



**State of Rhode Island and Providence Plantations
September 30, 2016
ADDENDUM NUMBER TWO**

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)

Per the issuance of ADDENDUM # 2 the following change(s) are noted:

Additional Information/ Revisions/ Clarifications

THE FOLLOWING DOCUMENTS ARE ATTACHED:

- **Meeting Minutes**
- **Questions Received**
- **Revisions/Clarifications**
- **Sample Contract**

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

I. PRE-BID MEETING MINUTES, Tuesday September 20, 2016, Owner's Program Management Services for the Rhode Island Office of Attorney General, 150 South Main Street, Providence, Rhode Island:

1. The meeting formally commenced at 10:10 AM. Thomas Bovis, Interdepartmental Project Manager (Rhode Island Department of Administration, Division of Purchases) confirmed that this was a mandatory pre-bid meeting. The sign-in sheet 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. 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.
2. Mr. Bovis confirmed that this meeting was for RFP# 7550943, entitled "Owner's Program Management Services for the Rhode Island Office of Attorney General, 150 South Main Street, Providence, Rhode Island." He reiterated that the submission deadline is Friday October 7, 2016 at 11:00 am (Local Time), and that questions concerning this solicitation must be received by the Division of Purchases at thomas.bovis@purchasing.ri.gov no later than 9/26/2016 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.

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7. Mikael Powell introduced the project. 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. The State is looking for an aggressive OPM to work on behalf of the Owner. 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. 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 were 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, and the Office of Attorney General has occupied the building since 1996. The building is completely occupied and there is a need to allow day to day functions. Some areas are 24/7 operation. At the onset, the OPM is to prepare the solicitation documents to hire the Design Agent, AND present bids from qualified firms for approval by the Owner for the following services:

- a. Assessment of the lower level groundwater conditions and the dewatering well issues and offer recommendations.
- b. Assessment of the condition of the building envelope and offer recommendations.
- c. Assessment of the condition of the existing mechanical system and offer recommendations.

8. Mr. Powell said that, in addition, the proposal is divided into four Management Activities, each with distinct tasks: 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.

9. Mr. Powell confirmed 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.

10. Mr. Powell asked if there were any questions. The following were asked:

Question a. Are there any cost estimates required?

Answer a. An independent, professional cost estimator is not required, however "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", per page 11 of 19, RFP #7550943.

Question b. Has there been a hazardous materials survey conducted and does it include lead paint?

Answer b. It is not known if a survey has been conducted. The fee to pay that Hazmat professional is not part of the OPMs compensation.

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Question c. Is there any special security access required for the office and are BCI checks required?

Answer c. Yes, refer to RFP #7550943, item 18., page 5 of 19.

Questions d. During construction, is there plans to move staff and equipment offsite? Is there a "swing space" anticipated?

Answers d. Not at this time, however, some functions/persons in this building will be permanently moved out of this building.

Question e. Will we be given info on headcount?

Answer e. The awarded OPM will be given that information.

Question f. Does the Allowance cover the mechanical assessment?

Answer f. Yes.

Question g. Is the OPMs first efforts to do phasing and renovation sequencing based upon the plans given?

Answer g. Yes, and the OPMs expertise and review of existing conditions.

Question h. Is phasing plan to be submitted with bid?

Answer h. No, it is to be developed after issuance of the PO.

Question i. Are there cost estimates available for the construction work?

Answer i. No.

Question j. What is the project timetable?

Answer j. The project is expected to take 80 weeks and start immediately.

Question k. 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 k – The capabilities of the Interior Design PM and the MEP Technical Specialist MUST BE PROVIDED, either as a separate person as indicated on the bid form, or specifically indicated on the bid form for those responsibilities to be handled by the Construction PM or Architectural PM. The evaluation committee will be looking for specific experience or training or examination in Interior Design and MEP for the person(s) designated.

Other Part-Time Support positions listed on the bid form are optional in that may be revised or eliminated, however the capabilities of those positions must be demonstrated in your overall team qualifications. Please note that the Part-Time Support is part of your lump sum bid.

Question l. Our Project Manager usual performs work at a level above the role listed on the bid sheet – how do we reconcile that with the sheet?

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Answer 1. This RFP lists the qualifications solicited and the title of the roles listed may not coincide with the titles in your firm.

11. After the presentation, Mr. Masse led the group on a tour of the building. He noted the following (Refer to RFP# 7550943 Attachment "Existing A100"):
- a. There has been more water infiltration in the chase along column line J, then column line A.
 - b. There has been water infiltration all along column line J.
 - c. There are sump pumps along the back wall to mitigate the water problems.

12. After the site tour, the group re-convened in the conference room. Mr. Powell asked if there were any questions. The following are questions and answers from the meeting:

Question a. Who is hiring the commissioning agent?

