-2-1, *et seq.* Each SOQ application package will be available for inspection upon request as a public record upon completion of the Pre-qualification Phase 1 and in accordance with this solicitation. Pursuant to the "Access to Public Records Act," vendors have the right to identify in their SOQ application package any trade secrets or commercial or financial information which is of a privileged or confidential nature and make a request (non-binding on the Division of Purchases) that such trade secrets or commercial or financial information not be made available to the public.

Divestiture of Investments in Iran Requirement

The Respondent must certify that it does not engage in investment activities in Iran as described in R. I. Gen. Laws § 37-2.5-2(b). In addition, the Respondent must certify that it does not appear on the list maintained by the General Treasurer pursuant to R. I. Gen. Laws § 37-2.5-3.

Withdrawal

A Respondent may withdraw its SOQ application package at any time prior to the Pre-qualification Phase 1 submission deadline.

Reservation of Rights

The Division of Purchases reserves the right, at any time, for any reason, in its sole discretion, to: (i) revoke, suspend, or terminate this solicitation; (ii) accept or reject any and all SOQ application package, in whole or in part; and/or (iii) waive any technical defects, irregularities, or omissions in any SOQ application package with or without cause.

Inspection

Respondents are responsible for carefully reviewing all of the requirements of this solicitation, inspecting the project location, including checking and/or verifying site conditions, any limitations, and other details, prior to preparing and submitting its SOQ application package. Claims for additional costs or time resulting from the vendor's failure to inspect and /or verify will not be considered.

Foreign Corporations

No foreign corporation or limited liability company may transact business in the State of Rhode Island until it shall have obtained a Certificate of Authority from the Rhode Island Secretary of State, and no foreign limited partnership may transact business in the State of Rhode Island until it shall have obtained a Certificate of Registration from the Rhode Island Secretary of State.

General Project Description

Renovation and Modernization of Gaige Hall and Craig-Lee Hall at Rhode Island College

In 2012 the voters approved \$50 million in General Obligation Bonds for the renovation and modernization of academic buildings (Gaige Hall and Craig-Lee Hall) at Rhode Island College including the renovation, upgrade and expansion of health and nursing facilities (Fogarty Life Science) on the campus of Rhode Island College. This project pertains only to the renovations of Gaige Hall and Craig Lee Hall and does not include Fogarty Life Science. Time is of the essence in delivering these new building programs as the existing facilities of Gaige Hall and Craig-Lee Hall are out of date and no longer adequate.

The project involves complete renovation of both Gaige Hall (constructed in 1967) and Craig Lee Hall (constructed in 1958). Gaige Hall will be renovated first and Craig Lee renovations will begin upon the completion of Gaige Hall. Our primary concern is to maintain project schedule, as failure to meet schedule on this current project will have significant impacts to the college programs. RIC is targeting a summer 2015 construction start.

Gaige Hall and Craig Lee Hall are RIC's two largest classroom buildings. They currently house 41% of the general purpose classrooms on campus. In addition, there are ten (10) academic departments and eight (8) student services departments located in these buildings. The buildings are also located on the campus mall (quadrangle) in the center of campus. Therefore, there is considerable pedestrian traffic in the vicinity of these facilities and the work sites will be very visible.

The Project includes complete renovation of two multi-story buildings with a total of approximately 167,000 SF of construction. The total construction costs are expected to be approximately \$35 million. Construction related activities will be phased in over time and shall include, site work, utility systems upgrades; building renovations including complete mechanical, electrical, and plumbing system upgrades, construction of new additions to buildings; environmental abatement and demolition activities.

All occupants of Gaige Hall and Craig Lee Hall will be temporarily relocated prior to the start of construction. In Gaige Hall, the CM will be responsible for working around, protecting, and keeping active the data center which is in the basement.

The new facility will conform with International Green Construction Code requirements as required by the State of Rhode Island.

