



**Solicitation Information  
January 13, 2016**

**RFP# 7550183**

**TITLE: Owner's Representative Services for White Horn Brook Apartments & Gateway to URI - Welcome Center Projects  
The University of Rhode Island, Kingston Campus**

**Submission Deadline: February 11, 2016 at 11:00 am (Local Time)**

**PRE-PROPOSAL CONFERENCE: YES DATE: Wednesday January 27, 2016  
TIME: 11:00 am (LT)  
MANDATORY: YES  
LOCATION: URI, Carother's Library, Galanti Lounge, Kingston, Rhode Island**

Questions concerning this solicitation must be received by the Division of Purchases at [thomas.bovis@purchasing.ri.gov](mailto:thomas.bovis@purchasing.ri.gov) no later than **2/1/2016 at 4 pm (LT)** Questions should be submitted in a Microsoft Word attachment. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED: No**

**BOND REQUIRED: No**

**Thomas Bovis  
Interdepartmental Project Manager**

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

**Note to Applicants:**

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

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

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## **SECTION 1: INTRODUCTION**

The Rhode Island Department of Administration/Division of Purchases, on behalf of the University of Rhode Island Department of Campus Planning & Design and Capital Projects, is soliciting proposals from qualified firms to provide owner's representative services for the new construction of the "**WHITE HORN BROOK APARTMENTS**" south of Flagg Road and the "**GATEWAY TO URI - WELCOME CENTER**" at the northeast corner of Upper College Road and Briar Lane, in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at [www.purchasing.ri.gov](http://www.purchasing.ri.gov) . The initial contract period will be through the duration of the warrantee period of the construction of the building.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

### **INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:**

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. The RICPE/URI reserves the right to request clarification of any aspect of materials received or to request further information as might be required to adequately evaluate credentials and qualifications.
4. The State of Rhode Island reserves the right to accept or reject any or all submissions received as a result of this solicitation, to waive minor irregularities, or to negotiate with any respondent, in any manner necessary, to serve the interests of the State.
5. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
6. Proposals are considered to be irrevocable for a period of not less than 120 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
7. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein. The proposed fee and hourly rates are fixed for the stipulated term of the

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

8. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.
9. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
10. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
11. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
12. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
13. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP. All questions regarding the project or this Request for Proposals shall be directed by e-mail or fax to the Agency Contact listed in this RFP. Responses to questions regarding this solicitation will be shared with all interested firms by means of addendum to this RFP.
14. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.

15. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).
16. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 574-8253 or visit the website [www.mbe.ri.gov](http://www.mbe.ri.gov).
17. The State reserves the right to award to one or more offerors. The State also reserves the right to award this project based on pricing alone. Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered any further. The University/State, may at its sole option, elect to require presentations (s) by offerors clearly in consideration for award.

## **SECTION 2: MISSION AND VISION OF THE UNIVERSITY OF RHODE ISLAND**

The University of Rhode Island is the State's public learner-centered research university. We are a community joined in a common quest for knowledge. The University is committed to enriching the lives of its students through its land, sea, and urban grant traditions. URI is the only public institution in Rhode Island offering undergraduate, graduate, and professional students the distinctive educational opportunities of a major research university. Our undergraduate, graduate, and professional education, research, and outreach serve Rhode Island and beyond. Students, faculty, staff, and alumni are united in one common purpose: to learn and lead together. Embracing Rhode Island's heritage of independent thought, we value:

- Creativity and Scholarship
- Diversity, Fairness, and Respect
- Engaged Learning and Civic Involvement
- Intellectual and Ethical Leadership

Our vision is to be "the institution of first choice for students and faculty with a passion for inquiry." To meet this vision, success in our recruitment and yield of students is paramount. It is well documented that the campus visit and experience is one of the main factors in helping a student choose one institution over the other. As a tuition-dependent institution, URI needs to ensure that it meets the needs of contemporary students and an important aspect of that is in providing desirable student housing and a welcoming, sustainable, and attractive campus environment.

## **SECTION 3: WHITE HORN BROOK APARTMENTS**

### **PROJECT BACKGROUND**

Today's students are very aware of the need to live in a sustainable way in order to protect the planet and URI's efforts to construct LEED-certified sustainable buildings on campus is a significant drawing card to recruit today's forward-looking students. Due to its effective sustainability focus, URI has been recognized nationally by Princeton Review as a Green campus.

