



**Solicitation Information
June 22, 2016**

RFP# 7550733

TITLE: Owner's Program Management Services for the Rhode Island Office of Attorney General Customer Service Center, Pastore Campus, Cranston Rhode Island

Submission Deadline: Monday July 18, 2016 at 11:30 am (Local Time)

**PRE-PROPOSAL CONFERENCE: YES DATE: Thursday June 30, 2016
TIME: 11:30 am
MANDATORY: NO
LOCATION: 1 Capitol Hill (2nd Floor) Purchasing Conference Room B, Providence RI**

Questions concerning this solicitation must be received by the Division of Purchases at thomas.bovis@purchasing.ri.gov no later than **7/6/2016 at 4 PM (Local Time)** 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

RFP# 7550733

TITLE: Owner's Program Management Services for the Rhode Island Office of Attorney General Customer Service Center, Pastore Campus, Cranston Rhode Island

TABLE OF CONTENTS

Section 1 -	Introduction	3
Section 2 -	The RI Attorney General's Office	5
Section 3 -	Rhode Island Office of Attorney General Customer Service Center	6
Section 4 -	Scope of Work	6
Section 5 -	Technical Proposal	13
Section 6 -	Cost Proposal	14
Section 7 -	Proposal Submission	15
Section 8 -	Evaluation and Selection	16
Section 9 -	Cost Proposal Form	19

Attachments

Attachment A – Preliminary Schematic Design Site and Floor Plans

Attachment B – Preliminary Schedule

SECTION 1: INTRODUCTION

- A) The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Attorney General's Office, is soliciting proposals from qualified firms to provide Owner's Program Management (OPM) services associated with the design, construction, and occupancy of a New Satellite office, located the Pastore Campus, Cranston RI, 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 . The initial contract period will be through the duration of the warranty period of the construction of the building.
- B) 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.
- C) 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 RI Attorney General 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 90 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 of Purchases.
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.
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.
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 Rhode Island Attorney General's Office/State, may at its sole option, elect to require presentations (s) by offerors clearly in consideration for award.
18. The Attorney General's Office reserves the right to interview any or all respondents regarding the individual who will be assigned under this solicitation and require that all individual who will work with these Agencies to successfully pass the State's background check.

SECTION 2: RHODE ISLAND ATTORNEY GENERALS OFFICE

- A) The Office of Attorney General was first created in Rhode Island in May 1650. The Office, established under the Rhode Island Constitution, is one of the five general officers subject to election by voters. The Attorney General is the top legal official in Rhode Island. As the State's top prosecutor, the Attorney General fights to enhance the economic security of Rhode Island, protect the public safety of our communities and restore the public trust in state government by fighting corruption. The Office of Attorney General is responsible for prosecution of all felony criminal cases and misdemeanor appeals, as well as prosecution of misdemeanor cases brought by state law enforcement agencies.
- B) Additionally, the Attorney General represents all agencies, departments and commissions in litigation and initiates legal action where necessary to protect the interests of Rhode Island citizens. The Office of Attorney General is also charged with operating and maintaining the Bureau of Criminal Identification, which is the central repository for all criminal records in the State.

SECTION 3: RHODE ISLAND OFFICE OF ATTORNEY GENERAL CUSTOMER SERVICE CENTER

- A) Project Background – The Attorney General's Office is renovating its existing properties and building new facilities at the Pastore Government Center in Cranston, Rhode Island, to enhance functionality and efficiency. The new single story facility (with a partial basement) will house a Customer Service Center. The three (3) primary occupants for the new facility include; the Bureau of Criminal Investigation Unit (BCI), Adult Diversion Unit, and the Consumer Protection Offices.

- B) Project Description– The project includes construction of an approximately 26,600 GSF Attorney General Customer Service Building. The building and associated parking areas are located at Pastore Center on the corner of Pontiac Avenue and Howard Avenue. The building program includes employee offices, conference rooms, and administrative spaces. A basement (approximately 7,600 GSF) is included for future expansion and building support services. There is an employee parking lot with 40 spaces and a visitor's parking lot with 80 spaces to accommodate the new building. There are two bus parking spaces and two police officer parking spaces provided. The project also includes site utilities and site development related to the building. The Owner is planning for LEED Silver certification. Please see the attached Preliminary Schematic Design Site and Floor Plans (subject to change), and Preliminary Schedule (subject to change). Design Development started the week of June 15, 2016. We estimate eighty (80) weeks of services to Project Close-out for the OPM.