Review/Availability of Construction Contract Documents - Design Development documents were recently completed. Plans will be made available to the prequalified respondents for participation in Phase 2.

Administration/Schedule for Prequalification Process

- This solicitation is issued pursuant to R. I. Gen. Laws § 37-2-27.1, *et seq.* . Vendors interested in providing construction management at-risk services for the project MUST submit a SOQ application package in response to this solicitation to the Rhode Island Division of Purchases.
- The construction management at-risk selection process for the Project shall be a two-phase process involving Phase 1 pre-qualification of potential vendors followed by Phase 2 solicitation of technical and cost proposals from the pre-qualified construction management at-risk vendors.

- **Technical Review Subcommittee** – The Chief Purchasing Officer shall appoint a technical review subcommittee to review and evaluate the SOQ application packages submitted by Respondents.
- **Notice To Respondents** – Upon completion of the evaluation and review process, the technical review committee shall submit written recommendations to the Chief Purchasing Officer, who will determine the list of pre-qualified construction management at-risk firms for the Project. Written notice to all Respondents as to whether they have been pre-qualified will be issued by the Division of Purchases and posted on the Division of Purchases website. Only pre-qualified Respondents shall be invited to participate in the Phase 2 solicitation.

Estimated Schedule For Prequalification/Bidding

SOQ Advertisement	January 5, 2015
SOQ Questions Due	January 16, 2015
SOQ Due	February 2, 2015, 11:00 AM
SOQ Interviews (as necessary)	TBD
Estimated Completion of Prequalification Evaluations:	March 2015
Estimated RFP to Prequalified Bidders:	March 2015
Estimated Construction Manager Designation:	May 2015
Estimated Construction Schedule:	36 Months, (beginning July, 2015)

Criteria for Prequalification

SOQ application packages must be submitted on the SOQ Form and schedule A attached hereto. Respondents submitting a SOQ application package in any other form shall be deemed to be non-responsive to this solicitation. The technical review committee shall review and evaluate the information submitted by Respondents in accordance with the point schedule set forth herein.

1. **Management Experience - (70 points available in this category; minimum of 45 points required in this category for prequalification approval)**

a. **Business Owners:** Respondents **MUST COMPLETE** *Schedule A* and **MUST ATTACH** a resume to it providing the name, title, including a detailed description of the role and job responsibilities, scope of work and numbers of years with the firm for each of the business owner(s) of the firm. If the Respondent is a partnership, then it **MUST** provide the requested information for each general and limited partner. If the Respondent is a corporation or limited liability company, then it **MUST** provide the requested information for each officer, director and/or member. (3 points available)

b. **Management Personnel:** Respondents **MUST COMPLETE** *Schedule B* and **MUST ATTACH** to it a resume for each and every person who will have **any** management responsibility, direct or indirect, for the Project. Provide the name, title, including a detailed description of the role and job responsibilities, scope of work, education, construction experience, years with the firm and list of all projects completed for all management personnel who will have any direct or indirect responsibility over the Project, including but not limited to project executives, project managers, project engineers, field superintendents, field engineers, and safety engineers. Include specific CMAR experience for all proposed management personnel. (25 points available)

c. **Similar Project Experience (CMAR, Institutional, or both criteria projects):** Respondents **MUST COMPLETE** *Schedule C*. Provide the project name(s), description, scope of work, original contract sum, final contract sum with explanation, and date of completion for each and every **similar** project undertaken by the Respondent in the last eight (8) years. For purposes of this SOQ, a “similar project” shall mean the following:

- i. CMAR projects valued at more than \$30 million in construction contract value that included pre-construction activities such as:
 - Cost and Budgeting assistance
 - Constructability review
 - Schedule impact management
 - Potential Value evaluation management
 - Permitting process; and
- ii. Higher Education/Institutional, (State and Private) valued at more than \$30 million in construction contract value.

