



Solicitation Information
April 2, 2015

RFP# 7549460

**TITLE: Architecture & Engineering Services, New Engineering Building
The University of Rhode Island, Kingston**

Submission Deadline: Thursday April 30, 2015 at 11:00 am (Local Time)

**PRE-PROPOSAL CONFERENCE: YES DATE: Thursday April 16, 2015 TIME: 1:30 PM (LT)
MANDATORY: YES
LOCATION: University of Rhode Island, Galanti Lounge Carother's Library 3rd Floor, 15 Lippitt Rd
Kingston, RI**

Questions concerning this solicitation must be received by the Division of Purchases at thomas.bovis@purchasing.ri.gov no later than **4/21/2015 at 5 PM (LT)** Questions should be submitted in a Microsoft Word attachment. Please reference the RFP# on all correspondence. Questions received, if any, will be posted with responses 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**

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

Note to Applicants:

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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- Attachment A – College of Engineering Master Plan
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- Attachment C – Project Schedule
- Attachment D – Design Services Matrix

SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the University of Rhode Island Department of Campus Planning & Design, is soliciting proposals from qualified firms to provide architectural and engineering services for the new construction of a “**NEW ENGINEERING BUILDING**” off of Upper College Road at the University of Rhode Island, Kingston, RI., in accordance with the terms of this Request for Proposals and the State’s General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at www.purchasing.ri.gov . The initial contract period will be through the duration of the warrantee period of the construction of the building.

This is a Request for Proposals, 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 Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors 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.
2. 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.
3. Proposals are considered to be irrevocable for a period of not less than 120 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
4. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
5. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor’s proposal and the subcontractor(s) to be used is identified in the proposal.
6. All proposals should include the vendor’s FEIN or Social Security number as evidenced by a W9, downloadable from the Division’s website at www.purchasing.ri.gov.
7. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.

8. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
9. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
10. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 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 to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.
11. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).
12. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 574-8253 or visit the website www.mbe.ri.gov or contact charles.newton@doa.ri.gov.
13. The State reserves the right to award to one or more offerors. The State also reserves the right to award this project based on pricing alone.

SECTION 2: MISSION AND VISION OF THE UNIVERISTY OF RHODE ISLAND

The University of Rhode Island is the State's public learner-centered research university. We are a community joined in a common quest for knowledge. The University is committed to enriching the lives of its students through its land, sea, and urban grant traditions. URI is the only public institution in Rhode Island offering undergraduate, graduate, and professional students the distinctive educational opportunities of a major research university. Our undergraduate, graduate, and professional education, research, and outreach serve Rhode Island and beyond. Students, faculty, staff, and alumni are united in one common purpose: to learn and lead together. Embracing Rhode Island's heritage of independent thought, we value:

- Creativity and Scholarship
- Diversity, Fairness, and Respect
- Engaged Learning and Civic Involvement
- Intellectual and Ethical Leadership

The College of Engineering has five departments and eight undergraduate B.S. programs. In addition, the College also offers graduate degrees at the M.S. and Ph.D. levels. The five departments include: Chemical Engineering; Civil & Environmental Engineering; Electrical, Computer & Biomedical Engineering; Mechanical, Industrial & Systems Engineering; and Ocean Engineering. The College of Engineering community includes 62 faculty, 25 support staff, 1,350 undergraduate students, and 200 graduate students. Currently, the College of Engineering occupies approximately 210,000 gross square feet in seven buildings located on the main Kingston campus and two buildings at the Narragansett Bay Campus, which is located approximately 6 miles to the east of the main campus. In order to support the growth of engineering programs and to make URI significantly more competitive in attracting research opportunities, high-caliber faculty and top students new engineering facilities are needed.

The vision for the proposed construction is a building that will dramatically elevate teaching and research in engineering, and foster new discoveries that will be the foundation of new companies and stimulate growth in existing Rhode Island companies. The facility would include state-of-the-art classrooms and laboratories that are key to fostering innovative research demanded by contemporary engineering firms. The approximately 195,000-gross square foot building would replace five existing engineering buildings on URI's Kingston campus – Crawford Hall, Gilbreth Hall, Kelly Hall, Kelly Hall Annex and Wales Hall – all of which opened in the late 1950s and early 1960s. The building would be home for seven of the University's eight engineering programs: biomedical, chemical, civil, computer, electrical, industrial and systems, and mechanical engineering.

