



**Solicitation Information
December 3, 2015
Solicitation**

RFP #7550097

TITLE: A&E Services Strategic Facilities Plan

Submission Deadline: Wednesday December 30, 2015 at 11:30 AM (Local Time)

<p>PRE-BID CONFERENCE: Yes Date: Monday December 14, 2015 at 9:00 AM (LT) - Mandatory: Yes Location: CCRI Knights Campus Room 2328, Second Floor, 400 East Ave, Warwick</p>
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Questions concerning this solicitation may also be e-mailed, in Word format to the Division of Purchases at thomas.bovis@purchasing.ri.gov no later than **12/18/2015 at 4 PM (LT)**. Please reference the RFP # on all correspondence. Questions received, if any, will be answered and posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

<p>SURETY REQUIRED: No</p>

<p>BOND REQUIRED: No</p>

**Thomas Bovis
Interdepartmental Project Manager**

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

NOTE TO VENDORS:

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

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 Community College of Rhode Island are soliciting proposals from qualified vendors to create a strategic facilities plan for the Community College of Rhode Island as described elsewhere herein, and in accordance with the terms of this Request and the State's General Conditions of Purchase (available at www.purchasing.ri.gov).
- b) This is a Request for Proposal (RFP), 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 Office of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.
- c) Respondents to this solicitation are hereby advised that the respondent selected for award of a contract pursuant to this solicitation, and its affiliated or subsidiary companies (whether partially or wholly owned), shall be ineligible to bid upon any future consulting or construction solicitations which may arise from or relate to the services described in this solicitation. In addition, any sub-consultants or subcontractors engaged by the respondent selected for award of a contract who performs any services arising from this solicitation shall be ineligible to bid upon any future consulting or construction solicitations which may arise from or relate to the services described in this solicitation.

1.2) NOTIFICATIONS TO OFFERORS:

- a) Potential Respondents 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.
- b) In order to submit a proposal, Respondents must properly register with the State of Rhode Island. For information of registering, please see the Division's website at www.purchasing.ri.gov and under the heading "Vendor Registration Information".
- c) All proposals shall include the Respondent's FEIN or Tax Identification number as evidenced by a W9, downloadable from the Division's website at 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 will 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 offeror. 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 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, 2nd 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 so to do from the Secretary of State (401/222-3040) 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 charles.newton@doa.ri.gov, Visit the website [http://www.mbe.ri.gov/](http://www.mbe.ri.gov)
- l) Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
- m) 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 raymond1@gw.doa.state.ri.us
- n) 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.

- o) 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 Respondents, as necessary, to serve the best interests of the State.

1.3) ARCHITECTURAL / ENGINEERING SERVICES

- a) Persons or firms practicing Architectural and/or Engineering Services in the State of Rhode Island must possess a proper registration and Certificate of Authorization in accordance with Rhode Island General Laws.
- b) A copy of the current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for the individual(s) who would perform the work must be included behind the front page of each copy of the Proposal.
- c) The Board of Design Professionals can be contacted as follows:

Board for 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

- d) The respondent's Proposal will be disqualified and removed from consideration if the Proposal fails to include the required current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s).

SECTION 2 – SCOPE OF WORK

2.1) BACKGROUND AND MISSION

The proposal is to create a strategic facilities plan that includes: articulation of CCRI's strategic goals, how each of the campuses Knight, Flanagan, Liston, Newport, Shepard Building, Westerly Satellite, proposed Westerly Education and Job Training Center and other potential locations in the State of Rhode Island will be altered to achieve those goals, recommended changes to the college's capital plan, conceptual basis of design for each capital project at the campuses, a schedule and a rough order magnitude estimate for each project.

The successful bidder will support CCRI's senior management in presenting the results of the planning effort to various State leadership (educational, elected, boards, councils and various other authorities).

The goal of the services is to provide the following information in hard copy and electronic format.

1. Produce a CCRI long-term (10 year) Facility Master Plan report (2016 – 2026) which includes a general overview of the college and its planning elements with a detailed

master plan for each campus (physical and satellite). The report must summarize the programmatic uniqueness of each property and reflect the overall mission and strategic plan of the college.