URI's efforts to target student housing needs and preferences as well as its reputation as a sustainability-oriented institution have been and will continue to be a key component in the University's success at attracting new students.

In 1998, the University of Rhode Island conducted a study of on-campus student housing facilities and produced three primary recommendations:

- 1) Reinvest in, and substantially modernize, those existing housing facilities that can provide marketable student housing for 25 or more years beyond the point of modernization*
- 2) Constructing new on-campus housing that specifically targets the needs and interests of upper class students*
- 3) Liquidate/remove any current housing facilities that would exceed an established renovation-to-new construction ratio and/or fail to provide long term marketability; replace with new.*

The University has spent the last several years successfully executing the first of these recommended actions and has been establishing a freshman-focused on-campus living option consistent with the study. This first stage of capital improvements has brought overall modernization, enhanced accessibility, and significantly upgraded fire safety systems to some 1935 freshman bed spaces. Fire code upgrades were completed to an additional 500 freshman bed spaces in the Fayerweather/Gorham halls, with general modernization work remaining in those facilities.

During the 2006/2007 academic years, the University completed the construction of 800 new bed spaces targeted to upper class undergraduates. These initial 800 beds are consistent with the above recommendations, the new student housing consists almost entirely of single bedrooms in apartment and suite style configurations. The new housing has been very well received by the student body and has successfully realized the goal of providing attractive units for upper class students. Concurrently, the University completed and opened a new state-of-the-art student dining and food retail facility in the heart of the residential sector, replacing the Hope and Roger Williams dining halls which were at the end of their life cycles. In October 2012, an additional new residence hall was opened at URI with accommodations for 429 students. This resident hall was comprised of mostly double rooms with shared restroom facilities. Limited singles were also provided.

With renovations completed in most of URI's first year residence halls, and with the concurrent completion of over 1,200 new on-campus bed spaces, it is time to initiate the next stage of capital improvements and launch plans for additional bed spaces sufficient to meet increased enrollment and the strategic desire to house a total of 50-60% of all full time URI undergraduates on the Kingston campus.

#### **PROJECT DESCRIPTION**

The University seeks to increase its student housing capacity through the construction of a 500-bed housing residence at the northwest end of the campus on the west bank of White Horn Brook (see attachment A - site plans). This would involve moving some functions that currently exist on the proposed project site (faculty/staff parking, demolition of a URI Facilities buildings, yard storage) and reconfiguration of the 100-year floodplain to meet state wetlands requirements.

The intention is to construct two multi-level housing structures units that would accommodate approximately 500 students. The intended occupancy is third- and fourth- year students. Subject to programming decisions, the new residence halls will likely contain apartment style housing with single rooms. The project will also contain student activity spaces but no food service facilities.

#### **SECTION 4: GATEWAY TO URI - WELCOME CENTER**

##### **PROJECT BACKGROUND**

Thinking Bid and Creating a Renewed Culture of Achievement begins with the successful recruitment and yield of undergraduate and graduate students. Meeting enrollment targets, increasing diversity, becoming a global community as reflected in our student body, and enhancing quality are all current University goals.

In order to achieve these goals it has become critical to create a new, one-stop admission's experience at the undergraduate and graduate levels. This will certainly help us enhance the URI brand and meet our enrollment goals and business plans.

##### **PROJECT DESCRIPTION**

The project scope will involve the design and construction administration of the Gateway to URI - Welcome Center (see Attachment A). This project comprises a 12,500 gsf building with an expected construction value of \$4.9 million in 2014 dollars. The program may be adjusted as necessary to meet budgetary considerations.

#### **SECTION 5: SCOPE OF WORK** (See Attachment B)

The University of Rhode Island seeks qualified firms to provide comprehensive Owner's Project Management (OPM) services to assist with the White Horn Brook Apartments and the Gateway

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

This proposal is divided into two management activities:

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

### WHITE HORN BROOK DESIGN & CONSTRUCTION SERVICES

The project scope will involve the design and construction OPM services for the **White Horn Brook Apartment** project. This project comprises a 200,000 gsf building with an expected construction value of \$65 million in 2014 dollars. The program may be adjusted as necessary to meet budgetary considerations. The project will be divided into three phases. The design will be completed in two phases with the third being construction.