SECTION 3: SCOPE OF WORK (See Appendix D)

The project scope will involve architectural and engineering services including, but not limited to, property survey; building programming; project design and engineering; interior design services; construction document preparation; cost estimating; bidding phase services; construction administration through project close out; and provision of complete “record drawing” documentation for the New Engineering Building.

The project goal is a complete modernization of facilities for the College of Engineering through realization of the Master Plan. It will include an understanding and incorporation of the program and concepts developed in the College of Engineering Master Plan (See Appendix A).

The project consists of four main parts:

- Programming, design, and construction documentation of the New Engineering Building (approx. 112,400 nsf) and associated renovations to Kirk Hall (approx. 6,600 nsf).
- Programming, design, and construction documentation of space identified by the University to be used as swing space (approx. 63,000 nsf)
- Programming and Schematic Design of additions and renovations of spaces designated for Bliss Hall (approx. 39,400 nsf)
- Demolition documentation for the five existing engineering buildings - Crawford Hall, Gilbreth Hall, Kelly Hall, Kelly Hall Annex, and Wales Hall

The project scope will involve the design and construction administration of the New Engineering Building. In addition, there is a need for design and construction administration of related renovations to other existing facilities including Kirk Hall, other spaces on campus as swing or surge space for the College to use when the five active buildings are demolished and schematic design for Bliss Hall. This project comprises an approximately 195,000 gross square foot building with an expected approximate construction value of \$93 million in 2014 dollars inclusive of the work in Kirk and other scopes of work listed above.

New Engineering Building: A simplified space program of the new engineering building will include the following areas:

Space	Approximate NSF
Research	38,500
Department Teaching	15,500
University Classrooms	9,400
Offices	24,100
Student	2,000
Commons	4,000
Capstone Project Space	9,300
Shops	0
Core Lab	9,600

112,400 NSF

This program may be adjusted as necessary to meet departmental needs and budgetary considerations after the project programming study is conducted.

The New Engineering Building will replace five existing engineering buildings on URI's Kingston campus – Crawford Hall, Gilbreth Hall, Kelly Hall, Kelly Hall Annex, and Wales Hall - be an integral part of a redefined engineering quadrangle, and its site development, pedestrian circulation, and landscaping design will enhance the campus spaces on all sides of the building.

In order to remove Crawford Hall, Gilbreth Hall, Kelly Hall, Kelly Hall Annex, and Wales Hall to make room for the New Engineering Building a need of 63,000 net square feet of swing space has been identified. The awarded firm will need to identify a separate team to work with the University in confirming requirements, identifying spaces, and developing construction documentation to renovate these spaces. This is to be done concurrently with the design of the New Engineering Building.

DESIGN PARAMETERS

The following parameters must be considered in the proposed design solutions:

- **Site Improvements, & Landscaping:** All site work associated with the New Engineering Building will be part of the scope of this project. This includes plazas, access drives, loading areas, walks, landscaping, site lighting, site utilities and any on-site convenience parking.
- **Utilities:** The utilities to service the new building and the relocation of the utilities that serve other campus buildings are included in this project. These include campus water, sewer, gas, electrical, telephone/data, and steam from underground service points within 300 feet of the proposed new buildings.
- **Existing facilities:** Demolition of existing buildings (Crawford Hall, Gilbreth Hall, Kelly Hall, Kelly Hall Annex, and Wales Hall) and structures as needed. URI will conduct surveys for existing hazardous materials and prepare a remediation plan to be incorporated into the bid demolition documents.
- **Accessibility:** The project shall include new construction necessary to provide ADA accessibility to areas with the project scope as required by code.
- **Architectural Considerations:** The massing of New Engineering Building should respect the precedent set by the neighboring URI context. The exterior design should consider the exterior material palette of other current and planned buildings within the vicinity; however, the architectural style of the new buildings is expected to uniquely express the design rationale for the project.
- **Technology:** Electronic presentation technology and telephone/date technology and network connections.
- **Building Infrastructure:** Fire Code/Life Safety, including alarm and sprinkler system, as required by code
- **Mechanical, electrical and plumbing infrastructure** to include HVAC system, electrical equipment and plumbing systems as required by program and code.

- Interior Design: To include materials and finishes selections, signage to University standards, and furniture layouts and specifications suitable to bid out FF&E package. A/E services shall include all specifications and design of fixed and loose equipment specified to be supplied and installed by the contractor and design incorporation of Owner supplied, Owner-installed equipment (Owner to specify and provide cut sheets for OSOI items).
- Graphic Design: Building signage and graphic design of fixed display content (not electronic content.)
- LEED®: The projects are to be designed and documented to achieve a minimum “Silver” status in the LEED® rating system developed by the U.S. Green Building Council. It is the intent of the University to have these projects certified upon completion.

