



**Solicitation Information**

**November 17, 2015**

**RFP #7550059**

**TITLE: Architectural & Engineering (A&E) Services for: Facilities Condition Assessment  
– State Owned Buildings and Land**

**Submission Deadline: Thursday December 17, 2015 at 11:00AM (Local Time)**

**PRE-BID/ PROPOSAL CONFERENCE: Yes**  
**Date: December 2, 2015      Time: 2:00 PM (LT)**  
**Mandatory: No**  
**Location: One Capitol Hill, Providence, RI (Second Floor, Conference Room “B”)**  
**WALK THROUGH: No**

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at [thomas.bovis@purchasing.ri.gov](mailto:thomas.bovis@purchasing.ri.gov) no later than **12/7/2015 @ 4 PM (LT)**. Please reference the RFP # on all correspondence. Questions received, if any, will be answered and 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 addenda.

**SURETY REQUIRED: No**  
**BOND REQUIRED: No**

**Thomas Bovis**  
**Interdepartmental Project Manager**

**NOTE TO VENDORS:**

**Vendors must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).**

**Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached shall be deemed to be non-responsive.**

**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 the Division of Capital Asset Management & Maintenance (DCAMM) , hereby solicits proposals from qualified firms to review the State of Rhode Island’s real estate portfolio and provide facilities condition assessment services in order that the State may have an accurate database of its assets. The services will pertain to all State owned buildings with the exception of quasi-public agencies (see Attachment A), buildings at the University of Rhode Island, Rhode Island College, Rhode Island Community College, and RI Judicial System courthouse buildings. Information and data should be gathered from those entities and supplemented as needed.
- b) The Consultant work involved shall include updating existing inventories of State owned buildings and land, providing an assessment of the condition of those buildings.

### 1.2) NOTIFICATIONS TO OFFERORS:

- a) Potential Respondents are advised to review all sections of this RFP carefully and to follow instructions completely. Failure to make a complete and accurate submission as described herein shall result in rejection of the proposal.
- b) In order to submit a proposal, Respondents must register with the Division of Purchases. For information on registering, please see the Division of Purchases’ website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov) under the heading “Vendor Registration Information.”
- c) All proposals should include the Respondent’s FEIN or Tax Identification number as evidenced by an IRS Form W-9, downloadable from the Division of Purchases’ website at [www.purchasing.ri.gov](http://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 shall 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 Respondent. 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 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, 2<sup>nd</sup> 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 to do so from the Secretary of State (401/222-3040) [www.sos.ri.gov](http://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 [Dorinda.Keene@gw.doa.state.ri.us](mailto:Dorinda.Keene@gw.doa.state.ri.us), Visit the website <http://www.mbe.ri.gov/>
- l) 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 [raymond.lambert@doa.ri.gov](mailto:raymond.lambert@doa.ri.gov).
- m) 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.
- n) 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 Respondent, as necessary, to serve the best interests of the State.

**1.3) ARCHITECTURAL / ENGINEERING SERVICES (FACILITIES CONDITION ASSESSMENTS)**

- a) Persons or firms practicing architectural and/or engineering services in the State of Rhode Island must be registered with the Rhode Island Division of Design Professionals and possess a current Certificate of Authorization in accordance with Rhode Island General Laws.
- b) A copy of a current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for the individual(s) who would perform work on the project must be included behind the front page of each copy of the proposal.
- c) The Division of Design Professionals can be contacted as follows:

Department of Business Regulation  
Division of 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](http://www.bdp.state.ri.us)

- d) Proposals that fail to include the required current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for individuals shall be determined to be non-responsive to the solicitation.
- e) All materials, procedures, practices, copyrights, and patents developed in relation to any contract resulting from this RFP shall become property of the State of Rhode Island.

**SECTION 2 – PROJECT DESCRIPTION**

DCAMM is ~~undertaking~~ this survey to enhance its ability to improve management of the State's real estate portfolio. The survey will provide basic data for each asset including the physical condition, assessed value, type of construction, and age of each capital asset (see Section 2.5 for a list of items to be included in the FCA and also ASTM E2018). The survey will identify and evaluate the condition of the major building systems and equipment. The selected firm will also identify the type and costs of necessary maintenance, repair, and replacement projects<sup>1</sup> including

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<sup>1</sup> Capital maintenance and repair projects are major capital items that add value to an asset and that are performed at designated or periodic intervals to maintain the reasonable condition and operation of a capital asset, such as a roof replacement.

deferred maintenance items as well as major capital items that will need attention in the next ten years. It is expected that the capital program will identify type of project, ranking, project description and estimated cost expressed in January 2017 dollars on a site by site basis.

