



Solicitation Information
January 26, 2015

RFP # 7549298

**TITLE: A&E Services for the Phase I Renovations to
Adams Library - Rhode Island College**

Submission Deadline: Monday February 23, 2015 at 11:00 am (Eastern Time)

PRE-BID CONFERENCE: Yes
Date: Friday February 6, 2015 at 9:00 am (ET) - Mandatory: Yes
**Location: RIC, 600 Mount Pleasant Ave., Providence, RI Adams Library Fortes RM 409 -
4th Floor**

Questions concerning this solicitation may also be e-mailed, in Word format to the Division of Purchases at questions@purchasing.ri.gov no later than **2/11/2015 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.

SURETY REQUIRED: No
BOND REQUIRED: No

Thomas Bovis
Interdepartmental Project Manager

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

NOTE TO VENDORS:

Offers received without the entire completed 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 for the Phase I Renovations to the Adams Library 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).
- b) This is a Request for Proposal (RFP), not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Office of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.
- c) Respondents to this solicitation are hereby advised that the respondent selected for award of a contract pursuant to this solicitation, and its affiliated or subsidiary companies (whether partially or wholly owned), shall be ineligible to bid upon any future construction solicitations which may arise from or relate to the services described in this solicitation. In addition, any sub-consultants or subcontractors engaged by the respondent selected for award of a contract who performs any services arising from this solicitation shall be ineligible to bid upon any future 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 and under the heading “Vendor Registration Information”.
- c) All proposals shall include the Respondent’s FEIN or Tax Identification number as evidenced by a W9, downloadable from the Division’s website at www.purchasing.ri.gov.
- d) Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.

- e) All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.
- f) Proposals submitted in response to this solicitation shall be considered to be irrevocable for a period of not less than ninety (90) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- g) All pricing submitted by Respondents in response to this solicitation shall be considered to be firm and fixed unless otherwise indicated herein.
- h) Proposals misdirected to other than the Division of Purchases, or which are otherwise not submitted to the Division of Purchases prior to the time of opening for any cause 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, 2nd floor, One Capitol Hill, Providence, RI.
- i) In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State (401/222-3040) www.sos.ri.gov. However, this is a requirement only for successful bidder (s).
- j) Respondents are advised that all documents and materials submitted to the Division of Purchases for consideration in response to this solicitation shall be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.
- k) Respondents should be aware of all applicable MBE requirements, as set forth in R. I. Gen. Law § 37-14.1-1, *et seq.* The State's goal is for a minimum ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or charles.newton@doa.ri.gov, Visit the website <http://www.mbe.ri.gov/>
- l) Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
- m) Equal Employment Opportunity-R. I. Gen. Laws § 28-5.1 Declaration of Policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail raymond1@gw.doa.state.ri.us

- n) Subcontractors are permitted for this project, provided that the identity of the proposed subcontractor(s) and scope of the subcontractor's services are clearly stated in the Respondent's proposal.
- o) 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
- 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 Information: Adams Library is the largest academic building on campus with approximately 103,178 square feet. The building was constructed in two halves, the first in 1966 and the second in 1974. In addition, to serving as a library the building currently also contains a television studio, a Gender & Women's Studies Program, Faculty Center for Teaching and Learning, and the Department of Counseling, Ed Leadership, and School Psychology.

It is RIC's goal to make the library a signature building on campus. The future library should serve as an educational hub and provide for a more collaborative space, as well as provide multi-purpose space. This project includes the re-purposing of a number of existing spaces within the building and a reduction in the print collection. It also involves relocating several student services to the library from other campus locations.

2.2 Description of Proposed Project: This project involves the Phase I renovation to Adams Library. The renovation includes: re-organization of the library space, movement of stacks, the installation of high-density shelving, creation of several departmental offices to house student services moving into the library from other locations on campus, and conducting the renovations with a vision toward a Phase II renovation which will occur at a later date.