SECTION 4: SCOPE OF WORK

- A) The Attorney General's Office seeks a qualified firm to provide comprehensive OPM services to assist with the new Customer Service Center. During Design phases, the selected firm shall provide qualified program management personnel who will be resident in the Attorney General's Offices and shall provide program team leadership, management, technical expertise, and coordination of the program. During Construction, the firm will provide daily reporting and executive level support to the process for maximum efficiency. All work shall be performed in collaboration with, and at the direction of the Attorney General's Office in a team environment. After Project close-out and move-in and through the end of the 2-year warranty period, the OPM shall be available to the Attorney General's Office for consultation and additional support regarding the project. Staffing and services will be contracted on an as-needed basis with the rates in accordance with the OPM's purchase order and agreement.

- B) The OPM team shall provide comprehensive coordination of program activities to ensure that the responsibilities by the appropriate parties are undertaken in a manner that serves and protects the Attorney General's best and overall interests.

- C) The OPM's employees and subcontractors responsible for the project shall be required to successfully pass the State's background check.

D) This proposal is divided into four Management Activities: **1. Design Development, Construction Documents, Bid and Negotiation; 2. Construction Administration; 3. FF & E, Move Management, and Art; and, 4. Post-Occupancy within the Warranty Period.**

1. **Design Development, Construction Documents, Bid and Negotiation** The OPM's services shall include, but are not limited to the following:

- a. Providing information, oversight and coordination of the proposed programming, design and construction project from the Owner's perspective, to ensure that the facility incorporates, to the extent possible, the goals and objectives of the Owner. Furthermore, the Owner's Program Manager shall solely represent the Owner's interests independent of the design professional's.
- b. Providing recommendation to the Owner, and selected architect on the latest construction techniques, technologies, and methods relating to construction of a state of the art engineering academic facility.
- c. Anticipating the needs of the project and identifying options for addressing those needs.
- d. Reviewing products recommended by the design team and providing comments on the quality of these products or their "or equals".
- e. Preparing, at the request of the Owner, any and all applications and any necessary backup including, but not limited to, applications for authorities having jurisdictions, invoicing forms, and third-party reimbursement requirements, etc. (throughout the project).
- f. Reviewing and making recommendations on project program, design, construction, and scope, so that the facility's design and its' systems are user friendly and provide a state of the art facility.
- g. Managing/leading all project meetings initiated by the Owner and keeping detailed meeting minutes (throughout the project).
- h. Providing coordination to document underground/overhead utilities during design and construction to assure the owner that the design team and construction team have captured all utilities.
- i. Offering recommendations for furniture, fixtures and equipment.
- j. Offering recommendations for floor plan lay-outs and security features that will be staff friendly.
- k. Reviewing and advising the Owner on Design Agent pay requisitions and additional services (throughout the project).
- l. Reviewing and advising the Owner on architectural drawings, modifications, program additions and deletions and, the final bid sets. The OPM shall have a leading role in reviewing and making recommendations on the contract documents as prepared by the design team.
- m. Working with the Owner, as needed, to provide value engineering services to ensure that project costs remain within budget, and to the maximum extent possible ensure that, as value engineering decisions are made, the best interests of Owner are considered.

