



**Solicitation Information
May 29, 2015**

RFP# 7549623

**TITLE: Owner's Representative Services for New Engineering Building
The University of Rhode Island, Kingston Campus**

Submission Deadline: Monday June 22, 2015 at 11:00 am (Local Time)

**PRE-PROPOSAL CONFERENCE: YES DATE: June 9, 2015 TIME: 10:00 am (ET)
MANDATORY: YES
LOCATION: University of Rhode Island, Carother's Library, Galanti Lounge, Kingston, RI**

Questions concerning this solicitation must be received by the Division of Purchases at thomas.bovis@purchasing.ri.gov no later than **6/12/2015 at 4 pm**. Questions should be submitted in a Microsoft Word attachment. Please reference the RFP# on all correspondence. Questions received, if any, will be 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

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

Note to Applicants:

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

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the University of Rhode Island Offices of Campus Planning & Design and Capital Projects, is soliciting proposals from qualified firms to provide owner's representative 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. The RIBOE/URI reserves the right to request clarification of any aspect of materials received or to request further information as might be required to adequately evaluate credentials and qualifications.
4. The State of Rhode Island reserves the right to accept or reject any or all submissions received as a result of this solicitation, to waive minor irregularities, or to negotiate with any respondent, in any manner necessary, to serve the interests of the State.
5. 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.
6. 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.
7. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein. The proposed fee and hourly rates are fixed for the stipulated term of the

agreement and not subject to increases due to inflation, changes in employee compensation, or costs of living.

8. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.
9. 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.
10. 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.
11. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
12. 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.
13. 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. All questions regarding the project or this Request for Proposals shall be directed by e-mail or fax to the Division of Purchases listed in this RFP. Responses to questions regarding this solicitation will be shared with all interested firms by means of addendum to this RFP.
14. 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.
15. 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).

16. 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.

17. 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. Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered any further. The University/State, may at its sole option, elect to require presentations (s) by offerors clearly in consideration for award. The Technical Review Subcommittee will present the written findings including the results of all evaluation, to The Division of Purchases, recommending one finalist to the director of the Department of Administration who will make the final award for this assignment.

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 64 faculty, 25 support staff, 1,200 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-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 Attachment B)

The University of Rhode Island seeks qualified firms to provide comprehensive Owner's Project Management (OPM) services to assist with New Engineering Building. The selected firm shall provide qualified project management personnel who will be resident on the University of Rhode Island campus in offices provided adjacent to Campus Planning & Design and/or Capital Projects. Assigned personnel shall provide program team leadership, management and technical expertise, and coordination of the projects. The offices of Campus Planning & Design (design) and Capital Projects (construction) will provide daily executive level direction and support to the program during the phases of the projects; the Project Manager is to provide a concomitant presence on site for maximum effectiveness and efficiency. All work shall be done in collaboration with and at the direction of university representatives in a team environment. The Project management team shall provide comprehensive coordination of project activities to ensure that the responsibilities by the appropriate parties are undertaken in a manner that serves and protects the university's best and overall interest.

This proposal is divided into two management activities:

1. Design Phase Services, including pre-design and design services, obtaining permits, overseeing the preparation of bidding documents, and FF&E management. For these services the Project Manager will report to the URI office of Campus Planning and Design.
2. Construction Phase Services, including oversight of construction procurement management, all construction phase services, commissioning, punch list, final acceptance, and management of final acceptance and Owner move-in. For Construction Phase services, the Project manager will report to the URI Office of Capital Projects, Paul M. DePace P.E., director.

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 Attachment A) and will be completed in two main phases.

