



**Solicitation Information  
September 12, 2016**

**RFP# 7550943**

**TITLE: Owner's Program Management Services for the Rhode Island Office of Attorney General, 150 South Main Street, Providence, Rhode Island**

**Submission Deadline: Friday October 7, 2016 at 11:00 am (Local Time)**

**PRE-PROPOSAL CONFERENCE: YES DATE: Tuesday September 20, 2016  
TIME: 10:00 am  
MANDATORY: YES  
LOCATION: Attorney General Office, 150 South Main Street, Providence RI**

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 **9/26/2016 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, and responses 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**

RFP# 7550943

TITLE: Owner's Program Management Services for the Rhode Island Office of Attorney, 150 South Main Street, Providence, 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 150 South Main Street, Providence, Rhode Island	6
Section 4 -	Scope of Work	6
Section 5 -	Technical Proposal	14
Section 6 -	Cost Proposal	15
Section 7 -	Proposal Submission	16
Section 8 -	Evaluation and Selection	17
Section 9 -	Cost Proposal Form	19

**Attachments**

Attachment A – Existing plans and preliminary schematic floor plans

## 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, renovation and continued occupancy of an Attorney General's office located at 150 South Main in Providence, Rhode Island., 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 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 renovation 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 120 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

TITLE: Owner's Program Management Services for the Rhode Island Office of Attorney, 150 South Main Street, Providence, Rhode Island

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](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 as 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

TITLE: Owner's Program Management Services for the Rhode Island Office of Attorney, 150 South Main Street, Providence, Rhode Island

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 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 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 GENERAL'S 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.

TITLE: Owner's Program Management Services for the Rhode Island Office of Attorney, 150 South Main Street, Providence, Rhode Island

**SECTION 3: RHODE ISLAND OFFICE OF ATTORNEY GENERAL OFFICE AT 150 SOUTH MAIN, PROVIDENCE, RHODE ISLAND.**

A) Project Background and Description – The Attorney General's Office is renovating its existing properties to enhance functionality and efficiency. The project includes renovation of four floors, parking lot work, possible exterior building envelope work, and a possible upper level link corridor to the adjacent building. The occupied building consists of a basement plus three floors, each being about 54,000 square feet (please see the attached existing floor plans). The building program includes employee offices, conference rooms, and administrative spaces and an employee parking lot. The suggested preliminary schematic new floor plans (subject to change), and the existing plans are attached for the Owner's Program Manager's information in this solicitation, however, please note that the future awarded architect for the project will review the suggested layouts and provide alternate options for approval by the Owner. The building was constructed between 1952 and 1953. The Office of Attorney General has occupied the building since 1996. Some general improvements and renovations over the years have occurred, including elevator modernization, window replacement, and transformer replacement. The building utilizes a combination steam / hot water heating system. The building is completely occupied and there is a need to allow day to day functions. Some areas are 24/7 operation. Some original blueprints are available.

**SECTION 4: SCOPE OF WORK**

- A) The Attorney General's Office seeks a qualified firm to provide comprehensive OPM services to work on behalf of the Owner to facilitate the 150 South Main Street Renovations. At the onset, the OPM is to prepare the solicitation documents to hire the Design Agent, AND manage the following services:
1. Hiring and directing the appropriate professional personnel, utilizing the contract allowance, to assess lower level groundwater conditions and the dewatering well issues and offer recommendations. The professional is to provide an assessment report which will be forwarded to the Design Agent for use in preparing the construction documents.
  2. Hiring and directing the appropriate professional personnel, utilizing the contract allowance, to review the condition of the building envelope and offer recommendations. The professional is to provide an assessment report which will be forwarded to the Design Agent for use in preparing the construction documents.
  3. Hiring and directing the appropriate professional personnel, utilizing the contract allowance, to assess the condition of the existing mechanical system and offer recommendations. The professional is to provide an assessment report which will be forwarded to the Design Agent for use in preparing the construction documents.
- B) 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 renovations, the firm will provide daily reporting and executive level support to the process for

TITLE: Owner's Program Management Services for the Rhode Island Office of Attorney, 150 South Main Street, Providence, Rhode Island

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 final personnel move and through the end of the 2-year construction 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.