- a) A “capital asset” is defined as physical property that has monetary, economic, or aesthetic value to the State. State-owned assets range from buildings to non-habitable structures<sup>2</sup> such as communication towers and sewer pump stations.
- b) The survey will give first priority to hospitals and occupied residential structures throughout the State such as group homes. The second priority will be for other buildings on the Pastore Campus in Cranston, RI, including satellite facilities surrounding the campus.

## 2.1) PROJECT BACKGROUND

Historically, DCAMM has based its capital maintenance and repair funding recommendations on information provided by user agencies, as supplemented by studies and reports prepared in-house. No central source captures and updates information on all buildings/properties owned by the State.

- a) The State of Rhode Island owns approximately 1,379 buildings and structures, approximately 29,736 acres of land and 20,429,579 gross square feet of space. These properties are located across the State and under the control of many different departments within State government. There are concentrations of buildings at the Pastore Center in Cranston, Zambarano Hospital in Burrillville, and Capitol Hill in Providence. The remaining buildings are located throughout the State. Many of the buildings are historic.
- b) DCAMM recognizes the need to integrate the various asset information systems into one comprehensive system, and, while doing so, to update the information based on independent engineering analyses. The vendor selected to undertake this work will be able to refer to any existing data that is available and agency condition reports, however, the selected firm will be responsible for undertaking on-site surveys of all assets throughout the State for the purpose of verifying existing information, completing missing information and gathering all new information necessary to provide a comprehensive assessment of each asset.
- c) Existing inventory lists of State owned property will be made available to the successful Respondent. The lists are organized by City and Town. The lists contain various information categories on the buildings. This information should not be considered to be current or complete. For example, a number of buildings at the

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<sup>2</sup> State-owned land with no built structures will be covered in this survey only to the extent of updating the land inventory lists for accuracy and completeness.

Pastore Center in Cranston have recently been demolished and some land and buildings have been sold. All existing inventory lists are to be updated for accuracy and completeness by the Respondent as part of the work included under this RFP.

- d) RI Statewide Planning, Division of Planning, is currently compiling a GIS data set for all state owned buildings and structures in the State of RI which will create a GIS layer of points representing building locations. This includes leased buildings and structures. In addition to buildings, this includes items such as sewer pump stations, cabins and sheds which are part of various property inventories.

## 2.2) PURPOSE

- a) The purpose of the work is to provide updated and accurate data for the State's Capital Assets database that will serve as one point of truth for the current condition of all State owned buildings. Additionally, this assessment will identify work that is needed to maintain those buildings, and obtain general estimates of costs for repairs/replacement. The database will also identify all State owned land, provide a better understanding of the location and existing use of the land and assist the State in evaluating the highest and best use of the land. Additionally, this new data base will provide base line data that can be updated as maintenance or construction work is accomplished and properties are acquired or sold. The data base is also to be searchable and have the capability of being sorted.

## 2.3) OVERVIEW

- a) The Division of Capital Asset Management & Maintenance is seeking proposals from qualified firms to provide architectural and engineering services related to establishing a data base for Building/Capital Asset Management and also to provide ten (10) year budget projections with recommended five (5) and ten (10) year Capital Asset improvement cost schedules.
- b) The services will pertain to all State owned buildings with the exception of quasi-public agencies (see Attachment A), buildings at the University of Rhode Island, Rhode Island College, Rhode Island Community College, and RI Judicial System courthouse buildings. Information and data should be gathered from those entities and supplemented as needed.
- c) The consultant work involved shall include updating separate existing inventories of State owned buildings and land, providing an assessment of the condition of the buildings including ADA compliance (Facility Condition Assessment) and verifying building square footage by floor. The consultant work will merge existing databases into one comprehensive database.
- d) As part of the survey work for the Facility Condition Assessment, the Respondent shall identify and list all tenant agencies occupying buildings along with the square footage

occupied by each tenant and the respective number of occupants by agency or tenant. In addition, the consultant is to identify and list square footage of other uses in the building such as storage, rest rooms, circulation and utility space.

- e) The updated inventory of State owned buildings required by this RFP shall clearly indicate all historic properties. State owned historic properties are listed in a publication titled: "Rhode Island: State-owned Historic Properties by the Rhode Island Historical Preservation Commission 1989". A copy of this document and any recent update will be made available to the successful Respondent.