The Feasibility Study for the renovations prepared by Durkee Brown Viveiros Werenfels Architects presents a concept for the Phase I renovations. This study will be made available to proposers. The selected architect for this project shall use the feasibility study as a starting point in the design process. However, all assumptions and conclusions in study must be reviewed and re-confirmed. It is possible the final design solution will vary from the concept contained in the feasibility study. Phase I renovations will occur while the library is occupied.

2.3 Project Schedule: It is critical that this project is completed in an expeditious manner. An aggressive schedule is required. Construction documents shall be complete and ready for bid within six (6) months from the date of award. Construction is expected to be complete within twelve months. Architect will prepare detailed project schedule as part of this contract and review in detail with the college. Adams Library will remain occupied during the construction.

2.4 GENERAL REQUIREMENTS FOR THE PROPOSED PROJECT ARE AS FOLLOWS:

- a. Preparation of a program statement and design concepts, by conducting meetings with stakeholders and utilizing programming information from the feasibility study, for review by the college.
- b. Preparation of Schematic Design, Design Development, and Construction Documents (Plans and Specifications) and cost estimates for each (3 estimates) in accordance with AIA.
- c. Develop FF&E packages for bidding.
- d. Review of Bid Proposals and all submittals to ensure conformance to contract documents
- e. Provide general supervision of all construction and renovation activities.
- f. Maintain all necessary project records in accordance with AIA Document B101 – Agreement Between Owner and Architect
- g. Supervise project closeout to ensure that all necessary certificates, approvals, as-built drawings, operations and maintenance manuals and other materials are obtained and submitted to the College.

- h. Assist College with obtaining all permits required for project.

2.5 Required Services. The Architect will be commissioned to provide complete architectural and engineering services for the Phase I Renovation of Adams Library at Rhode Island College. The specific requirements shall include, but not be limited to, the following:

- a. Architect shall thoroughly review the 2014 Feasibility Study for the Renovations & Modernization of James P. Adams Library prepared by Durkee Brown Viveiros Werenfels Architects to gain an understanding of the project intent.
- b. The college may use the “Construction Manager at Risk” delivery method for this project. If this option is used, the construction manager would be involved in the design phase of the project working in concert with the Architect and the Owner. Firms shall highlight in their proposals any experience they have had working on projects where there was a Construction Manager at Risk. Architect’s proposal shall include any differential in proposed fee should this option be used. It shall be understood that multiple and early construction bid packages will be required under this option. Identify in the proposal the specific reasons for the increase or decrease.
- c. Architect shall review the hazardous material inspection and reports completed for, and included with, the Feasibility Study. Architect shall hire an environmental consultant to provide a complete review of areas to be renovated and to fully characterize the hazardous materials that may be encountered during renovations. This would include (at a minimum): lead paint, asbestos, and PCBs in window caulking/glazing (where these are being impacted). In association with the renovation design prepare an abatement plan in full conformance with RI Department of Health. Plan shall be approved by RI Department of Health and incorporated into the bid documents.
- d. The Architect will work with the college to develop FF&E packages for bidding equipment and furniture through State Purchasing. Architect to participate in bidding process, vendor selection, submittal process and assist with coordination of installation.
- e. Design shall be done with consideration to energy efficiency. Architect shall work with National Grid to ensure that the college maximizes equipment incentives. Architect shall coordinate a meeting with National Grid account representative at the outset of the project and include RIC representatives in the meeting.
- f. Architect shall be responsible for the design of all network, AV and security systems. Architect shall coordinate with campus Networking and Telecommunications Department and User Services Department to ensure design is in full compliance with college standards. Architect shall include a technology

specialist on their team who is experienced with the latest technologies used in institutions of higher education. This includes the latest digital classroom technologies, telecommunications and networking, electronic door access, security and alarm systems and other building technologies. Tech specialists shall have a minimum of 10 years of experience with at least 3 client references.