Phase 1:

The first phase of the project consists of four main parts:

- Programming, design, documentation, and construction of the New Engineering Building (approx. 112,400 nsf) and associated renovations to Kirk Hall (approx. 6,600 nsf).
- Programming, design, documentation, and construction 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 of the five existing engineering buildings - Crawford Hall, Gilbreth Hall, Kelly Hall, Kelly Hall Annex, and Wales Hall

Phase 2: (dependent on availability of funds)

- Complete design and documentation of additions and renovations of spaces designated for Bliss Hall

The project scope will involve project management for Phase 1; the design and construction of the New Engineering Building, and associated enabling projects. In addition, there is a need for project management for the design and construction of related renovations to other existing facilities including Kirk Hall, Bliss Hall, and other spaces on campus as swing or surge space for the College to use when the five active buildings are demolished. This project comprises an approximately 195,000 gross square foot building with an expected approximate construction value of \$93 million in 2014 dollars in addition to the other scopes of work in Kirk and Bliss 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 manage the 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 PHASE SERVICES

The University of Rhode Island seeks a qualified Owner's Representative Firm as Project Manager (PM) firm to provide comprehensive project management services to assist with oversight of the Design Team which will be selected on through a merit based selection process design the proposed New Engineering Building. The PM will work on the Kingston Campus of URI of Rhode Island in offices provided by the URI. Assigned personnel shall provide design team leadership, management and technical expertise, and coordination of the projects. The office of Campus Planning and Design will provide regular executive level direction and support to the project during the construction phase; the Project Manager is to provide the URI's presence on site for maximum effectiveness and efficiency of the work. All work shall be done in collaboration with and at the direction of URI representatives in a team environment. The project management team shall provide comprehensive coordination and direction of project activities in a manner that serves and protects the URI's best and overall interest.

The selected firm (or firms) shall provide qualified personnel with the appropriate education, training, background and experience to successfully manage assigned projects. The successful team may include registered architects and engineers, as well as construction management professionals. URI will review and evaluate all proposed personnel and approve final assignment of projects to the accepted team. At a minimum, the project management (PM) personnel shall have qualifications and experience including but not limited to following:

Management Experience:

The Project Manager shall have significant experience in managing complex building design, construction, and renovation projects, preferably in higher education, from the initial planning and programming phases through A/E selection, the design phase, bidding phase, and construction phase through move-in and occupancy, until project is successfully closed out. This experience should include "Owner's Representative" experience serving as the primary agent of the owner. The PM shall have the ability to protect the owner's needs and interests, comply with applicable policies and laws, and maintain professional integrity in the discharge of their responsibilities in coordinating project activities.

Collaboration with URI personnel:

The PM will receive direction from URI's offices of Campus Planning & Design. The PM will collaborate with other URI departments and personnel as directed or required by the projects including but not limited to the following College of Engineering, Office of Capital Projects, Department of Public Safety, and Facility Services as directed or required by the project. The PM shall provide team leadership, management, and technical expertise needed to facilitate the successful implementation of assigned projects. The PM staff will have the necessary experience and foresight to anticipate project issues and to plan ahead and coordinate/communicate ahead

with other university units in order to avoid potential conflicts and problems, minimize disruption of regular campus activities, and to facilitate timely and effective actions as required when issues arise.

Adherence to URI Procedures and Protocol:

The PM shall respect the fact that the University of Rhode Island is a public institution and shall adhere to established State of Rhode Island and URI policies and procedures.

Budget, Schedule, and Quality Assurance Management:

The Project Management team will have the skills and experience necessary to develop project budgets and schedules, prepare detailed cost estimates, forecast expenditures, and track project schedules that are accurate and reasonable. The PM shall institute and maintain a quality assurance program to ensure the highest quality, on-time, and within budget projects. The budget and quality management programs will be based upon measureable goals verifiable by customer service surveys.

Maintaining Project Records and Reporting:

The PM shall appropriately maintain all project documentation and records in accordance with established URI procedures and in a timely fashion. The PM shall prepare and submit appropriate project reports at intervals as requested by the university and in the format and level of detail requested by the university. The PM shall assist URI with selecting and instituting a project management software system to track multiple project budgets, schedules, and other documentation.

Relocation Management and Coordination:

PM shall have the skills and experience necessary to facilitate and coordinate relocation of equipment, personnel, and property at the appropriate stages of the project.

Scope of Services:

The Project Manager (PM) shall provide project management services as listed in Attachment B, *List of Project Manager's Services* and as directed by URI. This list identifies specific project services covered under this RFLOI, however other related project services may be added as needed. In the event that project funding limits the available time that the Project Manager can allocate to a specific project, the PM is authorized to prioritize and provide limited services from this list as he/she determines will have the greatest benefit to the Owner.