## 2.4) SCOPE OF SERVICES FOR STUDY

### A. Objective

The survey will include data that documents the condition of each asset and its major systems and the type and costs of capital maintenance projects and preventive maintenance tasks needed to extend the useful life of each asset. The work of the Consultant will be guided by the Facilities Condition Assessment Team of DCAMM through regularly scheduled meetings and guiding correspondence.

### B. Services

The selected firm will be responsible for coordinating all survey work. Due to the number of buildings and the range of expertise needed, however, the selected firm may choose to use subcontractors as needed to complete the work in the required time frame. The survey will entail the following services;

#### 1. Initial Work Plan

The selected firm will produce a work plan detailing all tasks. The work plan will include a description, schedule, and work product of each task. A description of the survey portion (Part 5) will detail the teams assigned and the agencies being surveyed each month.

Product: A detailed work plan and schedule will be due 5 days after the contract is executed.

#### 2. Survey Form and Survey Manual

The selected firm will design a survey form and survey manual based on discussions with DCAMM. The manual will accompany the form and identify all items listed and the criteria used to evaluate them. The manual will be used in the field to ensure that all teams are using consistent standards and criteria to evaluate the assets. The selected firm will set up a training session for all team members.

Product: The survey manual will be due 30 days after contract is executed. The training session for all team members will occur upon acceptance of the manual by DCAMM.

3. Pilot Survey

A pilot survey will involve a limited number of assets involving a broad array of equipment and conditions. This “pilot” phase will test the effectiveness of the survey form and the efficiency of the data collection methods. The selected firm will collect and put into CAMIS, if the system is available. Otherwise the data will be produced in an agreed upon format that the FCA Team has deemed acceptable.

Product: Pilot survey should be completed 60 days after contract is executed.

4. Final Work Plan

Once the pilot has been completed, survey scope may be revised according to experience acquired during this phase. The selected firm will meet with the FCA Team to discuss potential changes to the survey form, survey manual, team composition or schedule. The selected firm will revise the scope and work plan based upon those discussions.

Product: Revised Work Plan will be due 5 days after meeting with DCAMM to discuss the pilot.

5. Survey

The selected firm will conduct the survey in a phased approach. Each team will survey the agencies and assets in the order determined in the work plan. Digital photographs should be taken of each asset surveyed.

New and verified existing data from each phase will be imported into CAMIS as it is collected if the system is available.

Product: Progress reports that detail the assets surveyed and general findings will be due on a monthly basis. All surveys will be completed by March, 2017.

6. Summary Report

When all phases of the survey are completed, the selected firm will complete a summary report describing the general conditions and the maintenance and repair needs of the State’s capital assets. The report will identify the backlog of projects to be funded and include recommendations for capital spending on maintenance and repair items for the coming fiscal year, FY 2018. The Summary Report shall include an Executive Summary in the beginning of the report.

Cost estimates to correct deficiencies including deferred maintenance items shall be provided. Deferred maintenance items should be indicated as such. The Respondent shall estimate the remaining useful life of typical life cycle components such as roofs, boilers and other capital asset components. The consultant will provide an estimated total for deferred maintenance across State facilities.

Product: The selected firm will complete all phases of the survey and all data entry by March, 2017 and the summary report by March of 2017. Three (3) CD copies shall be provided as part of this contract.

## **2.5) ITEMS TO BE INCLUDED IN THE FACILITY CONDITION ASSESSMENT (FCA) REPORT:**

At the beginning of the project, the Respondent is to assess the condition of the exteriors and interiors of the buildings (building survey) and provide this information in a Facility Condition Assessment (FCA) Report. In addition to the physical structure, the report shall also include an assessment of the mechanical systems including Heating, Ventilating and Air Conditioning (HVAC); electrical, plumbing, fire protection, and Universal Access Design (ADA). The report is to include recommendations for improvements to remedy any deficiencies identified in the report. Photographs shall be provided that document deficiencies cited in the report. The building survey information and findings will be organized as a Facility Condition Assessment Report. A preliminary report shall be presented by the Respondent for review by DCAMM. The Report is to include line item cost estimates for proposed improvements. The cost estimates will be carried forward or escalated to a projected date determined by DCAMM. The Respondent is to provide three (3) electronic copies (CDs) of the preliminary report for review. Similarly, three (3) CDs shall be provided by the Respondent of the final report and the Summary Report. **Items to be assessed in the report shall include but not be limited to:**

### **A. EXTERIOR:**

- a) Roof, gutters, rain leaders
- b) Walls
- c) Chimneys
- d) Windows
- e) Porches
- f) Steps
- g) Ramps
- h) Other ADA access items. Include items identified by the Governor's Commission on Disabilities.
- i) Bulkheads
- j) Loading docks
- k) Painting

- l) Exterior lighting and other electrical
- m) Site signage
- n) Safety issues: Any items in any discipline that can be considered a safety issue.