- g. Geotech design including test borings, soil evaluation, groundwater evaluation and recommendations are part of the scope of design services. Proposal shall include the cost for sampling and analysis of a sufficient number of soil samples to characterize the project site. A soils management plan should be included in the construction documents reflecting the current laws and code requirements. The plan shall provide direction to the contractor for handling, storage, transport and disposal of soils encountered on the site.
- h. Utilities – Design shall include all utilities improvements required for the building renovations including but not limited to water, sewer, gas, electric, steam, drainage and network/telecommunications.
- i. Sitework – Design shall include sitework, landscaping, site lighting, drainage, etc. that may be required for the renovations.
- j. Commissioning Agent – The college will engage a commissioning agent that shall participate in the design and construction phases. A minimum of LEED fundamental level commissioning shall be assumed.
- k. Prepare a Program Statement, Design Concepts and a Cost Estimate for the project in conjunction with the Feasibility Study and Project Budget that will be reviewed and approved by the college. 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.
- l. Prepare Schematics and a Cost Estimate for review and approval of the college committee. After approval, prepare appropriate renderings and graphics for a presentation to the college’s president for final approval.
- m. Prepare Design Development Package, including a project cost estimate.
- n. Prepare Construction Documents including Plans, and Specifications, including required bid documents and a final cost estimate for the project. It shall be assumed that if a construction manager at risk is selected, bid packages for each trade/subcontract will be required.
- o. Assist State Purchasing with the bidding process including attendance at a Pre-bid conference and responding to all questions during bidding process.

- p. Review bid proposals, conduct a pre-award conference, review contractor references, and provide the college with a recommended qualified low bidder.
- q. Review all submittals to ensure conformance with the construction/ renovation contract documents
- r. Provide Construction Administration services during construction. Provide general supervision of all construction and renovation work including periodic site visits, attendance at project meetings, and preparation of reports and documenting the findings of the visits and meetings. The site visits shall be minimum of twice per week unless otherwise approved by the college. Architect shall have a representative onsite at least one full day per week during construction. Project meetings shall be weekly. Architect/engineer shall make additional site visits as necessary to resolve any problems.
- s. Maintain all necessary project records to provide a complete record of the project from inception through completion.
- t. Review and approve contractor's pay requisitions, provide responses to RFI's, issue RFP's, review and approve change orders.

2.6 Services Cost Estimate Required with Proposal. The architect will provide in their proposal a cost estimate of the required services and reimbursable expenses required in order to meet the program requirements identified in the paragraphs above.

2.7 RI DIVISION OF PURCHASES SCOPE OF WORK ADDITIONS:

- A. Payments to the Architect and/or Engineer. Payments on account of the architect and/or engineer's basic services shall be made monthly in proportion to services performed so that the compensation shall aggregate to the following percentages at the completion of each phase of work:
 - 1. Schematic Design Phase 10%
 - 2. Design Development Phase (energy modeling) 30%
 - 3. Construction Document Phase 70%
 - 4. Bidding Phase 75%
 - 5. Construction Phase 100%
- B. Reimbursable Expenses

Reimbursable expenses when authorized in advance in writing by the State will be paid to the architect and/or engineer on the basis of the architect and/or engineer's verified costs plus a fee not to exceed four percent (4%) of the total cost. Expenses shall include, but not necessarily be limited to, reproductions, postage and handling of drawings, specifications and other documents, excluding reproductions for the office use of the architect and the architect's consultants, and expense of any additional insurance coverage or limits, including professional

liability insurance, requested by the owner in excess of that normally carried by the architect and the architect's consultants. Sub-consultant services and other approved reimbursable expenses shall also be paid at actual cost incurred plus 4% markup. An estimated \$15,000.00 is to be used for this solicitation and included in the lump sum bid.

C. Energy Efficiency

Energy efficiency is an important consideration. The architect and/or engineer will collaborate with National Grid Company to achieve any cost reductions and incentives possible from National Grid Company's rebate program for energy efficient design.

D. RI Green Buildings Act

Building addition and renovations shall be in full conformance with the RI Green Buildings Act. Act requires that the buildings meet the minimum of Certified Leadership in Energy and Environmental Design (LEED) as governed by the US Green Building Council or LEED equivalent.