#### **Design Phase 1:**

#### **Schematic Design Services: Programming and master planning deliverables for the A&E team for the above project to include but are not limited to:**

- ▶ Space and functional programming study report for review and prioritization
- ▶ Program revisions/adjustments to align scope of work with budget
- ▶ Site Plan showing utilities, and landscape, land and/or accessibility improvements with existing and proposed grading
- ▶ Conceptual design floor plans and required elevations
- ▶ Conceptual design site plans reconfiguring the 100-year floodplain to meet state requirements.
- ▶ A minimum of (2) renderings to illustrate the design and suitable for public relations and fund raising publications

- ▶ Code Review evaluation and report that identifies challenges and any variances required
- ▶ Project schedule
- ▶ Construction cost estimates for the work

**Design Phase 2: A&E team services will provide Design Development and Construction Documents**

Based on the successful completion of Phase I tasks, these are the Phase 2 deliverables:

- ▶ Design Development: complete design plans based on finalized structure capacity and designated design elements
- ▶ Permitting for reconfiguration of the 100-year floodplain within state requirements
- ▶ Construction documents: all needed documents and plans to ensure successful construction of the project

**Construction Phase 3: Project Construction**

- ▶ Construction administration: This will cover bidding, construction oversight and warrantee period coverage.

GATEWAY TO URI - WELCOME CENTER DESIGN SERVICES

The project scope will involve the design and construction OPM services for the **Gateway to URI - Welcome Center** project. This project comprises a 12,500 gsf building with an expected construction value of \$4.9 million in 2014 dollars. The program may be adjusted as necessary to meet budgetary considerations. The project will be divided into two phases.

**Phase 1:**

**Conceptual Design Services:** Programming and master planning deliverables for A&E team for the above project to include but are not limited to:

- ▶ Space and functional programming study report for review and prioritization
- ▶ Program revisions/adjustments to align scope of work with budget
- ▶ Site Plan showing utilities, and landscape, land and/or accessibility improvements with existing and proposed grading
- ▶ Conceptual design floor plans and required elevations
- ▶ A minimum of (2) renderings to illustrate the design and suitable for public relations & fund raising publications
- ▶ Code Review evaluation and report that identifies challenges and any variances required
- ▶ Construction cost estimates for the work

**Design and Construction Documents:** The balance of phase 1 will include completion of the design and construction documents, specifications and all other A/E services for the Gateway to URI as outlined in the attachments other than construction administration.

**Phase 2: Not included in base OPM contract, but may be included at a later time. See section 7 for further details.**

**Construction Phase Services:** The balance of the A&E services will include completion of construction administration (bidding, construction and warranty period coverage). Upon completion of Phase 1, the University reserves the right to not continue forward with the project and therefore not proceed with Phase 2 of the A&E services.

## **DESIGN PHASE SERVICES**

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

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

### Management Experience:

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

### Collaboration with URI personnel:

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

and problems, minimize disruption of regular campus activities, and to facilitate timely and effective actions as required when issues arise.

Adherence to URI Procedures and Protocol:

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

Budget, Schedule, and Quality Assurance Management:

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

Maintaining Project Records and Reporting:

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

Relocation Management and Coordination:

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

LEED certification Process Oversight

PM will have the skills and experience necessary to oversee the design agent in the LEED design process. It will be the responsibility of the PM to ensure that the design agent accomplishes all of their requirements to ensure that the design of the building is in line with the LEED certification desired for the projects.

Scope of Services:

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

Duration and Renewal of Project Management Services Contract:

Subject to the terms of the agreement, and the continuing funding of assigned projects, the duration of the PM services contract will be through the design and construction phase of the White Horn Brook Apartments project and the design phase of the Gateway to URI - Welcome Center.

## **CONSTRUCTION PHASE SERVICES**

The University of Rhode Island seeks a qualified Owner's Representative Firm as Project Manager (PM) firm to provide comprehensive project management services to assist with oversight of the General Contractor (GC) which will be selected by to be determined competitive delivery process to construct the proposed White Horn Brook Apartments. The PM will work on the Kingston Campus of URI of Rhode Island in offices provided by the URI. Assigned personnel shall provide construction team leadership, management and technical expertise, and coordination of the projects. The Office of Capital Projects will provide regular executive level direction and support to the project during the construction phase; the Project Manager is to provide the URI's presence on site for maximum effectiveness and efficiency of the work. All work shall be done in collaboration with and at the direction of URI representatives in a team environment. The project management team shall provide comprehensive coordination and direction of project activities in a manner that serves and protects the URI's best and overall interest.