**B. INTERIOR:**

- a) Walls, floors and ceilings by floor
- b) Finishes by floor
- c) Lighting by floor
- d) Stairs
- e) Kitchen and related areas
- f) Rest rooms by floor
- g) Additional basement evaluation:
  - Is disposal of ruined or abandoned stored items needed?
  - Humidity
  - Ventilation
- h) Handicap Accessibility. Include items identified by the Governor's Commission on Disabilities.
- i) Life safety signage including but not limited to evacuation signs, interior identification and directional signage.
- j) Safety issues: Any items in any discipline that can be considered a safety issue.

**C. MECHANICAL, ELECTRICAL AND PLUMBING:**

- a) Heating
- b) Ventilation
- c) Air Conditioning
- d) Electrical
- e) Dehumidification (applies to basement)
- f) Ventilation (applies to attic spaces)
- g) Safety issues: Any items in any discipline that can be considered a safety issue.

**D. FIRE PROTECTION** (The fire protection system is to be inspected by a qualified fire protection professional.)

- a) Fire suppression (sprinkler system)
- b) Fire alarm system

**E. SITE IMPROVEMENTS AND LANDSCAPING**

- a) Walkways
- b) Parking
- c) Handicap accessibility including handicap parking and handicap curb cuts
- d) Site lighting

- e) Landscaping
- f) Site drainage including termination of rain leaders
- g) Any issues with underground utilities or connections
- h) Safety issues: Any items that can be considered a safety issue.

**2.6) OTHER IMPORTANT CONSIDERATIONS:**

- a) The successful Respondent will prepare documentation and hold primary meetings with authorities having jurisdiction including but not limited to the Rhode Island Building Code Commission, The Rhode Island State Fire Marshal's Office, the Governor's Commission on Disabilities and the RI Department of Environmental Management to obtain documentation on any violations or required improvements that may exist for State owned buildings or land.
- b) The Respondent should be aware of the RI Green Building Act and its relationship to any proposed improvements.
- d) Unless otherwise determined by DCAMM, DCAMM will review and approve all proposed forms and deliverables prior to final draft or use. Deliverables shall be provided in disk form and formatted as requested by DCAMM.
- e) Project schedules and work plans may be modified, as mutually agreed, during final contract negotiations.
- f) Firms should anticipate a review period of appropriate length for any deliverable provided as part of this project.
- g) A detailed schedule shall be provided for the survey including all phases of the survey as described in the Scope of Services with appropriate review periods for the FCA team.
- h) The awarded firm must address comments by the owner on the submissions as to accuracy and completeness and make revisions as applicable at no additional cost to the owner.

**2.7 DELIVERABLES CHECK LIST:** Deliverables shall include but not be limited to:

- a) Initial and Final Work Plans.
- b) Project Schedule.
- c) Updated building and land inventories. Provide three (3) CDs in pdf.

- d) Survey Forms, Survey Manual, Pilot Survey.
- e) Survey, Inspections & Building Assessment sheets.
- f) Digital copies of all photos with building name, location and date.
- g) Cost estimates to correct deficiencies with categories that can be sorted.
- h) Draft Facility Condition Assessment Report (FCA) with cost estimate: Provide three (3) CDs in pdf.
- i) Final Facility Condition Assessment Report (FCA) with cost estimate: Provide three (3) CDs in pdf.
- j) Summary Report with Executive Summary: Provide three (3) CDs in pdf.
- k) Compilation of FCA Data Base.

**2.8) COST ESTIMATES:**

- a) A minimum of two (2) professional independent cost estimates produced by a professional cost estimator are required. These are required for the draft Facility Condition Assessment Report (FCA) and the final Facility Condition Assessment Report (FCA). The cost estimates shall be carried forward to a projected date to be provided by DCAMM. At this time, it is anticipated that the date would be January 2017.

**2.9) QUALIFICATIONS/INFORMATION TO INCLUDE IN RESPONSE:**

- a) Firm's Experience:  
Describe the firm's and all proposed subcontractors' major services and activities. Include information on the number of years in business, the type (corporation, partnership, sole proprietorship), number of employees, number and location of offices.