DESIGN PROCESS EXPECTATIONS

- Programming: The selected firm will begin the project by working with the building committee to review the Master Plan (attachment A) and establish an updated program for the New Engineering Building and associated renovated facilities (Kirk and Bliss Halls). As part of this process, the consultant will provide research findings showing engineering teaching and research lab “best practices” utilized at other higher education institutions with regard to square footage needs, typical program elements and amenities, building efficiency factors, and costs.
- Design documentation is to include the following phases: Schematic Design, Design Development, and Construction Documents. This would also include progress meetings with the State Fire Marshall and the Building Commissioner in order to attain project approvals.
- Coordination with URI: The selected firm will coordinate the project design development and construction documents with the University’s Office of Capital Projects, Facilities Services , telecommunications staff, public safety personnel, engineers, and other stakeholders in the project.
- Specialty Firms: The selected A/E team is required to include the following specialty firms or personnel with the proposed team:
 - An academic engineering teaching and research lab design specialist with at least 10 years project experience with the successful completion of at least 8 separate university engineering laboratory buildings.
 - A landscape architect and civil engineer familiar with RIDEM requirements and processes.
 - Structural consultant to review demolition plans and new structure
 - Mechanical, electrical, plumbing/fire protection (MEP/FP) consultants with experience with academic laboratory buildings.
 - Interior and exterior lighting consultant.
 - Acoustical and vibration analysis consultant.

- Audio visual, telephone and data engineer certified as a Registered Communications Distribution Designer (RCDD).
- An independent cost consultant experienced with university science buildings and the Rhode Island construction market.
- A building code consultant with Rhode Island project experience.
- o Survey and Geotechnical Services: The selected firm will assist URI in developing a scope of services for the surveyor and geotechnical engineer and assist the Owner in the selection process. These services will be engaged through the A/E contract as an allowance item to the contract.
- o Building Commissioning: An independent commissioning agent will be retained by URI for the New Engineering Building. As part of the A/E's work, the selected firm will be required to coordinate with the commissioning consultant and the selected MEP & Fire Protection design consultants.
- o Form of Agreement: See Attachment "B", *Standard Form of Agreement between Architect and Owner* for a detailed scope of expected Architect's services and terms of contract agreement.

SCHEDULE

The University wishes to design, bid and construct the projects within the following schedules beginning July 2015:

Design and Construction Administration: See Attachment "C", *Project Schedule* for a schedule of Architect's services and project milestones.

SECTION 4: TECHNICAL PROPOSAL

Narrative and format: the separate technical proposal should address specifically each of the required elements:

(1) A letter of transmittal signed by an owner, officer or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of the Request, and tendering an offer to the RIBOE/URI. The letter must contain a commitment to provide both the services described herein and the personnel proposed for the assignment.

(2) A Technical Proposal describing the firm's background, qualification, and experience related to the project, as well as its proposed work plan and approach. The Technical Proposal must contain the following sections:

Tab 1: Cover Letter: This summary letter is intended to highlight the contents of the Technical Proposal and to provide URI evaluators with a broad understanding of the respondent's suitability for the project.

Tab 2: Management and Design Approach: Provide a short narrative outlining the process your firm will offer to understand URI's needs and prepare the foundations for the design of the project. Discuss the opportunities and challenges of the project and how your design team might approach solutions. Briefly discuss how your team will integrate the project's physical constraints and programming information into a successful comprehensive design. Outline the steps the team will follow during the design and construction process to ensure a high quality, on schedule, and within budget project. Please do not include any proposed design solutions for the New Engineering Building.

Tab 3: Respondent's Qualifications and Staffing: The design team prime consultant shall submit a completed federal SF330 Parts 1.A-D. At the option of the respondent, firms may submit individual resumes for team members in lieu of completing Part 1.E. Also include SF330 Part 2 for each firm associated with the design team.

Tab 4: Previous Project Experience and Design Talent: Using a format of your choice, illustrate and describe recent design experience for at least five, but no more than ten projects that demonstrate the team members' experience and design talent on similar projects. Using SF330 Part 1F&G, indicate the participation of the proposed team members on these projects. *Note: If the project reflects work by an individual on the design team while employed by another firm, list the name of the previous firm and Principal-in-Charge of the project.*

In addition to the above, you may include other materials to document your team's qualifications for this project. Please keep your RFP succinct and focused on describing your design team's unique qualifications to meet the project needs. No indication or discussion of proposed fee for prime or sub consultants should be present in the Technical Proposal.

