



Solicitation Information
DATE: June 10, 2016

RFP# 7550704

TITLE: THE McCOY STUDY

Submission Deadline: July 1, 2016 11:00 AM (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCES: YES Attendance is Highly Recommended
MANDATORY: NO

DATES: June 20, 2016 1:00 PM – 3:00 PM EST.

LOCATION: McCoy Stadium, 1 Ben Mondor Way, Pawtucket, Rhode Island 02860 (Office Entrance)

Questions concerning this solicitation must be received by the Division of Purchases at Thomas.bovis@purchasing.ri.gov no later than **June 22, 2016 (10:00 AM EST)**. 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

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 State of Rhode Island, Department of Administration, Division of Capital Asset Management and Maintenance, the City of Pawtucket and the Pawtucket Red Sox Baseball Club, LLC (the “Pawtucket Red Sox”) solicits proposals from qualified firms to prepare a master plan study (the “Study”) of the McCoy Stadium facility and surrounding area located in Pawtucket, Rhode Island.

The intent of the Study is to develop a master plan for significant repairs, upgrades, system replacements and/or improvements to McCoy Stadium and the surrounding area so as to provide a safe, accessible, state of the art, public facility that reflects current trends in the design of professional ballparks and that meets or exceeds the standard of facilities and amenities that exists at other Major League Baseball (MLB) affiliated AAA baseball stadiums, particularly those built or renovated since McCoy Stadium’s last major renovation in 1999. The State of Rhode Island has regularly financed capital improvements to McCoy Stadium.

This Request for Proposals (the “RFP”) outlines the minimum requirements for proposals to be eligible for consideration for contract award. In general, only firms with significant experience with the design and operations of professional sports facilities, particularly professional baseball stadiums and ballparks, will be eligible for consideration.

The selected firm will work together and meet regularly with a working group comprised of representatives from the State of Rhode Island, the City of Pawtucket and the Pawtucket Red Sox to evaluate the existing stadium facility and operations and make recommendations for repairs, upgrades, system replacements and/or improvements that are in line with the overall objectives stated above. The proposed improvements will consider the utilization of adjacent publicly owned land parcels as part of the master plan.

For the past decade McCoy Stadium has drawn approximately 500,000 people annually to baseball games, concerts and special events. The stadium has been an integral and significant part of Pawtucket’s history over the past seventy four (74) years as well as a significant cultural asset for both the City of Pawtucket and the State of Rhode Island. Maintaining a facility that is safe for the public and that also provides a competitive, state of the art venue for the baseball operations of the Pawtucket Red Sox is an important objective of this Study.

It is anticipated that the selected firm will work closely with the working group to assess the existing conditions of the facility and the surrounding neighborhood to determine the necessary investment required to bring the facilities and amenities at McCoy Stadium to a level that meets or exceeds that of other MLB affiliated AAA baseball stadiums, particularly those built or renovated since 1999. The Study will result in a report to the State of Rhode Island, Division of Capital Asset Management and Maintenance, the City of Pawtucket and the Pawtucket Red Sox which provides recommendations for a long-term master plan for the redevelopment of McCoy Stadium and the surrounding area. It is anticipated that the master plan may be implemented over the course of several years. It is not required that implementation of the master plan will not interrupt the baseball operations of the Pawtucket Red Sox.

An evaluation based process will be used to select the firm in accordance with the terms of this RFP and the State's General Conditions of Purchase, which may be obtained at www.purchasing.ri.us.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated by a technical review committee (the "Technical Review Committee") 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 pursuant to this RFP, 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 that depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. 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 of Rhode Island, the City of Pawtucket and the Pawtucket Red Sox assume no responsibility for such costs.
4. Proposals are considered to be irrevocable for a period of not less than 120 days following the date set for submission of vendor proposals.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other locations, or that are otherwise not present in the Division of Purchases 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 of Purchases.
7. It is intended that an award pursuant to this RFP will be made to a prime vendor 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 any subcontractors to be used are identified in the proposal.
8. All proposals should identify the vendor's proposed team of professionals who would assist in the preparation of the Study, including those employed by subcontractors, if any, along with respective areas of expertise and relevant

credentials. Vendors should also provide a delineation of the portion of the scope of work for which each of these professionals will be responsible.

9. 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.
10. All proposals should disclose any and all prior contracts into which the vendor has entered with the State of Rhode Island, the City of Pawtucket or the Pawtucket Red Sox during the past ten (10) years.
11. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds and made at the discretion of, and equally funded by, the State of Rhode Island, the City of Pawtucket and the Pawtucket Red Sox.
12. If an award is made pursuant to this RFP, any and all prior studies of McCoy Stadium, including ballpark feasibility studies and economic impact studies, will be made available to the selected vendor.
13. If an award is made pursuant to this RFP, then the State of Rhode Island, the City of Pawtucket and the Pawtucket Red Sox may, upon the parties' mutual agreement, amend the scope or requirements of the Study, as necessary.
14. Vendors are advised that all materials submitted 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.
15. Vendors are advised that all materials and ideas submitted as part of this proposal and during the performance of any award shall be the property of and owned by the State of Rhode Island, City of Pawtucket and the Pawtucket Red Sox. The State of Rhode Island, City of Pawtucket and the Pawtucket Red Sox may collectively, jointly or individually use any such materials and ideas.
16. 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.
17. Equal Employment Opportunity (R.I. Gen. Laws § 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.