Provide resumes of individuals in primary and all subcontractor firms, noting qualifications and experience of key individuals proposed for and guaranteed as available for this project. Include descriptions of specific relevant projects on which these individuals worked. Indicate whether participants are licensed professionals. Describe level of familiarity with Rhode Island building codes and regulations. Provide a project organizational chart, noting reporting responsibilities and subcontractor staff. Identify the lead contact on this project. Explain why the personnel selected bring the appropriate skills and experience necessary to accomplish the tasks associated with this project.

Include a detailed description of relevant work completed or in process. Provide five (5) client references for primary firm and all subcontractor firms, including name, address, telephone number and name of contact person. It is preferred that references include those clients for whom the respondent has provided services similar in nature, quantity and quality to those requested in this RFP. Provide a description of the services rendered for each referenced project, including project scope, type of client, personnel involved, contract value, project schedule, and any other factors that make the referenced projects relevant to the project described in this RFP.

Include financial documentation that Respondent believes is sufficient to establish its financial capability. Include a discussion of the status of any lawsuit to which Respondent is a party, the outcome of which may have a bearing on the financial soundness of the firm. Include any information concerning the status of any on-going or anticipated bankruptcy proceedings. The State reserves the right to request additional information to assure itself of a Respondent's financial status.

In the event a Respondent is either substantially or wholly owned by another entity, the Response shall so state. Include the most recent relevant financial documentation concerning the parent organization and a written guarantee by the parent organization that it will unconditionally guarantee the firm's performance.

Provide a list of all matters in which the consultant is representing client(s) in a position adverse to the State and provide an analysis of whether such representation or other work being undertaken by the Respondent constitutes a conflict of interest with the State.

b) Project Approach:

Describe the level of commitment of personnel at all levels (project management, survey team, support) that will ensure a timely delivery of products and completion date. Describe the composition of the team(s).

Provide a sample survey form to be completed in the field. Describe the building systems and related equipment to be analyzed and the rating system to be used to evaluate the condition of these items. Include a section for identifying and pricing capital and preventive maintenance projects. Explain how systems will be evaluated during off-season periods.

Describe the survey manual to be distributed to ensure consistent survey evaluations for all assets. Describe the training program that all team members will undergo before beginning the field surveys.

c) Schedule:

Provide a work plan including a description of tasks, a schedule for meetings, milestones, and deliverables, and the individuals assigned to each task. Specify your assumptions

regarding deliverable review time allocated for DCAMM before proceeding with the next task.

- d) **Price:**  
All pricing must be submitted on the attached Bid Form, Attachment B, together with a guaranteed maximum price. Include a detailed breakdown of all proposed costs and a complete description of all assumptions and rationale. Attachment B must be provided as hard copy and a disk. Please submit price for these items in a separate sealed envelope.
- e) Due to the historical significance of many of the buildings and the sensitive nature of doing work on those buildings, it is preferred that the successful bidder have experience in rehabilitation of older buildings and with the Secretary of the Interior's Standards for Rehabilitation of Historic Places. The firm submitting the bid must have been in business under the same name, and doing this type of work for a minimum of five years. The successful bidder will be expected to demonstrate experience and qualifications by providing the following:
  - f) Provide history of the firm, including number of years it has been in business doing work of this nature including Facility Condition Assessment (FCA) reports. The firm should demonstrate their ability and their approach for effectively dealing with the number of properties involved.
  - g) Provide resumes for principals and key personnel who will be assigned to the project, including a list of relevant projects with which they were personally involved.
  - h) Subcontractors should have similar experience within their area of expertise. Provide firm history, resume of principals, and a list of relevant projects for each subcontractor.
  - i) The owner reserves the right and sole discretion to determine equivalent or prior experience and the right to reject any or all bids which fail to demonstrate equivalent prior experience. The owner may contact project references and reserves the right to reject bids based on poor performance with similar projects.

### **SECTION 3 –SELECTION PROCEDURE AND SUBMISSION REQUIREMENTS**

#### **3.1) RESPONSE EVALUATION CRITERIA:**

Responses will be evaluated in terms of their overall compliance with the specifications of this RFP and related considerations to determine Best Value for the State. Determination as to suitability will be within the sole discretion of the State, which will consider the appropriateness of all elements of the response, and the experience, resources, and qualifications of the respondent.

Responses will be evaluated according to the criteria noted below. These evaluation criteria are not presented in any order of priority.