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

### Management Experience:

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

### Collaboration with URI personnel:

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

Adherence to URI Procedures and Protocol:

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

Budget, Schedule, and Quality Assurance Management:

The Project Management team will have the skills and experience necessary to evaluate General Contractor's project schedules, evaluate change order proposals and track project schedules that are accurate and reasonable. The PM will institute and maintain a quality assurance program to promote the highest quality, on-time, and within-budget projects.

Maintaining Project Records and Reporting:

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

Construction Phase Management:

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

Relocation Management and Coordination:

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

LEED certification Process Oversight

PM will have the skills and experience necessary to oversee the design agent in the LEED certification process. It will be the responsibility of the PM to ensure that the design agent accomplishes all of their requirements to ensure that the LEED certification is brought to a point of 100% completion.

Scope of Services:

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

Duration of Project Management Services Contract:

Subject to the terms of the agreement, and the continuing funding of assigned projects, the duration of the PM services contract will be through the design and construction phase of the White Horn Brook Apartments project and the design phase of the Gateway to URI - Welcome Center.

## **PROGRAM STAFF REQUIREMENTS**

### Design Phase Requirements:

For managing the Design Phase of the White Horn Brook Apartments, Gateway to URI - Welcome Center and other associated projects, the University requires, at a minimum, the following positions:

Full time on-site Project management staff:

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

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

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

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

### Construction Phase Requirements:

For managing the Construction Phase of the White Horn Brook Apartments and other associated projects, the University requires, at a minimum, the following positions:

Full time on-site Project Management staff:

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

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

- Executive Project Manager: graduate architect, or engineer or other construction professional with extensive leadership experience in the project management.

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

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

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

## **TERMS AND CONDITIONS**

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

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

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

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

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

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

## **SECTION 6: TECHNICAL PROPOSAL**

Narrative and format: the separate technical proposal should address specifically each of the required elements:

(1) A letter of transmittal signed by an owner, officer or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of the Request, and tendering an offer to the RICPE/URI. The letter must contain a commitment to provide both the services described herein and the personnel proposed for the assignment.

(2) A Technical Proposal describing the firm’s background, qualification, and experience related to the project, as well as its proposed work plan and approach. The Technical Proposal must contain the following sections:

Tab 1: Cover Letter: This summary letter is intended to highlight the contents of the Technical Proposal and to provide URI evaluators with a broad understanding of the respondent’s suitability for the project.

Tab 2: Management and Approach: Provide a short narrative outlining the process your firm will offer to understand URI’s needs and prepare the foundations for the management of the projects. Discuss the opportunities and challenges of the project and how your team might approach solutions. Outline the steps the team will follow during the design and construction process to ensure a high quality, on schedule, and within budget project.

Tab 3: Respondent’s Qualifications and Staffing: The prime consultant shall submit a completed federal SF330 Parts 1.A-D. At the option of the respondent, firms may submit individual resumes for team members in lieu of completing Part 1.E. Also include SF330 Part 2 for each firm associated with the design team.

Tab 4: Previous Project Experience and Design Talent: Using a format of your choice, illustrate and describe recent management experience for at least five, but no more than ten projects that demonstrate the team members’ experience and capabilities on similar projects. Using SF330 Part 1F&G, indicate the participation of the proposed team members on these projects. ***Note: If the project reflects work by an individual while employed by another firm, list the name of the previous firm.***

In addition to the above, you may include other materials to document your team’s qualifications for this project. Please keep your RFP succinct and focused on describing your design team’s unique qualifications to meet the project needs. No indication or discussion of proposed fee for prime or sub consultants should be present in the Technical Proposal.

## **SECTION 7: COST PROPOSAL**

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

- a. A **contract allowance** amount of \$50,000 for additional staff time not defined in the itemized weekly and hourly rates. This allowance is established to cover additional consultants or staff contracted under the Agreement only as directed by the URI.
- b. A **contract allowance** amount of \$50,000 for reimbursable expenses. This contract allowance is also for sub-consultant services such as surveying, services, and commissioning services associated with the assigned projects. Such sub-consultant services must be authorized in advance by URI
- c. The completed Cost Proposal form shall be submitted in **a separate sealed envelope** which will be opened only for those Offerors who's Technical Proposal achieves the minimum score as defined in **Section 8: Evaluation and Selection**.