2. Identify expansion, renovation, new sites, site acquisitions, alternative property uses and property that may be considered consistent with CCRI's long-term vision.
3. Assist CCRI senior leadership in producing a report that provides a yearly schedule of projected needs.
4. Identify facilities and / or buildings that will no longer be efficient and need replacing.

Prepare a final presentation, hard copy and electronic (PowerPoint).

2.3) QUALIFICATIONS

Architect/Engineer Team will be required to fulfill the following requirements as stated below:

1. In concert with the college leadership determine the most effective planning model to accomplish the stated objectives and execute the scope of services identified here-in. Produce a project plan for the selected planning model including a detailed scope and responsibility matrix for all participants, including college leadership and others as appropriate.
2. Compile, integrate, validate and format existing district data into a single master plan report format. This task will include research, site visitations, and meetings with CCRI staff and community representatives / groups identified by CCRI. Existing data to be provided includes but is not necessarily limited to; student projections and demographic data, boundaries, current funded projects, current needs assessment, enrollment information, space inventory (buildings / classrooms & seats), current technology plan (future by separate consultant), programmatic information, school floor plans (not electronic or to scale).
3. Work with CCRI staff to ratify and document their current educational program information including consideration of alternative school models as may be appropriate and desired.
4. Coordinate engagement of community representatives as desired by CCRI.
5. Develop a District-wide Master Plan for each school including identification of educational adequacies and/or deficiencies for each campus.
6. Assist CCRI in identifying a priority list of projects to be implemented in the first 5 years of the capital program.

7. Through the Colleges' Project Manager coordinate all activities as necessary with other consultants engaged by CCRI in relation to the capital program, including but not necessarily limited to the following: Architectural Consultants, Technology Consultant, and Demographic Consultant.
8. Provide recommendations for new construction including property acquisitions if necessary.
9. Produce a Facilities Master Plan report that includes a general overview of the college – its capacity, enrollment, municipal demographics, capital availability, and academic programmatic needs with a detailed accounting of each facility to include demographics, programmatic, financial impact, facility needs and recommended solutions.
10. Deliver five hard copies (and 1 CD) of the final report and academic specification documents with corresponding PDF files to the college.
11. Make presentations and appear before the Council on Postsecondary Education, Board of Education, City Council, or other Commissions, Boards of the host communities and State as desired by CCRI.
 1. Provide a detailed resource loaded schedule for all services to be performed in accordance with the requirements of the college and submit monthly updates, hard copy and electronic, as a condition precedent for payment.

2.4) COST ESTIMATES:

- a) Provide professional, independent cost estimates. A minimum of three (3) professional independent cost estimates of the entire Work produced by a professional cost estimator who is not an employee of the lead firm or a regular employee of a construction firm is required for each Campus and subsequent project (see Section 2.1) for description of each part of work at the following stages:
 1. Rough Order of Magnitude Estimate of the conceptual design project per Campus

SECTION 3 –SELECTION PROCEDURE AND SUBMISSION REQUIREMENTS

3.1) RESPONSES

- a) Responses will be evaluated in two parts for a maximum score of 100 points. Part One is a Technical proposal (70 points max) and Part Two is a Professional Fee proposal (30 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**.

Part One – Technical Proposal Technical proposal will be evaluated on the following criteria (All Respondents must receive a minimum score of 55points on the

Technical proposal, Respondents not scoring at least 55 points will not be considered for fee proposal evaluation).

1. Experience of the Firm and Project Principals (0-30 points):

Describe the firm's 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 all Subcontractors / Suppliers / Consultants / Independent Contractors, the estimated dollar value of each, a brief description of work or scope, and whether each is RI Certified as a Minority Business Enterprise or not.