E. Project Construction Cost

1. The architect and/or engineer shall prepare and design the project so that it may be constructed at a cost not to exceed the amount of funds available for the project. Design shall include bid alternates to provide Owner flexibility in project award.
2. The architect and/or engineer shall not be paid any additional compensation whatsoever in the event that it is necessary to revise in whole or in part, any of the drawings or projected manual(s) after the receipt of bids that may be in excess of funds available for the project. Such additional work shall be at the architect's and/or engineer's sole expenses.

F. Retainage

Five (5) percent retainage shall be held by the agency's contract management department until project completion. Project completion is defined as: construction is finished, the punch list is done, all of the project closeout documents and manuals have been submitted, and "as built" plans in both hard copy and electronic format are received and approved by the architect.

G. Mercury reduction and Education Act – Rhode Island General Law, Chapter 23-24.9

The Architect/Engineer shall comply with provisions of this Act and make every effort to specify non-mercury containing products whenever non-mercury containing products are available as a suitable alternative.

2.8 QUALIFICATIONS

Offerors shall have at least 10 years of experience in the design of educational facilities. It is preferable that Offerors have experience working for institutions of higher education. Offerors must have experience with programming and design of libraries at institutions of higher education. Offerors should demonstrate successful completion of at least 3 designs and installations of similar size and complexity. Offerors shall be licensed Architectural Firms in the State of Rhode Island. Offerors shall have thorough knowledge of local and national building, fire safety and electrical codes. Offerors shall have experience working with and obtaining design approvals the Rhode Island Building Commissioner's office and the Rhode Island State Fire Marshall's office.

2.9 PROJECT DELIVERABLES

The following is a list of end products that should result from the project:

- 1. Program Statement, Design Concepts and Cost Estimate**
- 2. Schematic Design and Cost Estimate**
- 3. Design Development – Plans, Specifications, and Cost Estimate**
- 4. Construction Documents - Plans, Specifications, and Cost Estimate**
- 5. Memorandums that summarize each progress meeting**
- 6. As-built drawings (hard copy, PDF and Auto-CAD)**

2.10 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.

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.

2.11 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. 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 \$15,000.00 in 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 (80 points max) and Part Two is a Professional Fee proposal (20 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 parts 1 (experience), 2 (project plan), and 3 (references). Respondents not scoring at least 55 points will not be considered for an interview or 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 10 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 design and evaluation of major rehabilitation and new construction projects.
- b. The Consultant/team must demonstrate comprehensive knowledge and experience with facility re-use and strength in detail architectural programming.
- c. The Consultant/team must have experience with programming for and design of libraries at institutions of higher education and have expertise in the latest trends in these facilities.
- d. The Consultant/team must have experience with academic programming at institutions of higher education.
- e. The Consultant/team must have experience with current technology used in teaching and learning environments at institutions of higher education.
- f. The Consultant/team must demonstrate an ability to prepare and present detail cost/benefit analysis of re-use options.
- g. The Consultant/team must demonstrate ability and experience in construction cost 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. Renovation of existing 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 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 (0-10 points):

The State reserves the right to interview all Respondents to this RFP that scored at least 55 points on Parts 1 (experience), 2 (project plan), and 3 (references) 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 (0-20 points) Proposal Professional Fee proposal will be evaluated (if firm meets minimum of 55 points in Part One) on the following criteria:

- 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 a separate line item for expected reimbursable expenses of \$15,000.00.
- c. The Respondent of the lowest opened Professional Services Fee Proposal will receive the full **20 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 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. 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 “**A&E Services for the Phase I Renovations to Adams Library - 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, 2nd floor, One Capitol Hill, Providence, RI.

3.3) ADDITIONAL PROPOSAL CONTENTS

- a) In addition to the contents described in Section 3.1 proposals must include the following:
1. A completed and signed 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.

FEE FORM

Design Services Fixed Lump Sum Fee	\$
Construction Administration Services Fixed Lump Sum Fee	\$
Allowance for Reimbursables	\$15,000.00
TOTAL	\$
Differential for working with Construction Manager at Risk (+/-)	\$

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