Duration and Renewal of Project Management Services Contract:

Subject to the terms of the agreement, and the continuing funding of assigned projects, the duration of the PM services contract will be through the design and construction phase of the New Engineering Building project.

CONSTRUCTION PHASE SERVICES

The University of Rhode Island seeks a qualified Owner's Representative Firm as Project Manager (PM) firm to provide comprehensive project management services to assist with oversight of the General Contractor (GC), or Construction Manager, which will be selected by

to be determined competitive delivery process to construct the proposed New Engineering Building. The PM will work on the Kingston Campus of URI of Rhode Island in offices provided by the URI. Assigned personnel shall provide construction team leadership, management and technical expertise, and coordination of the projects. The Office of Capital Projects will provide regular executive level direction and support to the project during the construction phase; the Project Manager is to provide the URI's presence on site for maximum effectiveness and efficiency of the work. All work shall be done in collaboration with and at the direction of URI representatives in a team environment. The project management team shall provide comprehensive coordination and direction of project activities in a manner that serves and protects the URI's best and overall interest.

The selected firm shall provide qualified personnel with the appropriate education, training, background and experience to successfully manage assigned projects. The successful team may include registered architects and engineers, as well as construction management professionals. URI will review and evaluate all proposed personnel and approve final assignment of projects to the accepted team. At a minimum, the project management firm and its personnel shall have qualifications and experience including but not limited to following:

Management Experience:

The Senior Project Manager shall have significant experience in managing complex building construction during the construction phase through move-in and occupancy, until project is successfully closed out. This experience should include "Owner's Representative" experience serving as the primary agent of the owner. The PM shall have the ability to protect the owner's needs and interests, comply with applicable policies and laws, and maintain professional integrity in the discharge of their responsibilities in coordinating project activities. The URI is considering the implementation of a mandatory Project Labor Agreement (PLA) for this project. The PM must describe any experience of the firm or employees have in the managing projects which include a PLA.

Collaboration with URI personnel:

The PM will receive direction from the URI's Office of Capital Projects. The PM will collaborate with other URI departments and personnel including but not limited to the following College of Engineering, Office of Campus Planning and Design, Department of Public Safety and Department of Facilities Services as directed or required by the project. The PM will provide team leadership, management, and technical expertise needed to facilitate the successful implementation of assigned projects. The PM staff will have the necessary experience and foresight to anticipate project issues and to plan ahead and coordinate/communicate ahead with other URI units in order to avoid potential conflicts and problems, minimize disruption of regular campus activities, and to facilitate timely and effective actions as required when issues arise.

Adherence to URI Procedures and Protocol:

The PM shall adhere to established State of Rhode Island and URI policies and procedures.

Budget, Schedule, and Quality Assurance Management:

The Project Management team will have the skills and experience necessary to evaluate General Contractor's project schedules, evaluate change order proposals and track project schedules that

are accurate and reasonable. The PM will institute and maintain a quality assurance program to promote the highest quality, on-time, and within-budget projects.

Maintaining Project Records and Reporting:

The PM shall appropriately maintain all project documentation and records in a timely fashion. The PM shall prepare and submit appropriate project reports at intervals as requested by the URI and in the format and level of detail requested by the URI.

Construction Phase Management:

PM will have the qualifications and experience necessary to manage the construction phase of projects in collaboration with the Architect-Engineer-of-record, all of that firms consultants the General Contractor, Commissioning Agent and associated team participants.

Relocation Management and Coordination:

PM will have the skills and experience necessary to facilitate and coordinate relocation of equipment, personnel, and property at the appropriate stages of the project.

Scope of Services:

The Project Manager will provide management services as listed in the Purchase Order and the executed Agreement as directed by the URI.

Duration of Project Management Services Contract:

Subject to the terms of the agreement, and the continuing funding of assigned projects, the duration of the PM services contract will be through the design and construction phase of the New Engineering Building project.

PROGRAM STAFF REQUIREMENTS

Design Phase Requirements:

For managing the Design Phase of the New Engineering Building and other associated projects, the University requires, at a minimum, the following positions:

Full time on-site Project management staff:

- One (1) full time Senior Project Manager having significant design phase experience with technically complex science building projects. Experience with higher education projects is preferred. This PM must be a graduate architect or engineer or other construction professional (registered architect preferred), with at least ten years professional experience acceptable to URI.

