



**State of Rhode Island and Providence Plantations
July 12, 2016
ADDENDUM NUMBER ONE**

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)

Per the issuance of ADDENDUM # 1 the following change(s) are noted:

Additional Information/ Revisions/ Clarifications

THE FOLLOWING DOCUMENTS ARE ATTACHED:

- **Meeting Minutes**
- **Questions Received no other questions will be answered**
- **Revisions/Clarifications**
- **Sign-In Sheet from non-mandatory pre bid conference**

**This addendum, in its entirety is available on-line on the Rhode Island, Division of
Purchases website at www.purchasing.ri.gov**

RFP# 7550733

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

I. PRE-BID MEETING MINUTES, Owner's Program Management Services for the Rhode Island Office of Attorney General Customer Service Center, Pastore Campus, Cranston Rhode Island:

1. The meeting formally commenced at 11:31AM. Mikael Powell introduced himself as the representative from the Department of Administration, Division of Capital Asset Management and Maintenance, and Mr. William J. Masse, Jr., as Director of Operations in the Attorney General's Office. Thomas Bovis, Interdepartmental Project Manager (Rhode Island Department of Administration, Division of Purchases) confirmed that this was a non-mandatory pre-bid meeting. The sign-in sheets will be posted in an addendum. Vendors should check the Department of Purchases website regularly for any addenda that might revise key times and dates. All documents are available online.
2. Mr. Bovis confirmed that this meeting was for RFP# 7550733, entitled "Owner's Program Management Services for the Rhode Island Office of Attorney General Customer Service Center, Pastore Campus, Cranston, Rhode Island." He reiterated that the submission deadline is Monday, July 18, 2016 at 11:30 am (Local Time), this Pre-Proposal Conference was non-mandatory, and that 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).
3. Mr. Bovis announced that answers to submitted questions will be posted in an addendum and made available to everyone online. Mikael Powell stated that representatives from the State present in the meeting will attempt to answer questions today in person, but the written addendum prevails as the final word. He again advised attendees to peruse the Purchasing website regularly.
4. Mr. Bovis emphasized the State no longer sends out addendums by mail, nor do we mail out notices. Vendors merely need to access the State of Rhode Island Purchasing website for that information. Vendors must be registered on the website and vendors have access to all the rules. Your submission must be postmarked by the official time clock in that location listed in the RFP. Make sure you allow yourself enough time to submit your proposals. Allow enough time for parking; anyone that is late will not be considered for this project. Mr. Bovis stated that respondents must make note of the MBE and EEO requirements. There is a Technical proposal and Professional Fee proposal required. The Professional fee proposal must be separate and sealed and will not be opened until the Technical Review Committee does the evaluations.
5. Mr. Mikael Powell pointed out that the Fee should be provided as a Lump Sum Amount, with separate line items for reimbursables. No Exclusions are allowed unless an item is indicated to be "optional". Otherwise, all proposals with Exclusions will be rejected and deemed non-responsive.

6. Mr. Bovis said that only the selected organizations that meet the minimum score criteria of 60 points for the technical review will be advanced in the process. The Professional fee submission from those offerors that do not meet the minimum requirements will not be opened.

7. Mikael Powell introduced the project. The Attorney General's Office is building a new facility of approximately 26,600 GSF at the Pastore Government Center in Cranston, Rhode Island. The new single story structure (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. The building and associated parking area is located at Pastore Government 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. The State is looking for an aggressive OPM to work on behalf of the Owner. The project is presently in Design Development. Mr. Powell stated the following:

a. A professional cost estimator is no longer required. Refer to RFP #7550733, Section 4. D), 1. [page 8 of 19]; DELETE in its entirety

“o. Utilizing an independent cost estimate to review and comment to the Owner on the Design Development and Final Construction Document cost estimates.”

and REPLACE with

“o. Interpreting for the Owner and reviewing the Design Agent's cost estimates and project schedule.

b. Refer to RFP #7550733, Section 4. G), 1. b) v. [page 12 of 19]; DELETE the following in its entirety

“v. Cost Estimator with at least 10 years professional experience in estimating commercial and institutional projects in the Rhode Island region.”

c. Refer to RFP #7550733, Section 4. G), 3. b) v. [page 13 of 19]; DELETE the following in its entirety