- n. Monitoring the progress of project design with regular meetings with design team and site visits to assure end user goals are being implemented.
 - o. Utilizing an independent cost estimate to review and comment to the Owner on the Design Development and Final Construction Document cost estimates.
2. **Construction Administration** The OPM's services shall include, but are not limited to the following:
- a. Reviewing and commenting on all change orders and/ or applications for payment from the Contractor. This authority shall include the ability to justify vendor hourly rates; hours of work required for any particular tasks; and, setting reasonable cost expectations for materials. Such rates should include expertise in standard price references such as RS Means.
 - b. Assisting the Owner in documenting and preparing invoicing for funding (throughout the project).
 - c. Observing and reporting to the Owner on the quality and progress of construction services to determine that the project is proceeding in accordance with stated objectives.
 - d. Providing assistance in project close-out documents, commissioning, and developing policies and protocol for building operations, including all requirements of funding authorities and other authorities having jurisdiction over such facilities.
 - e. Offering the Owner's personnel recommendations for the operation of the facility and coordinating with Owner's staff for the efficient and effective operation of the various systems within the building.
 - f. Coordinating advance training for staff on the new facility's features including, but not limited to security systems, fire/life/safety systems, and emergency/disaster response protocols consistent with written and approved policies and procedures.
 - g. Representing the Owner at project meetings and, in conjunction with the Owner, providing advice that will help facilitate economical, efficient and desirable project (throughout the project).
 - h. Ensuring that all potential project related issues that impact the Owner's current operations and schedule are addressed and that each member of the project team is aware of their role in resolving them (throughout the project).
 - i. Ensuring that the Owner receives regular project cost updates and that all final project close-out documents including, but not limited to any and all operational manuals, OEM manuals and maintenance protocols are delivered and stored.
 - j. Preparing regular updates for the Owner's approval, including but not limited to budget issues and meeting reports.
 - k. Assisting the Owner with the selection of the contractor, furniture dealers, testing agencies, and with the design of the specific recruitment tools and State-vendor contracts for these entities.

- l. Approving, if pre-authorized up to a limited dollar amount, "field decisions" related to design and construction issues which may arise during the project.
 - m. Monitoring the progress of project construction with regular meetings with design team and site visits to assure Owner goals are being implemented.
 - n. Serving, if authorized, as "initial decision maker" in any conflict that may arise between the owner, design team and contractor.
 - o. Supervising and facilitating, in conjunction with the Owner, the building commissioning agent(s).
 - p. Providing to the Owner regular project reports (weekly and/or monthly) which will provide project status, action items and recommendations.
 - q. As an expert in design and construction, identifying design and construction issues and facilitating their resolution.
 - r. Assisting the Owner with the LEED® (or similar accreditation) application and verification.
3. ***FF & E, Move Management, and Art*** The OPM's services shall include, but are not limited to the following:
 - a. Coordinating transition planning services for staff through the development and implementation of a move-in plan.
 - b. Participating in the analysis and selection of fixtures, furnishings, and equipment. Working on the Owner's behalf with the awarded FF& E dealers to ensure that the process is managed and completed in a manner that is in the best interest of the Owner and monitoring delivery, receipt, claims, and installation.
 - c. Monitoring the transfer of staff and any FF&E relocation to the new facility and coordinating resolution of issues that may arise between with the End User, the Owner, and others.
 - d. Acting as primary contact for the End User's staff on issues which relate to FF& E and move considerations.
 - e. Reviewing and commenting on, applications for payment from the furniture dealer(s).
 - f. Offering recommendations for furniture, fixtures and equipment.
 - g. On behalf of the Owner, working with the state art commission to facilitate the selection and placement of Art in the facility (which is required to be about 1% of the Construction costs).
4. ***Post-Occupancy within the 2 – year Warranty Period*** The OPM's services shall include, but are not limited to the following:
 - a. Answering questions concerning the facility with regards to the construction documents and/or directing the Owner to the entity responsible for resolution.
 - b. Assisting with the documentation for post-construction verification of building systems.

- E) Upon completion of Management *Area 1. Design Development, Construction Documents, Bid and Negotiation*, Attorney General's Office reserves the right to not continue forward with the project or to proceed with some or one of the other Management Activities.
- F) The selected firm shall provide qualified personnel with the appropriate education, training, background and experience to successfully manage assigned tasks. The successful team may include registered architects and engineers, as well as construction management professionals. RI Attorney General's Office will review and evaluate all proposed personnel and approve final assignment of projects to the accepted team. At a minimum, personnel shall have qualifications and experience including but not limited to following:

1. Management Experience:

OPM shall have significant experience in managing complex building design, construction, and renovation projects, from the design phase, bidding phase, and construction phase through move-in and occupancy, until project is successfully closed out. This experience should include OPM experience serving as the primary agent of the owner. The OPM shall 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.

2. Collaboration with RI Attorney General's Office personnel:

The OPM will receive direction from RI Attorney General's Office. The OPM will collaborate with other RI Attorney General's Office departments and personnel as directed or required by the projects. The OPM shall provide team leadership, management, and technical expertise needed to facilitate the successful implementation of assigned projects. The OPM staff will have the necessary experience and foresight to anticipate project issues and to plan ahead and coordinate/communicate with other 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.