- C) 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.
- D) The OPM's employees and subcontractors responsible for the project shall be required to successfully pass the State's background check.
- E) This proposal is divided into four Management Activities: ***1. Project Initiation through Schematic Design, 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. ***1. Project Initiation through Schematic Design, Design Development, Construction Documents, Bid and Negotiation*** The OPM's services shall include, but are not limited to the following:
    - a. Providing major assistance in developing a detailed scope for a Request for Proposal for Architectural and Engineer services for a complete interior renovation of 150 South Main Street. The proposal will be based upon a suggested preliminary schematic layout which has been completed by the Office of Attorney General (subject to review by the selected architect). The proposal will also include a suggested preliminary phasing plan, developed by the OPM, to address the occupants that will remain in the building during the construction and office operations that will need to continue to run (The future awarded architect for the project will review the suggested phasing plan and provide options for approval by the Owner in increasing sophistication through the end of the Construction Document phase). The proposal will also include some exterior repair and replacement work, and provide that the A/E secure and manage a firm to identify and prepare an asbestos abatement plan (an allowance will be provided for the A/E's subcontracted services). The interior renovation of 150 South Main Street project may include building an above grade connector corridor to the adjacent building. The OPM is to work with related State Agency to ensure that all State procedures, documents, and details are followed through to award of the project to a qualified A/E firm.
    - b. 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.

TITLE: Owner's Program Management Services for the Rhode Island Office of Attorney, 150 South Main Street, Providence, Rhode Island

- c. 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 facility.
  - d. Anticipating the needs of the project and identifying options for addressing those needs.
  - e. Reviewing products recommended by the design team and providing comments on the quality of these products or their "or equals".
  - f. 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).
  - g. 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.
  - h. Managing/leading all project meetings initiated by the Owner and keeping detailed meeting minutes (throughout the project).
  - i. Offering recommendations for new 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. Attend project meetings with National Grid and AG's office on pilot program to identify any equipment or function that can be upgraded with better energy efficiency.
  - p. Review and comment on the upgrade of the fire alarm system design by a consultant.
2. **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).

TITLE: Owner's Program Management Services for the Rhode Island Office of Attorney, 150 South Main Street, Providence, Rhode Island

- 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.

TITLE: Owner's Program Management Services for the Rhode Island Office of Attorney, 150 South Main Street, Providence, Rhode Island

3. **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 phased move plans.
    - b. Participating in the analysis and selection of fixtures, furnishings, and equipment.
    - c. Working with the Owner to determine which existing furniture will be reused in the final layout (and coordinating any necessary refurbishing), which furniture will not be used (and coordinating the decommissioning and removal) and which items will be new.
    - d. 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.
    - e. Monitoring the transfer of staff and any FF&E relocation to the new locations for each move and coordinating resolution of issues that may arise between with the End User, the Owner, and others.
    - f. Acting as primary contact for the End User's staff on issues which relate to FF& E and move considerations.
    - g. Reviewing and commenting on, applications for payment from the furniture dealer(s).
    - h. Offering recommendations for furniture, fixtures and equipment.
    - i. 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. **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.
- F) Upon completion of *Management Activities 1. Project Initiation through Schematic Design, 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.
- G) 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:

TITLE: Owner's Program Management Services for the Rhode Island Office of Attorney, 150 South Main Street, Providence, Rhode Island

1. Management Experience:

OPM shall have significant experience in managing complex 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.

TITLE: Owner's Program Management Services for the Rhode Island Office of Attorney, 150 South Main Street, Providence, Rhode Island

7. 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.

H) 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 renovation projects with furnishings. The PM or Part-time Project Management support staff, must have documented experience working on an occupied urban renovation project which involved facilitation of design activities, construction, AND furniture, fixtures and equipment procurement and installation, 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: construction professional with extensive leadership experience in the project management.
  - ii. Scheduler with 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: professionals available on an on-call basis to provide specialized services in their respective fields.
- 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 Activities 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 office building projects with furniture, fixtures and equipment procurement and installation, with at least ten years professional experience acceptable to the RI Attorney General's Office.