18. 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).
19. 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 visit the website www.mbe.ri.gov.
20. The vendor recommended for award will be required to submit all documentation [a fully executed agreement in form acceptable to the State of Rhode Island, Department of Administration, MBE and EEO approval, any insurance requirements, qualification to do business in the State of Rhode Island if not already qualified and any other requirements contained in the notification) within ten (10) business days of notification].

SECTION 2: BACKGROUND

The scope of this Study requires a firm with significant experience designing, constructing and/or renovating professional sports facilities. Experience with professional baseball stadiums or ballparks is strongly preferred. Only firms that provide evidence that they meet the minimum requirements outlined in this Section 2 will be considered for evaluation.

1. Experience as the lead designer of at least two (2) current professional sports and/or entertainment facilities of similar size, scope and complexity during the past ten (10) years and/or experience leading at least two (2) studies resulting in significant renovations of professional sports and/or entertainment facilities of similar size, scope and complexity is preferred. While experience working on professional baseball stadiums or ballparks is desirable, the absence of such experience is not disqualifying.
2. Firms submitting their qualifications must be the prime firm and cannot use the experience of sub-consultants or the employees of a joint venture partner to meet the minimum requirements.
3. The selected firm must be registered to do business in and meet all requirements of the State of Rhode Island as required by law.
4. The selected firm must provide evidence of insurance coverage meeting the minimum requirements as stipulated by the State of Rhode Island including, but not limited to, One Million (\$1,000,000.00) Dollars in Errors and Omissions coverage.

Minimum Requirements of Firm and Project Team Leaders:

1. The lead project director shall have managed at least one (1) project of similar size, scope and complexity from initial planning through construction and completion.
2. All primary subcontractors and consultants must have similar project experience working on professional sports facility projects of similar size, scope and complexity.
3. A minimum of three (3) references from professional sports facility clients, at least two (2) of which are from owners of MLB or MLB affiliated AAA baseball teams, shall be provided.

SECTION 3: SCOPE OF WORK

General Scope of Work

1. Existing Conditions Evaluation:

Determine and prepare an Existing Conditions Evaluation that must address the following:

- a. Facility condition assessment including, but not limited to, structural, MEP, life safety, seating, vertical transportation systems, architectural systems, building/life safety codes, health and environmental requirements and accessibility.
- b. Traffic and parking assessment.
- c. Stadium / baseball operations assessment (during season / off season), including but not limited to baseball operations facilities and player development facilities.
- d. Stadium amenities assessment, including but not limited to inventory warehousing, concessions, catering, kitchens, retail, scoreboards, sound system, press box, television camera positions, loading docks and other service areas, restrooms, voice, data and wireless capacity.
- e. Hospitality amenities assessment, including but not limited to social areas, group function spaces, entertainment and other opportunities to enhance the visitor experience.
- f. Site evaluation, including but not limited to opportunities for development on McCoy Stadium's current footprint, the impact of the surrounding residential neighborhood on event and operational opportunities, city zoning requirements, adjacent public land parcels, City of Pawtucket master plan and environmental impacts.
- g. Operations assessment of the non-physical aspects of Pawtucket Red Sox operations, such as traffic patterns and non-baseball events.
- h. Estimate of current economic impact that McCoy Stadium has on the State of Rhode Island and the City of Pawtucket.

2. Analyses and Estimates:

Prepare Analyses and Estimates which must include, but is not limited to, the following:

- a. Competitive AAA facilities analysis, including but not limited to an assessment of (i) the design guidelines of the Professional Baseball Agreement, (ii) similar facilities and amenities of MLB affiliated AAA stadiums, particularly those built or renovated since 1999 and (iii) prior studies of McCoy Stadium.
- b. Local and regional market analysis, including but not limited to the future ability of McCoy Stadium to attract and support levels of event activity and facility utilization that is consistent with, or in excess of, that of MLB affiliated AAA stadiums, particularly those built or renovated since 1999, taking into consideration, among other factors, the surrounding residential area and opportunities for development.
- c. Estimate of event demand, including but not limited to the ability of McCoy Stadium to generate new revenues.
- d. Estimate of the economic and fiscal impact of any proposed improvements to McCoy Stadium and the surrounding area on the State of Rhode Island and the City of Pawtucket.