Architectural / Engineering Services

Persons or firms practicing or submitting proposals for Architectural and/or Engineering Services in the State of Rhode Island *must* possess proper registrations *and* Certificate of Authorization from the Board of Design Professionals in accordance with Rhode Island General Laws.

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 in each copy of the Technical Proposal response to this solicitation.

The Board of Design Professionals can be contacted as follows:

Division of Design Professionals
1511 Pontiac Avenue
Cranston RI 02857
Phone: (401) 462-9530
Fax: (401) 462-9532
www.bdp.state.ri.us

The respondent's proposal may 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 5: COST PROPOSAL

A Cost Proposal reflecting the fixed lump sum fee structure proposed for this scope of services. Firms are encouraged to provide as much detail as possible to explain their proposed fee. Please include hourly billing rates for all members of the A/E team to be used when invoicing optional additional services. Also include in the proposed fee the time required for key design team members to travel with the building committee to visit one comparative facility at another university campus within one day roundtrip driving distance from the URI Kingston Campus.

Note: the Cost Proposal must be submitted in a sealed envelope separate from the Technical Proposal. The Cost Proposal must include the following breakdown of design fees.

1. **Pre-Design, Design and Construction Documentation** fees for services outlined in Section III. This fee is to be broken down into the amounts for Pre-Design, Design Development, Construction Documents, Bidding & Award and Construction Administration services.
2. The following allowances must be included and listed separately in the fee proposal:

Contract Allowance Expenses:

- Existing conditions investigation allowance	\$25,000
- Site survey	20,000
- Geotechnical investigation and report:	40,000
- Envelope Peer Review	40,000
- Mechanical Peer Review	25,000
- Air entrainment study for exhaust	20,000
- Renderings or models	30,000
- Reimbursable expenses	<u>120,000</u>
Total	\$320,000

SECTION 6: PROPOSAL SUBMISSION

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (**original plus (6) copies**) must be submitted in a sealed envelope marked “**RFP# 7549460 - New Engineering Building**” to:

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

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses shall include the following:

1. A completed and signed three-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov. In proposal marked “**Original**” only
3. A separate Technical Proposal as described in Section 4.
4. A **separate, signed and sealed Cost Proposal** reflecting the hourly rates for all proposed team members, and lump sum fee, broken down into the fee structure as described above, proposed to complete all of the requirements of this project. Remember to include all contract allowances as outlined in section 5.

In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in **electronic format (CD-Rom, disc, or flash drive)**. Microsoft Word / Excel OR PDF format is preferable. Two electronic copies are requested (One for the State and one for the University) and it should be placed in the proposal marked “original”.

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 vendor. The State assumes no responsibility for these costs.

SECTION 7: EVALUATION AND SELECTION

Proposals will be reviewed by a University of Rhode Island appointed Technical Review Committee comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (85.7%) out of a maximum of 70 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. Such proposals will be dropped from further consideration.

Of the firms scoring 60 points or higher, the Technical Review Committee may select one or all firms to participate in on-campus interviews. Upon completion of interviews, if any, and further reference checks, the committee reserves the right to review and adjust the Technical Proposal scoring of the interviewed firms. Technical Proposals with a final score, after possible interviews, of 60 points or higher will advance and cost proposals will then be opened.

The University of Rhode Island reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Management & design approach	10 Points
Respondent's qualifications and staffing	20 Points
Previous project experience and design talent	35 Points
References	5 Points
Total Possible Technical Points	70 Points
Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 30 points *	30 Points
Total Possible Points	100 Points

*The low bidder will receive one hundred percent (100%) of the available points for cost. All other bidders will be awarded cost points based upon the following formula:

$$(low\ bid / vendors\ bid) * available\ points$$

For example: If the low bidder (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for cost and service fee and the total points available are Thirty (30), vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 * 30 = 19.5$$

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal.

CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right to request clarification of any aspect of the materials received, request further information as might be required to adequately evaluate credentials and qualifications, not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, to waive minor irregularities, to negotiate with any respondent and to award in **its best interest**.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State's General Conditions of Purchases/General Terms and Conditions can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>

Firms not selected for the project will be informed upon issuance of award to the successful bidder.

- End -