TITLE: Owner's Program Management Services for the Rhode Island Office of Attorney, 150 South Main Street, Providence, Rhode Island

- 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 office building projects. This PM must have 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: 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.
- 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.

D) 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.

TITLE: Owner's Program Management Services for the Rhode Island Office of Attorney, 150 South Main Street, Providence, Rhode Island

- J) 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 (Answer each part of the questions):

**i. What experience does the respondent have, acting in the capacity of the Owners' Program Manager (with the duties prescribed herein), with**

- design,
- construction,
- and Furniture, fixtures and equipment procurement, installation and reconfiguration

**for facilities of a similar size, scope and use as *this* project?**

TITLE: Owner's Program Management Services for the Rhode Island Office of Attorney, 150 South Main Street, Providence, Rhode Island

**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?**

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 acting in the capacity of the Owners' Program Manager (with the duties prescribed herein). 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 \$5,000 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. A contract allowance amount of \$95,000 total, for a lower level Groundwater and Dewatering well Assessment Report, Exterior Building Envelope Assessment Report, and an Overall Mechanical Assessment Report. Expenses must be authorized in advance by RI Attorney General's Office.
4. 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**.

TITLE: Owner's Program Management Services for the Rhode Island Office of Attorney, 150 South Main Street, Providence, Rhode Island

NOTE: The cost proposal form in Section 9 covers the Rhode Island Office of Attorney General 150 South Main Street, Providence, Rhode Island 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# 7550943 - OPM Rhode Island Office of Attorney General 150 South Main Street, Providence, Rhode Island**" 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](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). 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.

TITLE: Owner's Program Management Services for the Rhode Island Office of Attorney, 150 South Main Street, Providence, Rhode Island

- 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 for clarification purposes. .
- 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 acting in the capacity of the Owners' <i>Program Manager</i> (with the duties prescribed herein)	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>

TITLE: Owner's Program Management Services for the Rhode Island Office of Attorney, 150 South Main Street, Providence, Rhode Island

- 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:

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

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:

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

- 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.** The project will be billed, and invoices paid based upon actual work time.

TITLE: Owner’s Program Management Services for the Rhode Island Office of Attorney, 150 South Main Street, Providence, Rhode Island

**SECTION 9: COST PROPOSAL FORM**

A) Management Activities: 1. Project Initiation through Schematic Design, Design Development, Construction Documents, Bid and Negotiation; 3. FF & E, Move Management, and Art. Services (Rhode Island Office of Attorney, 150 South Main Street, Providence, Rhode Island)			
Full-Time On-Site Staff	Weekly Rate @ 35 hours/wk	Estimated Weeks	Total Cost
<b>1. Architectural PM</b>			
Part-Time Support:	Hourly Rate	Estimated Hours	
Interior Design PM			
Administrative Support			
Executive Project Manager			
MEP Technical Specialist			
<b>Contract Allowance</b> for additional staff as directed by RI Attorney General’s Office <b>and NOT included in Respondent’s BID</b>			\$25,000.00
<b>Contract Allowance</b> for Reimbursables			\$5,000.00
<b>Contract Allowance</b> for lower level groundwater and dewatering well Assessment Report			\$25,000.00
<b>Contract Allowance</b> for Exterior Building Envelope Assessment Report			\$15,000.00
<b>Contract Allowance</b> for Overall Mechanical Assessment Report			\$50,000.00
<b>Total</b>			\$

B) Management Activities: 2. Construction Administration Services (Rhode Island Office of Attorney, 150 South Main Street, Providence, Rhode Island)			
Full-Time On-Site Staff	Weekly Rate @ 35 hours/wk	Estimated Weeks	Total Cost
<b>1. Construction PM</b>			
Part-Time Support:	Hourly Rate	Estimated Hours	
Administrative Support			
Executive Project Manager			
Scheduler			
MAP Technical Specialist			
Student Intern			
<b>Contract Allowance</b> for additional staff as directed by RI Attorney General’s Office <b>and NOT included in Respondent’s BID</b>			\$25,000.00
<b>Contract Allowance</b> for Reimbursables			\$5,000.00
<b>Total</b>			\$

Section 9, A)1. estimated wks. + B)1. estimated wks. = Total estimated weeks: **80 weeks**

**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.