Part-time Project Management support as may be required by the URI:

- Executive Project Manager: graduate architect, or engineer or other construction professional with extensive leadership experience in the project management.
- Scheduler with at least five years professional experience in the field of computer generated schedule of commercial and institutional projects. The duties of this individual will be to examine the General Contractors proposed schedule
- Administrative Support with experience in the maintenance of facilities or construction project files, accounts, and computerized project management systems.

- Mechanical / Electrical / Plumbing Coordinator: Registered engineers available on an on-call basis to provide specialized services in their respective fields.
- Cost Estimator with at least 10 years professional experience in estimating commercial and institutional projects in the Rhode Island region.

Additional support, if needed, may be contracted on an as-needed basis; rates for such services may be negotiated with the Project Manager and added to the contract by Change Order. Fee proposals must include a fixed direct employee expense gross salary multiplier for potential PM staff not included in the fixed-rate proposal.

Construction Phase Requirements:

For managing the Construction Phase of the New Engineering Building and other associated projects, the University requires, at a minimum, the following positions:

Full time on-site Project Management staff:

- One (1) full time Senior Project Manager having significant construction phase experience with technically complex science building projects. Experience with higher education projects is preferred. This PM must be a graduate architect or engineer or other construction professional, with at least ten years professional experience acceptable to the URI

Part-time Project Management support as may be required by the URI:

- Executive Project Manager: graduate architect, or engineer or other construction professional with extensive leadership experience in the project management.
- Scheduler with at least five years professional experience in the field of computer generated schedule of commercial and institutional projects. The duties of this individual will be to examine the General Contractors proposed schedule
- Administrative Support with experience in the maintenance of facilities or construction project files, accounts, and computerized project management systems.
- Mechanical / Electrical / Plumbing Coordinator: Registered engineers available on an on-call basis to provide specialized services in their respective fields.
- Cost Estimator with at least 10 years professional experience in estimating commercial and institutional projects in the Rhode Island region.

The above staff requirements may be provided by the Project Manager's direct employees or as sub-consultants.

For Construction Phase PM Services and additional support, staffing and services will be contracted on an as-needed basis with the rates in accordance with the PM's current Purchase Order and Agreement.

TERMS AND CONDITIONS

Please refer to Attachment C, *URI Standard Form of Agreement between Owner and Consultant for Project Management Services* for the terms and conditions of the proposed Project Management consultant services. These include:

“§ 4.2.1 Independent Contractor. The Owner and the PM hereby acknowledge and agree that the PM, in performance of the Work hereunder, shall be acting as an independent contractor of the Owner, and no fiduciary relationship exists between the two, and except as explicitly set forth in this Agreement, the Owner shall have no liability of any kind or nature whatsoever to the PM, its employees or any other individual or entity, as a result or because of the actions or inactions of the PM or any employee or agent of the PM.”

“§ 4.2.1.2 In order to facilitate convenient communication with the Owner’s facilities management and operations staff and to maintain the security of confidential project files and documents stored at the Owner’s premises, the PM’s principal place of work for the Project shall be in office space provided by the Owner on the campus of the University of Rhode Island.”

The successful firm will be required to agree to and execute the attached Standard Form of Agreement, Attachment C, as a condition of award.

URI will provide provides all necessary office space, facilities maintenance, and associated utilities for the Project Manager’s on-campus office. URI will provide the PM with access to high-speed internet service and shared URI servers designated for the projects. As a reimbursable project expense described in Attachment C, the PM shall provide furniture, computers, office equipment, supplies and other non-personnel support required for project administration. Upon reimbursement, all capital improvements and equipment/supplies purchases shall become the property of the URI.

The award of this contract is contingent upon funding and the approval of the Rhode Island Department of Administration. The selected Owner’s Representative firm(s) and their sub-consultants are prohibited from submitting construction bids for this New Engineering Building project.

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 Approach: Provide a short narrative outlining the process your firm will offer to understand URI's needs and prepare the foundations for the management of the projects. Discuss the opportunities and challenges of the project and how your 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.