Proposals must provide answers to the following questions:

- a. What experience does the Respondent have with preparing a Multi-year Facilities Master Plan Report of a similar size, scope and use?
- b. Does the Proposal illustrate that the Project Manager and each consultant assigned to the project have the background and experience necessary for this type of Project:
 - i. Making clear and precise presentations before the Council on Post-Secondary Education, Board of Education, City Council, or other Commissions, Boards of the host communities and State as desired by CCRI.
 - ii. Preparing rough order of magnitude estimates for similar work
 - iii. Programming and scheduling
 - iv. Renovation of existing facilities of this type
 - v. Has an organization chart of the firm and any sub-consultants been provided for the project, indicating also MBE status for any firm?
 - vi. Does the Respondent appear able to incorporate Owner's and End User's goals and criteria into their work?

2. Project Plan (0-25 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 and hours associated with project tasks. Proposals must provide answers to the following questions:

- a. Does the project plan illustrate the Respondent has analyzed, interpreted and understands issues presented by this RFP?

- b. Does the project plan provide solutions for the issues presented by the project in a manner likely to meet the needs of the Owner?
- c. Does the proposed project plan appear sensitive to the time constraints?
- d. Does the project plan address relevant design and program issues, by providing possible solutions?
- e. Does the Respondent identify both constraints and opportunities posed by this project?
- f. Is there a project schedule provided by the Respondent and is that schedule achievable (not overly optimistic or needlessly long)?
- g. Is the staff to be assigned to the project, including a project manager, subcontractors, engineers and others, identified including FTE and/or hourly effort?
- h. Does the level of effort for each appear adequate?
- i. Does the Respondent describe their current workload and the availability of their personnel to perform the project, is it a feasible?

3. References (0-15 Points):

Select a minimum of four and a maximum of six projects and provide principal contacts, including all contact information, for a similar size and scope and use to the proposed project. All contact information must be confirmed and current. These individuals may be contacted by members of the selection committee for further information. Proposals must provide answers to the following questions:

- a. Were the references provided related to master planning, new construction and renovations.
- b. Did the Respondent identify problems and issues in a timely and complete manner?
- c. Were technical, budget and aesthetic issues resolved by the Respondents, fairly balanced with a good outcome resulting?
- d. Where the timelines of the Projects met?
- e. Did the Respondents adequately research relevant design and program issues?
- f. Was the Respondent's design process characterized by effective communication, clear graphic and verbal presentations and appropriate inclusion of all designated stakeholders?

4. Interviews:

The State reserves the right to interview any or all Respondents to this RFP based on their Technical Proposals. All Staff who will be part of the project including key subs should make themselves available for these interviews.

b) Part Two – Professional Fee Proposal

Professional Fee proposal will be evaluated (if firm meets minimum of 55 points in Part One) on the following criteria (Will represent 30 points max):

1. The Professional Fee proposal shall be submitted in a **separate, sealed envelope**.
 2. The Professional Fee proposal shall be submitted as a Lump Sum price. The price must be provided on the attached Fee Proposal Form. This shall be a fixed fee (dollar amount), which includes, as a separate line item, an allowance for expected reimbursable.
 3. **Full 30 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 15 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”= 30 points.
- c) 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.
- d) The State reserves the right to award based upon the most favorable cost proposal. 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.
- e) A Total Lump Sum bid must be provided and then separate line items must be provided for each package as delineated in the bid form.

3.2) 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 (a clearly labeled **original** plus five (5) copies) should be mailed or hand-delivered in a sealed envelope marked with the RFP number and “Architectural, Engineering and Design Services for New Rhode Island Veterans Home Facilities and Renovations in Bristol, RI”.

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

b) **Reminder:** 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, 2nd floor, One Capitol Hill, Providence, RI.

3.3) ADDITIONAL PROPOSAL CONTENTS

- a) In addition to the contents described in Section 3.1 proposals must include the following:
1. A completed and signed RIVIP generated Respondents certification cover sheet (downloaded from the Division of Purchases’ website <http://www.purchasing.ri.gov>)
 2. A completed and signed IRS Form W-9 downloaded from the Division of Purchases’ website, should **only** be included in the **original copy**.
 3. 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 for is preferable. Only one (1) electronic copy is requested. This CD or diskette should be included in the proposal marked “Original”.

3.4) 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 respondents 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 respondents 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 Division of Capital Projects which incorporate a final work plan and schedule. The selected respondents must agree to provide all deliverables by the dates established in the final work plan and schedule.
- c) The selected respondents 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 at their project manager and who will be responsible for seeing that all services are performed with the final work plan and schedule. The selected respondents shall not change its designated representative during the project without prior written consent from the Division of Purchasing.

