



**State of Rhode Island
Department of Administration / Division of Purchases
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**Solicitation Information
December 11, 2015**

ADDENDUM # 2

RFP# 7550067

**TITLE: Architectural and Engineering Services, Blanket Requirements,
University of Rhode Island 2015-2019**

Submission Deadline: Thursday December 17, 2015 at 10:30 AM (Local Time)

Notice to Vendors:

Attached are the questions received with responses. No further questions will be answered.

Updated Cost proposal form attached, which MUST be used.

**Tom Bovis
Interdepartmental Project Manager**

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

Inquiries: RFP# 7550067

TITLE: Architectural and Engineering Services, Blanket Requirements, University of Rhode Island 2015-2019

1. Is the SF-330 form required?

Response: Yes

2. . Please confirm that RFP #7550067 is for architectural services only and that MEP/FP, structural and civil engineering services have been procured through a separate RFP process.

Response: It is the intent of this RFP that the successful firm(s) will retain and be responsible for appropriate sub consultants to complete those project which are assigned to them. The evaluation of submissions for this RFP will be based strictly on the qualifications and cost proposals submitted by the architectural firm.

3. This is regarding Page 7, Section 4, and Number 3 of the RFP. Since the scope of the specific project is unknown at this time, how much of this statement applies to this RFP?

Response: No response to this statement shall be required in response to this RFP

4. The bid form indicates five categories for which respondents are to provide hourly rates. Please confirm that these are the only in-house rate categories bidders are eligible to bill for if selected for Blanket work.

Response: Confirmed that these are the only in-house rate categories that bidders are eligible to bill for if selected for this this RFP

5. The bid form indicates respondents should provide a multiplier for 2018 and 2019 on billing rates. We would recommend these percentages be provided by the University as to not skew costs when comparing bid results. We suggest 5% for 2018 and then 11% (5+6) for 2019.

Response: All respondents shall use this multiplier of base rate

2016	1.0
2017	1.02
2018	1.05
2019	1.08

6. Does the State want 1 original plus 6 copies of the cost proposal as well or just one original cost proposal?

Response: All firms should provide one original and six additional proposals

7. Should the cost proposal be omitted from the electronic copy for posting?
Response: Yes

8. Consultants were discussed at the Pre-proposal. I understand that this RFP is for Architects only. Should we include a listing of proposed consultants?
Response: Identification of consultants is not required for response to this RFP

9. Please confirm that no supporting engineers/consultants (rates or qualifications) beyond the Architect are required for this proposal.
Response: Identification of consultants is not required for response to this RFP

10. Please confirm if there are specific format requirements for the qualifications portion (Technical Sections) of this submittal.
Response: Section 4 Technical Proposal outlines the content. There is no specific format required beyond this

11. Please confirm that all proposals shall include a full hourly rate table for all staff levels (job descriptions) available within the offeror's office.
Response: Responses are required to complete the Base Fee proposal chart. Respondents should also submit the rate tables for other staff levels in their office for information purposes only

12. Please confirm that the "Multiplier Rate" projection is intended to account for hourly rate increase projections over the course of the contract duration.
Response: Yes

13. Do responses to this RFP need to include sub consultant teams?
Response: Identification of consultants is not required for response to this RFP

14. If sub consultants are required, can you confirm that you need their financial information as well as the Prime's?
Response: Identification of consultants is not required for response to this RFP

15. Throughout the technical portions of the proposals, many references are made to consultants or additional project team members (Section 4 requests "identification of all staff and/or subcontractors proposed"). As discussed at the pre-proposal conference, please confirm that this RFP is solely for architectural services, and

consultant engineering team (civil, structural, mechanical, etc.) credentials are not required and/or evaluated as part of the proposal submission criteria.

Response: This RFP is solely for architectural services and consultant engineering team credentials are not required and/or evaluated as part of the proposal submission criteria.

16. The Base Fee Proposal requests hourly rates multiplied by projected hours – 5,500 for Principal, 4,500 for Project Manager, etc. These hours appear to be projections for the four-year contract duration (5,500 hours extrapolates to approximately 26.5 hours/wk over the length of the contract). There is also the requirement for “Multiplier Rate for Four-Year Contract Duration.” If the Extended Cost figures are for the four-year contract duration, how is the multiplier rate evaluated? Suggestion #1: As the Awarding Authority, stipulate the multiplier rate so that all bidders are evaluated on their listed current hourly rates. Suggestion #2: Revise the listed Projected Hours to one year estimates for Calendar Year 2016 so that the multiplier rate may be calculated on this annual basis and the Extended Cost is an accurate estimate for the contract duration.

Response: The number of hours listed in document as for the four year duration of the contract. The hourly rates to be used in the response are the rates for calendar 2016. The multiplier rate for following years for all successful firm shall be applied to the hours billed in that specific year:

2016	1.0
2017	1.02
2018	1.05
2019	1.08

PROPOSAL FOR ARCHITECTURAL ENGINEERING SERVICES

ESTIMATED WORK REQUIREMENT FOR BIDDING COMPARISON- BASE FEE PROPOSAL

Job Description	Hourly Rate	Projected Hours	Extended Cost
Principal Architect	\$ _____	5,500	\$ _____
Staff Architect	\$ _____	5,500	\$ _____
Project Manager	\$ _____	4,500	\$ _____
Technician/CAD Designer	\$ _____	4,500	\$ _____
Clerical	\$ _____	2,000	\$ _____
TOTAL PERSONNEL COST			\$ _____

Multiplier rates for hours worked in the years for the duration of the Purchase Order

<i>2016</i>	<i>1.0</i>
<i>2017</i>	<i>1.02</i>
<i>2018</i>	<i>1.05</i>
<i>2019</i>	<i>1.08</i>

1. Printing and postage for reproductions of prints and specifications and the postage will be paid at actual cost multiplied by 1.00.
2. Approved sub consultants will be paid at actual cost multiplied by 1.06.
3. All other expenses must be included in overhead of staff billing rates.
4. RI State Fire Marshal and RI Building Code Commission Review fees when requested by the University will be paid as a reimbursable.