3. Conceptual Design Options:

Prepare three (3) conceptual design options for the redevelopment of McCoy Stadium and the surrounding area that are in line with the overall objectives stated in this RFP. Conceptual designs will be presented at a minimum of three (3) comparable costs and implementation schedule meetings with the working group from the State of Rhode Island, Division of Capital Asset Management and Maintenance, the City of Pawtucket and the Pawtucket Red Sox with the objective of developing a single, preferred conceptual design.

4. Preferred Schematic Design:

Prepare a preferred schematic design based on the preferred conceptual design and comments provided by the working group from the State of Rhode Island, Division of Capital Asset Management and Maintenance, the City of Pawtucket and the Pawtucket Red Sox during the comparable costs and implementation schedule meetings.

5. Final Report:

Prepare a final report that shall include, but is not limited to, a comprehensive description of the preferred schematic design with detailed cost data estimates (of both construction and total project costs) and a recommended schedule for implementation. The final report will also address any comments provided by the State of Rhode Island, Division of Capital Asset Management and Maintenance, the City of Pawtucket and the Pawtucket Red Sox in response to the preliminary draft of the final report.

Milestone Schedule for Tasks

1. Issue Existing Conditions Evaluation within six (6) weeks of award.
2. Develop three (3) conceptual design options for review/assessment and issue Analyses and Estimates – within nine (9) weeks of award.
3. Issue preferred schematic design – within twelve (12) weeks of award.
4. Issue preliminary draft of final report – within fourteen (14) weeks of award.
5. Receive responses from the working group from the State of Rhode Island, Division of Capital Asset Management and Maintenance, the City and the Pawtucket Red Sox – within sixteen (16) weeks of award.
6. Issue final report – within eighteen (18) weeks of award

SECTION 4: COST PROPOSAL

This will be a fixed fee commission with prorated payments as follows:

Existing Conditions Evaluation	20%
Three (3) conceptual options and Analyses and Estimates	20%
Preferred schematic design option	20%
Preliminary draft of report	15%
Final Report acceptance	25%

SECTION 5: EVALUATION AND SELECTION

Technical proposals as defined below (the “Technical Proposals”) will be reviewed by a Technical Review Committee comprised equally of representatives from the Division of Capital Asset Management and Maintenance, the City of Pawtucket and the Pawtucket Red Sox. To advance to the cost evaluation phase, the Technical Proposal must receive a minimum of 55 (85%) out of a maximum of 65 technical points. Any Technical Proposals scoring less than 55 points will not advance to the interview/cost evaluation process. The proposal will be dropped from further consideration.

Proposals advancing will be scored up to a maximum of 15 points in the interview category and up to a maximum of 20 points in the cost category, bringing the potential maximum score to 100 points (see chart below).

Proposals shall be scored on a consensus basis but any final decisions pursuant to this RFP, including an award, shall be unanimous. Further, the Department of Administration, the City of Pawtucket and the Pawtucket Red Sox (altogether, the “parties”) collectively reserve the right to select the individual(s) or firm (vendor) that they deem best suited to accomplish the Study; and, conversely, the parties reserve the right to cancel this solicitation at any time.

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

Criteria	Possible Points
Staff Qualifications	10 Points
Capability, Capacity, Experience and Qualifications of the Offeror	15 Points
Quality of the Work plan	25 Points
Suitability of Approach/Methodology	15 Points
Subtotal Technical Points	65 Points
Formal Presentation / Interview	15 Points
Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 20 points *	20 Points
Total Possible Points	100 Points

*The lower cost proposal will receive one hundred percent (100%) of the available points for cost. All other cost proposals will be awarded cost points based upon the following formula:

$$(\text{low bid} / \text{vendor's bid}) * \text{available points}$$

For example: If the lowest cost proposal (Vendor A) is \$65,000 and Vendor B's cost proposal is \$100,000 and the total points available are twenty (20), then Vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 * 20 = 13$$

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

Applicants may be required to submit additional information to the Committee to clarify statements made in their proposal.

SECTION 6: PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at thomas.bovis@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference **RFP # 7550704** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Division of Purchases website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 574-9709.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with the parties is permitted.** Interested offerors may submit proposals to provide the services covered by this RFP 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 five (5) copies**) should be mailed or hand-delivered in a sealed envelope marked “**RFP#**” to:

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

RESPONSE CONTENTS

Responses shall include the following:

- ☐ 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.
- ☐ A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
- ☐ **A separate Technical Proposal** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The Technical Proposal is limited to ten (10) pages, excluding any appendices.
- ☐ **A separate, signed and sealed Cost Proposal** reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
- ☐ 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. Only 1 electronic copy is requested and it should be placed in the proposal marked “original”.

CONCLUDING STATEMENTS

Notwithstanding the above, the State of Rhode Island, the City of Pawtucket and the Pawtucket Red Sox collectively reserve the right to not award this contract and to award this contract on the basis of cost alone, to accept or reject any or all proposals, and to award in their collective 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’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>