3. Adherence to RI Attorney General's Office Procedures and Protocol:

The OPM shall adhere to established State of Rhode Island RI Attorney General's Office policies and procedures.

4. Budget, Schedule, and Quality Assurance Management:

The OPM 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 OPM 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.

5. Maintaining Project Records and Reporting:

The OPM shall appropriately maintain all project documentation and records in accordance with established RI Attorney General's Office procedures and in a timely fashion. The OPM shall prepare and submit appropriate project reports at intervals as requested by the RI Attorney General's Office and in the format and level of detail requested by the RI Attorney General's Office.

6. Relocation Management and Coordination:

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

7. LEED certification Process Oversight

OPM will have the skills and experience necessary to oversee the design agent in the LEED design process. It will be the responsibility of the OPM 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.

8. Scope of Services:

The OPM shall provide project management services as listed in the AIA C172 Standard Form of Agreement between Owner and Program Manager and its attachments, and as directed by RI Attorney General's Office.

G) Program Staff Requirements

1) *Management Activities 1. Design Development, Construction Documents, Bid and Negotiation; and, 4. Post-Occupancy within the Warranty Period* requires, at a minimum, the following positions:

- a) Full time in-house project management staff: One (1) full time Senior Project Manager having significant design phase experience with technically complex building projects with furnishings. 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 the RI Attorney General's Office.
- b) Part-time Project Management support as may be required by the RI Attorney General's Office (Part-time) :
 - i. Executive Project Manager: graduate architect, or engineer or other construction professional with extensive leadership experience in the project management.
 - ii. 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 project schedule.
 - iii. Administrative Support with experience in construction project files, accounts, and computerized project management systems.

- iv. Mechanical / Electrical / Plumbing Coordinator: Registered engineers available on an on-call basis to provide specialized services in their respective fields.
 - v. Cost Estimator with at least 10 years professional experience in estimating commercial and institutional projects in the Rhode Island region.
 - c) Additional support, if needed, may be contracted on an as-needed basis based on the proposed rates. Fee proposals must include a fixed direct employee expense gross salary multiplier for potential OPM staff not included in the fixed-rate proposal.
- 2) Management Area 2. FF & E, Move Management, and Art requires, at a minimum, the following positions:
 - a) Part-time in-house project management staff: One (1) part-time Senior Project Manager having significant interior design experience with technically complex building projects with furnishings. This PM must be a graduate interior design or similar professional (NCIDQ certified preferred), with at least ten years professional experience acceptable to the RI Attorney General's Office.
 - b) Additional support, if needed, may be contracted on an as-needed basis based on the proposed rates. Fee proposals must include a fixed direct employee expense gross salary multiplier for potential OPM staff not included in the fixed-rate proposal.
- 3) Management Area 2. Construction Administration requires, at a minimum, the following positions:
 - a) Full time on-site Project Management staff: One (1) full time Senior Project Manager having significant construction phase experience with technically complex building projects. This PM must be a graduate architect or engineer or other construction professional, with at least ten years professional experience acceptable to the RI Attorney General's Office:
 - b) Part-time Project Management support as may be required by the RI Attorney General's Office:
 - i. Executive Project Manager: graduate architect, or engineer or other construction professional with extensive leadership experience in the project management.
 - ii. 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

- iii. Administrative Support with experience in construction project files, accounts, and computerized project management systems.
- iv. Mechanical / Electrical / Plumbing Coordinator: Registered engineers available on an on-call basis to provide specialized services in their respective fields.
- v. Cost Estimator with at least 10 years professional experience in estimating commercial and institutional projects in the Rhode Island region.
- c) The above staff requirements may be provided by the Project Manager's direct employees or as sub-consultants.
- d) For Construction Phase OPM Services and additional support, staffing and services will be contracted on an as-needed basis with the rates in accordance with the OPM's current Purchase Order and Agreement.

H) Terms And Conditions:

- 1) RI Attorney General's Office will provide provides all necessary office space, facilities maintenance, and associated utilities for the OPM's in-house office and allow for space onsite during construction.
 - 2) RI Attorney General's Office will provide the OPM with access to high-speed internet service and shared RI Attorney General's Office servers designated for the projects.
 - 3) As a reimbursable project expense, the OPM shall provide pre-approved furniture, computers, office equipment, supplies and other non-personnel support required for project administration not available from the Attorney General's office. Upon reimbursement, all capital improvements and equipment/supplies purchases shall become the property of the RI Attorney General's Office.
- I) The selected OPM firm(s) and their sub-consultants are prohibited from submitting construction bids for this projects.