NOTE: The cost proposal form in Section 10 covers the White Horn Brook Apartments project for both Design and Construction OPM services and the Gateway to URI - Welcome Center for Design OPM Service only. The University reserves the right to extend the Gateway services into Construction OPM services based on the hourly rates set forth in section 10. Such determination to extend the OPM contract for Gateway Construction Services will occur toward the end of the Gateway Design contract and is at the sole discretion of the University.

## **SECTION 8: PROPOSAL SUBMISSION**

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (**an original plus (6) copies**) should be mailed or hand-delivered in a sealed envelope marked **"RFP# - OPM White Horn Brook Apartments & Gateway to URI"** to:

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

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

**RESPONSE CONTENTS**

Responses shall include the following:

1. A completed and signed R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
2. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
3. A separate Technical Proposal as described above.
4. A separate, signed and sealed Cost Proposal reflecting the hourly rates for all proposed team members, and lump sum fee, broken down into the fee structure as described above, proposed to complete all of the requirements of this project. Remember to include all contract allowances as outlined in section 7.

In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in **electronic format (CD-Rom, disc, or flash drive)**. Microsoft Word / Excel OR PDF format is preferable. Two electronic copies are requested (One for the State and one for the University) and it should be placed in the proposal marked “original”.

**SECTION 9: EVALUATION AND SELECTION**

Proposals will be reviewed by a University of Rhode Island appointed Technical Review Committee comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (85.7%) out of a maximum of 70 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Of the firms scoring 60 points or higher, the Technical Review Committee may select any al all of the firms to participate in on-campus interviews. Technical Proposals with a final score of 60 points or higher will advance and cost proposals will then be opened.

**The University of Rhode Island reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).**

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Management & approach	10 Points

Respondent's qualifications and staffing	20 Points
Previous project experience and capabilities	35 Points
References	5 Points
<b>Total Possible Technical Points</b>	<b>70 Points</b>
Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 30 points *	30 Points
<b>Total Possible Points</b>	<b>100 Points</b>

\*The low bidder will receive one hundred percent (100%) of the available points for cost. All other bidders will be awarded cost points based upon the following formula:

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

For example: If the low bidder (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly cost and service fee and the total points available are Thirty (30), vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 * 30 = 19.5$$

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal.

## CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in **its best interest**.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State's General Conditions of

Purchases/General Terms and Conditions can be found at the following URL:  
<https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>

**SECTION 10: COST PROPOSAL FORM**

<b>Design Phase Project Management Services (White Horn Brook &amp; Gateway Projects )</b>			
<b>Full-Time On-Site Staff</b>	<b>Weekly Rate @ 35 hours/wk</b>	<b>Estimated Weeks</b>	<b>Total Cost</b>
Architectural PM		77	
<b>Part-Time Support:</b>	<b>Hourly Rate</b>	<b>Estimated Hours</b>	
Administrative Support @ 16 hrs/week		1232	
Executive Project Manager		100	
MEP Technical Specialist		100	
Cost Estimator		240	
Contract Allowance for add'l staff as directed by URI			\$25,000.00
Contract Allowance for Reimbursables			\$25,000.00
<b>Total</b>			<b>\$</b>

<b>Construction Phase Project Management Services (White Horn Brook Project only)</b>			
<b>Full-Time On-Site Staff</b>	<b>Weekly Rate @ 35 hours/wk</b>	<b>Estimated Weeks</b>	<b>Total Cost</b>
Construction PM		90	
<b>Part-Time Support:</b>	<b>Hourly Rate</b>	<b>Estimated Hours</b>	
Administrative Support @ 16 hrs/week		1440	
Executive Project Manager		150	
Scheduler		40	
MEP Technical Specialist		120	
Cost Estimator		120	
Student Intern		650	
Contract Allowance for add'l staff as directed by URI			\$25,000.00
Contract Allowance for Reimbursables			\$25,000.00
<b>Total</b>			<b>\$</b>

**Grand Total Fee Proposal**

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Fixed direct employee expense gross salary multiplier for potential PM staff not included in the fixed-rate proposal.	
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- End -