A) Firm's Experience:

The Respondent must demonstrate expertise and experience in all of the following disciplines:

- property management and maintenance
- mechanical engineering
- structural engineering
- electrical engineering
- architecture
- project cost estimating

Preference will be given to respondents with proposed staff having at least 10 years of experience in their specified fields.

The Respondent selected to undertake the survey must have substantial experience in managing and executing all aspects of a complicated and extensive survey. In addition, the respondent must demonstrate the following skills:

- familiarity with Rhode Island building codes and regulations and public design/construction requirements
- ability to work effectively with public agencies and a diverse client group
- organizational skills necessary to coordinate the schedules of numerous parties (i.e. team members, project managers, facility contacts, etc.)
- capabilities in data entry, management and analysis.

The Respondent may propose the use of subcontractor(s) in specific areas of expertise provided that the qualifications of all those proposed are described in full. (Note: DCAMM reserves the right to approve any substitute personnel, provided they possess similar skills and experience as the individual(s) to be replaced.)

The respondent must demonstrate its financial stability through submitted documents and history concerning lawsuits/litigation, filings for reorganization, bankruptcy or other protection from creditors.

B) Project Approach:

Ability to commit the necessary time and staff resources at the project management and work production levels and adequate support staff and systems, to complete the survey work and associated reports within a tight time frame.

Ability to provide adequate local support for the project and the flexibility to respond promptly to a request for assistance or to be available to attend meetings.

Commitment to make the most efficient use of existing resources that DCAMM already possess in house.

C) Schedule:

Ability to adhere to the schedule of meetings and surveys as described in the work plan and to deliver all products on time

D) Price:

The Respondent must provide a competitive fee for providing the services. The fee must take into consideration the wide range of building types to be surveyed.

E) Overall Quality of Response:

Thorough understanding of the scope of this survey

Ability to provide an innovative approach which demonstrates an understanding of the survey's complexities.

Ability to describe the approach clearly and logically as demonstrated through a comprehensive response and supporting materials, as well as through the clarity of the Respondent's oral presentation, if requested by DCAMM.

F) Compliance with State Requirements:

Ability to meet the terms and conditions of this RFP.

**3.2) RESPONSE EVALUATION:**

- 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.

b) **Part One – Technical Proposal**

The technical Proposal will be evaluated on the following criteria (All Respondents must receive a minimum score of 65 points out of total of 80 available on the Technical proposal. Respondents not scoring at least 65 points will not be considered for fee proposal evaluation):

**A. Experience of the Respondent and Project Principals (0-35 points):**

Describe the firm's experience 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 the RI Certified Minority Business Enterprise(s) and including their current State letter(s) of certification.

Proposals must provide answers to the following questions:

- i. What experience does the Respondent have with projects of a similar size, scope and use? Has a list of at least three projects completed in the last five (5) years been provided?
- ii. Does the Proposal illustrate that the Project Manager and each consultant assigned to the project have the background and experience necessary for a successful project? Are specific project examples included? Is the background provided for at least five years with three or more projects?
- iii. Are staff and consultants assigned to this project experienced with projects of similar size, scope and use? Have they provided a list of three projects completed in the last five (5) years?
- iv. Has an organization chart of the Respondent and any sub-consultants been provided for the project, indicating also MBE status for any respondent?
- v. Is the cost estimator familiar with various building types involved in the work including specialized facilities such as correctional facilities, hospitals and laboratories?
- vi. Does the Respondent's team appear able to incorporate the program goals and criteria into their work?
- vii. Does the Respondent have building envelope specialists, and computer software specialists on staff?

**B. Project Plan (0-35 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 to project tasks.

Proposals must provide answers to the following questions:

- i. Does the plan illustrate the Respondent has analyzed, interpreted and understands issues presented by this project?
- ii. Does the plan provide solutions for the issues presented by the project in a manner likely to meet the needs of the client and other customers and end users?
- iii. Does the proposed plan appear sensitive to budget and time constraints?

- iv. Does the plan address relevant data system design and computer program issues, by providing possible solutions?
- v. Does the plan include a discussion of importing data into applicable software systems?
- vi. Does the Respondent identify both constraints and opportunities posed by this project?
- vii. Is there a project schedule provided by the Respondent and is that schedule achievable (not overly optimistic or needlessly long)?
- viii. Is the staff to be assigned to the project, including a project manager, subcontractors, engineers and others, identified including FTE and/or hourly effort?
- ix. Does the level of effort for each appear adequate?
- x. Does the Respondent describe their current workload and the availability of their personnel to perform the project? Is it feasible?