In addition, project experience shall include (provide examples in SOQ):

- Work on an occupied campus with Students, Faculty, and Staff.
- Projects where critical dates of move and relocation were required and obtained.

iii. Additionally, provide project information for any and all institutional or commercial projects completed within the past five (5) years with a construction contract value of over \$30 million; list the project name(s), description, scope of work, original contract sum, final contract sum with explanation, and date of completion for each project. For older projects, the above construction contract values may be presented in 2014 dollars, escalated with the U.S. Department of Labor inflation calculator at http://www.bls.gov/data/inflation_calculator.htm (25 points available)

- d. **Terminations:** Respondents **MUST COMPLETE** *Schedule D*. Provide a list of any projects within the past five (5) years on which Respondent was the general contractor or construction manager and was terminated, held in default, or failed to complete the work. Include the name of the project, the timeframe of the project and circumstances surrounding the termination or default. (up to 5 points available for favorable record)
- e. **Legal Proceedings:** Respondents **MUST COMPLETE** *Schedule E*. Provide information regarding each and every legal proceeding, administrative proceeding, and arbitration pending against the Respondent. In addition, provide information regarding each and every legal proceeding, administrative proceeding, or arbitration action concluded adversely to the Respondent within the past five (5) years, which relate to the procurement or performance of any public or private construction contract. (up to 5 points available for favorable record)
- f. **Safety Record:** Respondents **MUST COMPLETE** *Schedule F*. Provide the three (3) year history of the Respondent's workers' compensation experience modifier. In addition, provide documentation from the Respondent's insurance carrier supporting the rating history provided. (up to 3 points available for favorable record)
- g. **MBE/WBE and Workforce Compliance Record:** Respondents **MUST COMPLETE** *Schedule G*. Provide information and evidence

of the Respondent's compliance record with respect to Minority Business Enterprise and Women Business Enterprise goals and workforce inclusion goals for all projects completed which had such goals within the past three years. In addition, Respondents **MUST ATTACH** documentation supporting the actual participation and inclusion amounts reported in *Schedule G*. (*up to 4 points available for favorable record*)

2. *References - (30 points available in this category; minimum of 20 points required in this category for prequalification approval)*

a. *Project References:* Respondents **MUST COMPLETE** *Schedule H*. Provide contact information for owners and architects for each and every project listed. Information provided shall include project name and the names of the owners and architects, with current address, current telephone, email address and fax numbers, and contact person for each. Note: The Technical Review Subcommittee Committee may also consider project reference information provided in response to *Subsection 2(c)* herein. (*20 points available*)

b. *Public Project Record:* Respondents **MUST COMPLETE** *Schedule I*. Provide a list of all completed public building construction projects worked on during the past five (5) years with the project name, scope of work, contract value, start date, completion date, status of the project, owner's name (including address, telephone number, fax number, and contact person) and architect's name (including address, telephone number, fax number and contact person). (*10 points available*)

3. *Financial Capacity to Complete Projects - (Pass / Fail in this category)*

a. *Audited Financial Statement:* Respondents **MUST** submit an audited financial statement for the most recent fiscal year in a separate sealed envelope; label the envelope "Audited Financial Statement." The financial information submitted shall remain confidential and shall not be a public record. The financial information will be reviewed by the Bureau of Audits on a pass/fail basis. (Note: whether submitted in a sealed envelope or not, such audited financial statements shall not be considered public records).

b. *Revenue Under Contract:* Respondents **MUST** submit a *Schedule J* of anticipated revenue for projects under contract for the next three (3) years.

