



State of Rhode Island
Department of Administration / Division of Purchases
One Capitol Hill, Providence, Rhode Island 02908-5855
Tel: (401) 574-8100 Fax: (401) 574-8387

Solicitation Information
February 29, 2016

ADDENDUM # 7

**SOLICITATION TITLE: Construction Management at Risk (CMAR), Phase II
URI College of Engineering – New Building and Swing Space Renovations**

SOLICITATION NUMBER: 7550037 PH2

**SUBMISSION DEADLINE HAS BEEN POSPONED UNTIL:
Friday March 11, 2016 at 11:00 AM (Local Time)**

Notice to Vendors:

Attached is information regarding MBE requirements and reporting.
Questions may be sent to Thomas.bovis@purchasing.ri.gov no later than
3/3/2016 at 4 PM. Any questions received with responses will be posted as an
addendum.

Interviews with bidders will be scheduled the week on 3/14/2016

**Tom Bovis
Interdepartmental Project Manager**

Interested parties should monitor this website, on a regular basis, for any additional information that may be posted.

Addendum – Construction Management at RISK, URI College of Engineering

The successful bidder must recruit and engage minority/women business enterprises certified by the Office of Diversity, Equity and Opportunity, Minority Business Enterprise Compliance Office to perform a minimum of ten (10%) percent of the total dollar value of the Purchase Order awarded pursuant to this solicitation.

The successful bidder must submit a plan to meet this requirement for approval by the Office of Diversity, Equity and Opportunity, Minority Business Enterprise Compliance Office as follows:

Pre-Award of CMAR Contract:

- Prior to the issuance of a Purchase Order to the Construction Manager At Risk (“CMAR”), the CMAR vendor shall submit a detailed Minority Business Enterprise (“MBE”) Utilization Plan to the Office of Diversity, Equity and Opportunity, Minority Business Enterprise Compliance Office (“ODEO/MBECO”) for review and approval regarding the portions of the total contract to be performed/controlled by the CMAR vendor. MBE Utilization Plans shall include, but not be limited to, the identification of all MBE firms to be utilized, the specific scopes of work to be performed by each MBE, and the MBE subcontract amount. A sample MBE Utilization Plan form is attached.
- Thereafter, as each individual bid package is tentatively awarded by the CMAR vendor, the CMAR firm shall instruct the proposed sub-vendor to submit to ODEO/MBECO an MBE Utilization Plan for review and approval. No contracts or awards shall be issued for any bid package until an MBE Utilization Plan has been submitted to, and approved by, ODEO/MBECO. MBE Utilization Plans shall include, but not be limited to, the identification of all MBE firms to be utilized, the specific scopes of work to be performed by each MBE, and the MBE subcontract amount. A sample MBE Utilization Plan form is attached.

Post-Award of CMAR Contract:

- Periodic MBE Utilization Reports shall be submitted during the life of the contract. A sample MBE reporting form is attached.
- There shall be no changes of any kind (i.e. change orders in scope or dollar value), alterations or substitutions to an approved MBE Utilization Plan without the express written consent of ODEO/MBECO, and substitutions will only be granted pursuant to the pertinent regulations, attached.
- Prior to the close out of any bid package or contract, final MBE Utilization reports must be submitted to ODEO/MBECO. Reports shall include all required supporting documentation including proof of payment to all MBE firms which shall include copies of cancelled checks for payment and/or copies of ACH electronic payment documentation, as applicable. ODEO/MBECO shall issue a final contract approval letter upon the satisfactory completion of all required submittals.



**State of Rhode Island and Providence Plantations
Office of Diversity, Equity and Opportunity (ODEO)
Minority Business Enterprise Compliance Office
Minority Business Enterprise Utilization Plan**

Company Name: _____

Representative's Name who administers MBE Program: _____

Street Address: _____

City, State, Zip: _____ Telephone: _____

Email: _____ Project Location: _____

Bid or Project #: _____ Date Bid Opened: _____

Description of Work: _____

Contract Value: _____ MBE % Assigned: _____

Total # of All Subcontractors/Suppliers used: _____ # of MBE Subcontractors/Suppliers used: _____

List All Subcontractors/Suppliers/Consultants/Independent Contractors – Total Dollar Amounts – Scope of Work:

Subcontractor / Supplier	Dollar Award	Scope/Description of Work	RI Certified MBE Y/N

***Note:** Only those firms certified by the Rhode Island Department of Administration as an MBE, WBE, or MBE/WBE may be utilized to fulfill the MBE participation requirement pursuant to RIGL 37-14.1. Vendors may count towards it MBE requirement 60% of expenditures for material and supplies required under a contract and obtained from an MBE regular dealer/supplier, and 100% of such expenditures when obtained from an MBE manufacturer. For firms certified as a broker, only the fees and commission charged for the procurement, but not the cost of the materials or services, are eligible for MBE participation credit. Also note that MBE firms identified above must complete all work under their respective contracts with their own forces.*

The above referenced contract will not be released until this plan has been approved by the Director of the Department of Administration or its designee.

For assistance and advice in identifying MBE firms, please call the Minority Business Enterprise Compliance Office at (401) 574-8670. The directory of all certified MBE firms is also located at www.mbe.ri.gov.

Signature of Authorized Agent of Business: _____ Date: _____

Send Completed Form to: **Office of Diversity, Equity and Opportunity (ODEO)
Minority Business Enterprise Compliance Office
One Capitol Hill, 3rd Floor
Providence, RI 02908
Phone: (401) 574-8670
Web site: www.mbe.ri.gov**