- d) Payment Schedule for each Package: Payments shall be made monthly in portion of services performed per each individual priced package as described in the bid form and under Section 2; so that compensation shall aggregate to the following percentages at the completion of each phase of work.
1. Project planning model with stated objectives = 5%
 2. Format existing district data into a signal master plan format = 5%
 3. Engage CCRI staff and community representatives = 5%
 4. Develop a District wide Master Plan for each school/campus = 20%
 5. Priority list for first 5 years of capital program =10%
 6. Provide recommendations for new construction = 5%
 7. Produce Facilities Master plan Report with rough order of magnitude estimates = 20%
 8. Presentation of Master Plan to State Agencies and within CCRI =25%
 9. Master Plan Final Report = 5%
- e) Un-invoiced monies at Project completion will not be paid to the respondents.
- f) Five percent (5%) retainage shall be held by the State until the satisfactory completion of each phase of the project.
- g) All drawings shall be submitted in hard copy as well as CAD (compatible with AutoCAD lite, current edition), two CD's and PDF formats.
- h) Reimbursable expenses: Only the actual reimbursable expenditure will be paid. When authorized in advance in writing by the Division Purchasing reimbursable expenses shall be paid based on approved costs and shall generally be limited to document reproductions, postage and handling requested by the Owner. Reproductions for office use by the selected Respondents and its' consultants shall not be reimbursable, transportation to the project site and the Offices of the Design team and Owner, telephone expenses and other telecommunication expenses are not considered reimbursable expenses under this RFP. Four Percent (4%) markup will be allowed on the reimbursable expenses for the design team and their consultants.
- i) If additional sub-consultant are required due to changes in scope or unforeseen conditions, when authorized in advance in writing by the Division of Capital Projects and Property Management expenses shall be paid based on approved costs plus a management fee not to exceed four percent (4%) of the sub-consultants' proposal.
- j) Conflicts of interest: The selected Respondents shall certify that neither the firm, its employees, nor its consultants, have or enter into, any contract or business venture with any general contractor or trade sub-contractor who is selected to work on this project. This provision, shall not apply to sub-contractors hired to provide sub-contractor services during the investigation phase.

- k) **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 Respondents 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 thirty (30) days notice of any cancellation.
- l) **Alterations to AIA forms-front end documents:** The Division of Capital Projects and Property Management shall make available to the selected Respondents modified AIA bidding front end and general conditions documents that will require editing by the selected Respondents to make the documents project specific. The editing is to be completed by the Respondents at no additional cost to the State.
- m) **De-scoping:** The selected Respondent shall make the project principals and all key engineering staff and/or consultant(s) available for the de-scoping within seven to ten business days after receipt of the Tentative Letter of Award.
- n) **Value engineering:** the selected respondents shall perform, at no additional cost, any and all value engineering necessary to bring the project into budget after the receipt of the professional, independent cost estimates. The selected respondents shall also keep an informal statement of probable costs and provide value engineering corrections on an ongoing basis paralleling project programming and project design work.
- o) The professional cost estimator required for construction cost estimates shall NOT be an employee of the selected respondents and shall NOT be a regular employee of a construction firm.

FEE PROPOSAL FORM:

Facilities Master Planning Fee \$ _____

Reimbursable Fee \$ **20,000.00**

Total Lump Sum Fee (Facilities Plan + Reimbursable) \$ _____

DETAILED COST BREAKOUT:

1. Project planning model with stated objectives

\$ _____

2. Format existing district data into a signal master plan format

\$ _____

3. Engage CCRI staff and community representatives

\$ _____

4. Develop a District wide Master Plan for each school/campus

\$ _____

5. Priority list for first 5 years of capital program

\$ _____

6. Provide recommendations for new construction

\$ _____

7. Produce Facilities Master plan Report with rough order of magnitude estimates

\$ _____

8. Presentation of Master Plan to State Agencies and within CCRI

9. Master Plan Final Report

\$ _____