**C. References (0-10 Points):**

Select a minimum of three and a maximum of five projects and provide principal contacts, including all contact information, for projects of a similar size and scope and use to the proposed project. These individuals may be contacted by members of the selection committee for further information.

Proposals must provide answers to the following questions:

- i. Were the references provided related to projects of a similar size, scope and use to the proposed project?
- ii. Did the Respondent's final project include producing a Facility Condition Assessment (FCA) for numerous buildings, importing the FCA information into the CAMIS, and providing a good design and program fit for the owner?
- iii. Did the Respondent identify problems and issues in a timely and complete manner?
- iv. Were technical, budget and operational issues fairly balanced with a good outcome resulting?
- v. Did the Respondent adequately research relevant format issues? Was the Respondent's survey process characterized by effective communication, clear graphic and verbal presentations, and appropriate inclusion of all designated stakeholders?

**c) Part Two - Professional Fee Proposal (0-20 Points):**

The Professional Fee Proposal will be evaluated (for Respondents that met a minimum of 65 points in Part One) on the following criteria (will represent 20 points max for a possible total score of 100 points):

- i. The Professional Fee proposal shall be submitted in a **separate, sealed envelope.**

- ii. The Professional Fee proposal shall be submitted as a Lump Sum price. The price **must be provided on the attached Fee Proposal Form (Attachment B)**. This shall be a fixed fee (dollar amount), which includes, as a separate line item, an allowance for expected reimbursables of \$10,000.00 (*See* Section 3.7.f for what expenses will be considered reimbursables).
  - iii. The Professional Fee proposal shall indicate the number and type of professionals to be employed and the hourly rate, including overhead, for each and shall include full services as listed in this RFP including all deliverables for all phases of the project.
  - iv. The proposal with the lowest opened Professional Fee proposal shall receive the full **20 points**. The other opened Professional Fee proposals shall be allocated points prorated in correlation to the lowest Professional 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.
  - f) 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.

**3.3) TENTATIVE SCHEDULE & DATES FOR DELIVERABLES:**

1. Work Starts (contract signed):	2 weeks later
2. Provide detailed schedule:	1 week later
3. Updated building and land inventories complete: (work to be concurrent with #8 below)	2 months duration
4. Survey, Inspections & Building Assessment sheets complete:	10 month duration
5. Financial schedules and cost estimates to correct deficiencies:	2 months duration
6. Draft Facilities Conditions Assessment Report (FCA):	1 month duration
7. Final Facilities Conditions Assessment Report (FCA):	1 month duration
8. Ten (10) year budget projections and recommended 5 and 10 year Capital Asset improvement cost schedules:	2 weeks
9. Compilation of FCA Data Base:	Included above
10. Importing data into CAMIS if CAMIS is available:	Included above
11. Close Out:	1 month

### 3.4) 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 (an original plus five (5) copies) should be mailed or hand-delivered in a sealed envelope marked with the RFP number and “Architectural & Engineering Services for: Facilities Condition Assessment – State Owned Buildings and Land”.

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

- b) 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, 2<sup>nd</sup> floor, One Capitol Hill, Providence, RI.

### 3.5) ADDITIONAL PROPOSAL CONTENTS

- a) In addition to the contents described in Section 3.1 proposals must include the following:
  - i. A completed and signed RIVIP generated offeror certification cover sheet (downloaded from the Division of Purchases’ website: <http://www.purchasing.state.ri.us>)
  - ii. A completed and signed IRS Form W-9 downloaded from the Division of Purchases’ website, should only be included in the “**Original Proposal**” only.
  - iii. 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 format is preferable. Only one (1) electronic copy is requested. This CD or diskette should be included in the proposal marked “Original”. Per 2.9 d) listed above, the Bid form must be provided as hard copy and on a CD. Please submit the Bid form (Attachment B) in hard copy and CD in a separate sealed envelope.

### 3.7) 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 Respondent 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 Respondent 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 the Division of Purchases and DCAMM which incorporate a final work plan and schedule. The selected Respondent must agree to provide all deliverables by the dates established in the final work plan and schedule.
- c) The selected Respondent 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 as their project manager and who will be responsible for seeing that all services are performed with the final work plan and schedule. The selected Respondent shall not change its designated representative during the project without prior written consent from the Division of Capital Projects and Property Management.
- d) The selected Respondent must comply with all State and Federal statutory, regulatory and ANSI standards. The selected Respondent must cooperate and coordinate with other State agencies, contractors, or entities, as necessary, to successfully complete the project. Rights to data, work products, etc., revert to the State of Rhode Island upon completion of the contract. All information related to vital records and systems must be kept confidential at all times during and after completion of the project.
- e) Payment Schedule: Payments shall be made monthly in proportion to services performed so that compensation shall aggregate to the following percentages at the completion of each phase of work:
  1. Updated Building and Land Inventories = 10%
  2. Completion of Pilot Survey = 5%
  3. Surveys, Photos, Inspections & Building Assessment sheets = 40%,
  4. Cost Estimates and Financial Schedules = 5%
  5. Data Base = 10%
  6. Draft Facilities Condition Assessment Report = 10%
  7. Final Facilities Condition Assessment Report = 5%