SECTION 5: TECHNICAL PROPOSAL

A) 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 RI Attorney General's Office. 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:

- a) Tab 1: Cover Letter: This summary letter is intended to highlight the contents of the Technical Proposal and to provide RI Attorney General's Office evaluators with a broad understanding of the respondent's suitability for the project.
 - b) Tab 2: Management and Approach: Provide a short narrative outlining the process your firm will offer to understand RI Attorney General's Office 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.
 - c) 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. Provide a short narrative in response to the following questions:
 - i. What experience does the respondent have with design, construction, and FF&E for facilities of a similar size, scope and use?
 - ii. Does the respondent's designated project manager(s) and each consultant assigned to the project have the background and experience necessary for a successful design, construction, and FF&E for a project of this type?
 - iii. Is a LEED accredited professionals assigned to the project?
 - d) 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.
- 3) 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 6: COST PROPOSAL

A) 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 (refer to the Project Schedule) . 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.

- 1) 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 RI Attorney General's Office.
- 2) 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 RI Attorney General's Office.
- 3) 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 9 covers the Rhode Island Office of Attorney General Customer Service Center project for all OPM services.

SECTION 7: PROPOSAL SUBMISSION

- A) 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.
- B) Responses (**an original plus (6) copies**) should be mailed or hand-delivered in a sealed envelope marked "**RFP# 7550733**" - **OPM Rhode Island Office of Attorney General Customer Service Center**" to:

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

- C) 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.

D) 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.
2. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov. In proposal marked "**Original**" only.
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 6.

E) 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 Attorney General's Office) and it should be placed in the proposal marked "original".

SECTION 8: EVALUATION AND SELECTION

- A) Proposals will be reviewed by an Attorney General's Office 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.
- B) Of the firms scoring 60 points or higher, the Technical Review Committee may select any or 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.
- C) The Attorney General's Office 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).
- D) 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
Total Possible Technical Points	70 Points
Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 30 points *	30 Points
Total Possible Points	100 Points

E) *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:

$$(low\ bid / vendors\ bid) * available\ points$$

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:

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

F) 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.

G) 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.

H) Concluding Statements

- 1) 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**.
- 2) Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

- 3) The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.
- 4) 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>
- 5) In any event the selected respondent does not bill 100% of a Management Activities' estimate, based on the actual and required work, then the State reserves the right to reallocate un-invoiced monies to other Management Activities and tasks in the project, based on the schedule of rates provided in the fee proposal.
Un-invoiced monies at project completion will not be paid to the respondent.

SECTION 9: COST PROPOSAL FORM

A) Management Activities: 1. Design Development, Construction Documents, Bid and Negotiation; 3. FF & E, Move Management, and Art. Services (Rhode Island Office of Attorney General Customer Service Center)			
Full-Time On-Site Staff	Weekly Rate @ 35 hours/wk	Estimated Weeks	Total Cost
Architectural PM			
Part-Time Support:	Hourly Rate	Estimated Hours	
Interior Design PM			
Administrative Support			
Executive Project Manager			
MEP Technical Specialist			
Cost Estimator			
Contract Allowance for add'l staff as directed by RI Attorney General's Office			\$25,000.00
Contract Allowance for Reimbursables			\$25,000.00
Total			\$

B) Management Activities: 2. Construction Administration (Rhode Island Office of Attorney General Customer Service Center Project)			
Full-Time On-Site Staff	Weekly Rate @ 35 hours/wk	Estimated Weeks	Total Cost
Construction PM			
Part-Time Support:	Hourly Rate	Estimated Hours	
Administrative Support			
Executive Project Manager			
Scheduler			
MEP Technical Specialist			
Cost Estimator			
Student Intern			
Contract Allowance for add'l staff as directed by RI Attorney General's Office			\$25,000.00
Contract Allowance for Reimbursables			\$25,000.00
Total			\$

Grand Total Fixed Fee Proposal

--

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

Note 1: 'Post-Occupancy within the Warranty Period' is exclusive of the Bid, however the bid form establishes the rate(s).

Note 2: We estimate (80) weeks of services for Management Activities 1 – 3.