4. Mandatory Requirements - (no points assigned)

- a. Performance and Payment Bond:** Respondents **MUST** provide a commitment letter (from a surety company licensed to do business in the State of Rhode Island and whose name appears on the United States Treasury Department Circular 570) for payment and performance bonds in an amount equal to or greater than one hundred percent (100%) of the estimated construction cost for Project as set forth in *Section I*.
- b. Certification:** A valid *Certificate of Authority* issued by the Rhode Island Secretary of State's Office (401-222-3040) is required for contract award.
- c. Project Labor Agreement:** The Owner is negotiating a Project Labor Agreement ("PLA") for the Project. If the Owner enters into a PLA, then the PLA shall be a mandatory condition of contract award for the Project. Thus, the CMAR contractor selected for the Project (and its subcontractors) shall be required to accept the terms of the PLA, in its entirety. The PLA will be provided to all pre-qualified Respondents as part of the Phase Two solicitation. This is a mandatory requirement for pre-qualification to bid the Project.

SCHEDULE F – SAFETY RECORD: Interested Construction Management at Risk vendors are required to provide the three (3) three year history of its workers' compensation claims experience modifier and attach documentation from its workers' compensation insurance carrier supporting the ratings reported herein.

YEAR	WORKERS' COMPENSATION EXPERIENCE MODIFIER	COMMENTS

SCHEDULE H - PROJECT REFERENCES: Interested Construction Management at-Risk vendors are required to list references for prior work the firm has performed

PROJECT TITLE	COMPANY NAME	CONTACT PERSON/ADDRESS	TELEPHONE#	FAX#
	OWNER: DESIGNER:			

[Insert CM Firm Name]

SCHEDULE I - PUBLIC PROJECT RECORD: – Interested Construction Management at-Risk vendors are required to list all completed public works projects construction undertaken during the past five (5) years in accordance with (attach additional pages, if necessary).

PROJECT INFORMATION		CONTACT INFORMATION
		Provide business and contact name, address, telephone and fax
PROJECT NAME:		AGENCY:
CONTRACT VALUE:		DESIGNER:
SCOPE:		
START DATE:		
FINISH DATE:		
PROJECT NAME:		AGENCY:
CONTRACT VALUE:		DESIGNER:
SCOPE:		
START DATE:		
FINISH DATE:		
PROJECT NAME:		AGENCY:
CONTRACT VALUE:		DESIGNER:
SCOPE:		
START DATE:		
FINISH DATE:		

[Insert CM Firm Name]

SCHEDULE J – REVENUE UNDER CONTRACT: – Interested Construction Management at-Risk vendors are required to list anticipated revenue for all projects under contract for next three (3) fiscal years.

Firm's fiscal year runs _____ to _____.

YEAR	REVENUE UNDER CONTRACT (\$)

SOQ APPLICATION PACKAGE CHECKLIST -

NOTE: LATE APPLICATIONS FOR PRE-QUALIFICATION WILL NOT BE CONSIDERED. THEREFORE, BEFORE SUBMITTING A RESPONSE TO THIS SOLICITATION, PLEASE REVIEW THE FOLLOWING:

- Did you complete the entire *SOQ* Form and acknowledge receipt of addenda to this solicitation?
- Did you fully complete *Schedules A through J*?
- Did you attach the resumes of owners and management personnel identified in your responses to *Schedule A* and *Schedule B*?
- Did you attach the required documentation from your insurance company supporting the workers' compensation modifier history you reported in *Schedule F*?
- Did you attach the required documentation supporting the MBE/WBE and Workforce Compliance record you reported in *Schedule G*?
- Do you have the current contact information for all of the references you reported in *Schedule I* and *Schedule H and I*?
- Did you attach an audited financial statement as required by the solicitation?
- Did you attach a commitment letter from surety for payment and performance bonds as required by the solicitation?
- Did you attach evidence of being licensed and registered as a contractor within the State of Rhode Island as required by the solicitation?
- Did you acknowledge acceptance of the Project Labor Agreement requirements as required by the solicitation?
- Did you include the original, all required copies and the CD of your entire *SOQ* application package?
- Did you address the *SOQ* envelope correctly (i.e. to reference the Project and other required information set forth herein)?
- Did you review all of the execution requirements before signing the *SOQ* application form?
- Is the person who signed the *SOQ* application form authorized to do so and did the current contact information correct?