8. Completion of Summary Report = 5%
9. 10 year budget projections with recommended 5 and 10 year Capital Asset improvement cost schedules = 5%
10. Close Out = 5%

Five percent (5%) retainage shall be held on all but reimbursable expenses until project close out. Eight percent (8%) retainage shall be held for out of state firms.

- f) Reimbursable expenses: Only the actual reimbursable expenditure will be paid. When authorized in advance in writing by the Division of Capital Projects and Property Management, reimbursable expenses shall be paid based on verified costs plus a fee not to exceed four percent (4%) and shall generally be limited to document reproductions, postage and handling requested by the Owner beyond the number of reproductions outlined in Section 3.3 TENTATIVE SCHEDULE & DATES FOR DELIVERABLES. Reproductions for office use by the selected Respondent and its' consultants shall not be reimbursable. Transportation, telephone expenses and other telecommunication expenses are not considered reimbursable expenses under this RFP.
- g) 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 Respondent 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 seven (7) days notice of any cancellation.
- h) Bid review and Respondent de-scoping: The selected Respondent shall make their project principals and all key engineering staff and/or consultant(s) available for de-scoping. The results of all Respondent de-scoping shall be provided in writing by the Division of Capital Asset Management & Maintenance.
- i) The selected Respondent shall be allowed to invoice monthly based on the percentage of work completed.
- j) The professional cost estimator required for construction cost estimates shall NOT be an employee of the selected Respondent and shall NOT be a regular employee of a construction firm.

END

## **Attachment A**

### **LIST OF QUASI-PUBLIC AGENCIES**

1. Rhode Island Airport Corporation
2. Capital Center Commission
3. Rhode Island Clean Water Finance Agency
4. Rhode Island Convention Center Authority
5. Rhode Island Commerce Commission
6. Rhode Island Health and Educational Building Corporation
7. Rhode Island Housing and Mortgage Finance Corporation
8. I-195 Redevelopment District Commission
9. Rhode Island Industrial Facilities Corporation
10. Rhode Island Industrial-Recreational Building Authority
11. Narragansett Bay Commission
12. Rhode Island Public Transit Authority
13. Quonset Development Corporation
14. Rhode Island Resource Recovery Corporation
15. Rhode Island Student Loan Authority
16. Rhode Island Turnpike and Bridge Authority
17. Rhode Island Water Resources Board Corporate

**ATTACHMENT B**

**PROFESSIONAL SERVICES  
FEE PROPOSAL FORM - RFP# 7550059**

**Date:** November 17, 2015

**To:** The Department of Administration,  
Division of Purchases, 2<sup>nd</sup> floor  
One Capitol Hill, Providence, RI 02908-5855

**Project:** Architectural & Engineering (A&E) Services for: Facilities Condition Assessment – State Owned Buildings and Land

**Submitted by:** Firm Name and Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Please include in the firm's legal name, contact name, address, telephone, fax number, contact email address, and license number if applicable)

**1. Fee Proposal Base Price**

The cost submitted here-in includes all work described in this Request for Proposal (RFP). Furthermore, the Base Bid includes all work delineated in the RFP and the addendums issued during the A&E services solicitation process.

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**2. Reimbursables**

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**3. Total Lump Sum Fee**

Includes base price and reimbursables

\$			,			,			.		
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**4. Fee Proposal Form Signature(s)**

\_\_\_\_\_  
(Bidder's Name, Title)

\_\_\_\_\_  
(Bidder's Signature and Company Seal)

THE CONTRACTOR SHALL PROVIDE AN AFFIDAVIT THAT THE PERSON WHO HAS AFFIXED HIS OR HER SIGNATURE TO THIS BID FORM IS ACTIVELY AND LEGALLY AUTHORIZED TO BIND THE FIRM CONTRACTUALLY.

**THIS FORM MUST BE SUBMITTED WITH AND AFFIXED TO THE FEE PROPOSAL FORM.**