“v. Cost Estimator with at least 10 years professional experience in estimating commercial and institutional projects in the Rhode Island region.”

d. Refer to RFP #7550733, Attachment A – Preliminary Schematic Design Site and Floor Plans page 1, and note that the area marked “DOA PROJECT LIMITS” is not included in this project or within the scope of the Consultant's services.

e. Refer to RFP #7550733, Section 8. H), 5. [page 18 of 19]; ADD the following
“The project will be billed, and invoices paid, based upon actual work time.”

f. The State's goal is to finish construction by December 31, 2017, however at this point, our preliminary schedule must be revised as follows. Refer to RFP #7550733, Attachment B – Preliminary Schedule and revise the following dates (shifting the remaining dates accordingly):

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"43. Construction Documents and Final Estimate" was indicated to have "Revised Finish Date – 7/18/16" is now to be 9/16/2016;

"44. Permitting Process (Fire, BO)" was indicated to have "Revised Finish Date – 7/27/16" is now to be 9/27/2016;

"46. Bidding Process and Administrative Assistance" was indicated to have "Revised Finish Date – 10/4/16" is now to be 12/4/2016;

"48. Construction Administration" was indicated to have "Revised Finish Date – 1/29/18" is now to be 3/29/2018;

"50. Post Construction Close-out Services" was indicated to have "Revised Finish Date – 3/13/18" is now to be 5/13/2018.

8. Mr. Powell confirms that the bid should be based upon an estimated eighty (80) weeks of services for Management Activities 1 through 3, as indicated on the Bid Form.

9. Mr. Powell asked if there were any questions. The following are questions and answers from the meeting:

Question 1 - By what date do you expect to select a finalist for this OPM solicitation?

Answer 1 – We already have a Design Agent onboard, so we are looking to make this selection as soon as possible.

Question 2 – Will an engineer's estimate of the total project cost be included in this solicitation?

Answer 2 – No, we have just completed Schematic Design and we are continuing to develop the budget. The scope of work is already delineated in this solicitation.

Question 3 – On the Bid Form, you have a *Contract Allowance for additional staff*. Does the cost of the Part-Time Support come out of that allowance or is the cost of the Part-Time Support part of my bid?

Answer 3 – Your bid should include the Part-Time Support required for this project and you should indicate their cost and hours. The *Contract Allowance for additional staff* is for additional services that may be proposed outside of the scope of this work. In that case, the hourly rate will be used for compensation.

Question 4 – On the Bid Form, you have various Part-Time Support positions listed. If I feel that I do not need a position indicated, may I mark it out?

Answer 4 – The Interior Design PM and the MEP Technical Specialist must be provided. Other Part-Time Support positions are optional in that they may be revised or eliminated, however the capabilities of those positions should be demonstrated in your overall team qualifications.

Question 5 - Will the FF&E person be actually moving items or managing the move of other professionals?

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Answer 5 – That person will not physically be moving items, but rather, the person will be managing the moving resources. Also, they will be the contact point for the Users concerning move information.

10. Mr. Powell asked if there were any more questions. With no more inquiries, he adjourned the meeting at 11:53 AM.

II. Questions received by the Division of Purchases within the posted deadline (the Answers follow):

Question 001 - Under the section entitled "Scope of Services there is reference to AIA C172. Will this be a State Modified Version, if yes will you kindly provide a copy of the Revised Version?

Answer 001 – The AIA C172 is modified for State requirements and altered for each project. It will be provided to the Apparent Low Bidder.

Question 002 - Will you kindly provide the Insurance Requirements for the Project?

Answer 002 - Insurance requirements are as follows:

"§ 2.7 The Program Manager shall maintain the following types and limits of insurance for the duration of this Agreement and shall provide the Owner with a copy of an endorsement and a certificate of insurance that names the State of Rhode Island, [appropriate State department will be added] as "certificate holder" and as "additional insured" on an annual basis for the duration of this Agreement and from time to time upon request. The certificate of insurance must state that thirty (30) days' advance notice of cancellation, nonrenewal, or material change in coverage will be sent to: Rhode Island Department of Administration, Division of Purchases, One Capitol Hill, Providence, Rhode Island 02908-5855, fax # (401) 574-8387 and must reference this Agreement and this Program.