Tab 3: Respondent's Qualifications and Staffing: The 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 management experience for at least five, but no more than ten projects that demonstrate the team members' experience and capabilities 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.

SECTION 5: COST PROPOSAL

A **separate sealed Cost Proposal** reflecting the weekly and hourly rates must be inclusive of all costs necessary to deliver the PM staff services for the duration of the time indicated. Rates must include salary, payroll deductions, taxes, insurances, escalation, allowances to cover vacation and sick leave, employee fringe benefits, personnel transportation to and from the on-site office, associated company overhead (including all off-site home general management, office support and accounting, office operations, telephone costs, data processing/IT costs, and any other off-site expenses), and company profit. Provide the weekly and hourly rates for the support staff titles listed on the Cost Proposal Form.

- a. A contract allowance amount of \$50,000 for additional staff time not defined in the itemized weekly and hourly rates. This allowance is established to cover additional consultants or staff contracted under the Agreement only as directed by the URI.
- b. A contract allowance amount of \$20,000 for reimbursable expenses. This contract allowance is also for sub-consultant services such as surveying, services, and commissioning services associated with the assigned projects. Such sub-consultant services must be authorized in advance by URI

- c. The completed Cost Proposal form shall be submitted in a separate sealed envelope which will be opened only for those Offerors who's Technical Proposal achieves the minimum score as defined in **Section 7: Evaluation and Selection**.

NOTE: The durations of time indicated in the cost proposal form represent the estimated duration of services required over a 312 week period. The actual scope of services may vary depending upon project funding and schedule of work.

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 (**an original plus (6) copies**) should be mailed or hand-delivered in a sealed envelope marked "**RFP# - New Engineering Building**" to:

**RI Dept. 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.

Vendors seeking to do business with the State of Rhode Island must register and utilize the E-Verify Program. Please refer to www.dhs.gov/E-Verify or the Division of Purchases website at www.purchasing.ri.gov for more information.

RESPONSE CONTENTS

Responses shall include the following:

1. A completed and signed 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 above.
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”.

CHECKLIST

Responses to this RFLOI must include the following:

- 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

SECTION 7: EVALUATION AND SELECTION

Proposals will be reviewed by a an 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. The proposal will be dropped from further consideration.

Of the firms scoring 60 points or higher, the Technical Review Committee may select any of the firms to participate in on-campus interviews. All Technical Proposals with a final score 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 & approach | 10 Points |
| Respondent's qualifications and staffing | 20 Points |
| Previous project experience and capabilities | 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 firm with the lowest cost proposal will receive one hundred percent (100%) of the available points for cost. All other firms will be awarded cost points based upon the following formula:

$$(\text{low bid} / \text{vendors bid}) * \text{available points}$$

For example: If the low bidder (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly 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 not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, 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>

SECTION 8: COST PROPOSAL FORM

| Design Phase Project Management Services (Over Three Year Period) | | | |
|--|--------------------|------------------------|-------------------|
| Full-Time On-Site Staff | Weekly Rate | Estimated Weeks | Total Cost |
| Architectural PM | | 156 | |
| Part-Time Support: | Hourly Rate | Estimated Hours | |
| Administrative Support | | 2496 | |
| Executive Project Manager | | 200 | |
| MEP Technical Specialist | | 200 | |
| Cost Estimator | | 480 | |
| Contract Allowance for add'l staff as directed by URI | | | \$50,000.00 |
| Contract Allowance for Reimbursables | | | \$20,000.00 |
| Total | | | \$ |

| Construction Phase Project Management Services (Over Three Year Period) | | | |
|--|--------------------|------------------------|-------------------|
| Full-Time On-Site Staff | Weekly Rate | Estimated Weeks | Total Cost |
| Construction PM | | 156 | |
| Part-Time Support: | Hourly Rate | Estimated Hours | |
| Administrative Support | | 2496 | |
| Executive Project Manager | | 200 | |
| Scheduler | | 50 | |
| MEP Technical Specialist | | 200 | |
| Cost Estimator | | 200 | |
| Student Intern | | 960 | |
| Contract Allowance for add'l staff as directed by URI | | | \$50,000.00 |
| Contract Allowance for Reimbursables | | | \$20,000.00 |
| Total | | | \$ |

Total Fee Proposal

- End -