.1 Commercial General Liability (including broad-form contractual liability and completed operations) with policy limits of not less than \$1,000,000 each occurrence and aggregate for bodily injury and property damage.

.2 Commercial Automobile Liability (including owned, hired, and nonowned vehicles) with policy limits of not less than \$1,000,000 combined single limit and aggregate for bodily injury and property damage.

.3 Workers' Compensation at statutory limits and Employers Liability with a policy limit of not less than \$1,000,000 per occurrence and \$1,000,000 per aggregate.

.4 Professional Liability covering bodily injury and property damage due to the Program Manager's negligent acts, errors, and omissions in its performance of professional services with policy limits of not less than \$2,000,000 per claim and in the aggregate, maintained during the term of this Agreement and for a period of 5 years after the completion of any and all of the Program Manager's Basic and Additional Services under this Agreement. Any retroactive date or prior acts exclusion to which such coverage is subject shall predate the date on which services hereunder are commenced and the date of this Agreement."

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Question 003 - Page 19 of 19, the Cost Proposal Form:

Please confirm if it is the intent of the Owner to require a resident/full time OPM position on-site, as the project scope and duration do not appear to warrant that position (35-40 hours/week).

Answer 003 – The Respondent should allow for 80 total weeks of Management Activities 1 – 3, and the Bid Form should divide that time between Construction Administration (Management Activity 2) and the rest. The State expects that some weeks may be less than 35 hours of actual work, and some weeks may exceed that, however the State will maintain work space for OPM activities on the project. Per Section 8. H) 5), the State reserves the right to move hours between Management Activities. Please see the revised Page 19 of 19, Cost Proposal Form, which adds an hourly rate for the Architectural PM and the Construction PM.

III. Revisions/ Clarifications to RFP#7550733:

1. Refer to RFP#7550733, Section 4, D), 1.b. [page 7 of 19]; DELETE “engineering academic”.
2. Refer to RFP #7550733, Section 4. G), 2. [page 12 of 19]; DELETE “Management Area 2. FF & E, Move Management, and Art requires, at a minimum, the following positions”
and REPLACE with
“Management Activity 3. FF & E, Move Management, and Art requires, at a minimum, the following positions”
3. Refer to RFP #7550733, Section 4. G), 3. [page 12 of 19]; DELETE “Management Area 2. Construction Administration requires, at a minimum, the following positions”
and REPLACE with
“Management Activity 2. Construction Administration requires, at a minimum, the following positions”
4. Refer to RFP#7550733, Section 9: COST PROPOSAL FORM; DELETE in its entirety and REPLACE with the attachment.

End of Addendum 1

Attachments: Section 9: COST PROPOSAL FORM
Pre-Bid Meeting sign-in Sheet



State of Rhode Island
 Division of Purchases
 One Capitol Hill
 Providence, RI 02906

"NON-MANDATORY" PRE-BID CONFERENCE SIGN IN SHEET

BID NUMBER:	7560733
BID TITLE:	OPM AG Office New Customer Service Center
PRE-BID DATE AND TIME:	6/30/2016 11:00

Purchasing Representative:	TOM BOVIS
Pre-bid START TIME:	1:00 AM
Pre-bid END TIME:	

	COMPANY NAME	COMPANY REPRESENTATIVE	ADDRESS	CONTACT E-MAIL	CONTACT PHONE NUMBER	CONTACT FAX NUMBER	PROPOSAL SUBMITTED (For Purchasing Use Only)
1	RECURVE GROUP	Jennifer Vinnith	20 Narragansett Ave, #1005 Rumford, RI 02916	Shradner@percuregroup.com	401-270-0600	401-270-0707	
2	JACOBS	Chris Simulei	One Exchange Bldg Cohasset, MA 50 Holden St. Providence, RI 02908	Christopher.Simulei@jacobs.com	774-297-1318		
3	R4B	DAVID DEQUATRO		ddequatro@r4b.net	401-272-1730	401-273-7156	
4	DCAMM	MIKAEL POWELL	ONE CAPITAL HILL	mikael@powell.com	222-5315		
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** VENDOR: PLEASE SUBMIT A BUSINESS CARD IF AVAILABLE **

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	Hourly Rate	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	Hourly Rate	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 Fee Proposal

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