Answer a. That is unknown at this time. The fee to pay that professional is not part of the OPMs compensation.

Question b. Do you anticipate someone working fulltime in the building?

Answer b. The State expects 80 weeks (35 hours per week) of a fulltime individual total, however, there may be weeks with less or more hours than 35 hours. Only actual time working will be paid.

Question c. Will there be parking provided?

Answer c. No.

Question d. Is a building connector part of this project?

Answer d. The Design Agent hired by the State to prepare Construction Documents will study that possibility.

Question e. Will we be doing ADA upgrades?

Answer e. The Design Agent hired by the State to prepare Construction Documents will study those requirements.

13. Tom Bovis asked if any Vendors had not signed the sign-in sheet. With no comments heard, the meeting was adjourned at 11:31 AM.

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

1. Do we need a registered interior designer or decorator for this project for the FFE?
Answer: See RFP#7550943, Addendum#2, Section I. 10. Answer k.

2. Will all on site personnel have to pass a back ground check?

Answer: Yes.

3. Will there be any energy efficiency upgrades such as changing out old florescent tube lighting fixtures for new LED lighting?

Answer: That will likely be a consideration and within the Design Agent's purview in the construction documents.

4. Will the RI historical preservation commission be involved in the approval process of the new building connector or any of the exterior repointing work?

Answer: The RI Historical Preservation Commission's requirements may be part of the envelope assessment recommendations, however, design and consideration of a building connector is within the Design Agent's purview (not the OPM).

5. Are there any building system issues known at this time, which could prevent or hinder the tie-in or connection of any new work?

Answer: Design and consideration of a building connector is within the Design Agent's purview (not the OPM).

6. Regarding the OPM task to "hire" an HVAC firm to access mechanical systems, and "hire" a firm to access building envelope;

- a. Is the intent to gather three or more bids for evaluation by the State?

Answer: Yes.

- b. Does this work have to go out to bid?

Answer: It has to be competitively bid, but not through the State system.

- c. Is there a list of "State qualified vendors or approved vendors" that the OPM will be expected to work from when "hiring" these firms?

Answer: No. The Owner requires you to submit information to their qualifications with their bids.

7. Will this project have any association with the new RIAG Customer Service Center project slated for the Pastore center in Cranston, which could possibly impact this projects schedule (such as moving of people or assets out of 150 South Main Street and into the new customer service center)?

Answer: Yes. Some persons are moving from this building to the new facility.

8. Is there any "swing space" available in this building, or 180 South Main Street that could be used to temporally move people to while new work is taking place?

Answer: See RFP#7550943, Addendum#2, Section I. 10. Answer d.

9. Will the OPM be responsible for generating any AIA documents or forms?

Answer: With assistance from the State, the OPM will be required to prepare the agreements between Owner and Architect, Owner and Contractor, and some FF&E contracts.

10. Will there be a requirement to track ADA upgrades as a separate task for budget reimbursables?

Answer: No.

11. FFE and art; is there a pre-determined budget for FFE and art?

Answer: There is not a predetermined budget for furniture. The budget for Art is 1% of certain construction costs.

12. Will a registered Interior Decorator / Interior Designer be required, or can a non-registered designer be used?

Answer: Inclusion of a registered professional is not mandatory, however, the evaluation committee will be looking for indication of specific experience or training or examination in Interior Design in the proposal submission.

13. Is there any terrazzo flooring present in the building, besides in the stairwells?

Answer: That is unknown and the relevancy of the question is unclear.

14. Is there any work planned in the stairwells that would affect the terrazzo flooring? From past experience, patching or repairing terrazzo flooring is next to impossible to match existing and an alternative flooring method would be required (i.e. covering existing terrazzo with epoxy flooring or VCT).

Answer: That is unknown and the relevancy of the question is unclear.

15. Wet flooring was noticed in the lower level in the South East corner of the building. Are there any plans to remove the existing VCT flooring tiles and correct the wet condition via installation of a topical moisture vapor mitigation system prior and then new finish flooring?

Answer: That is unknown and the relevancy of the question is unclear.

16. Is the existing dumb waiter to be removed in the new plan?

Answer: That is unknown and the relevancy of the question is unclear.

17. Are there any plans to reconfigure main lobby area, specifically to allow room for queuing of the B.C.I line that forms and extends out into the double door vestibule at the main front entrance to the building?

Answer: Preliminary schematic plans, subject to change, are attached for reference. The relevancy of the question is unclear.

18. Are there still plans to include a building connector in this project?

Answer: Design and consideration of a building connector is within the Design Agent's purview (not the OPM).

19. Please clarify that a "senior level project manager" is expected by the State for the role of OPM on this project, and what specific experience must this senior PM have?

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Answer: See RFP#7550943, pages 12 of 19 and 13 of 19.

20. Will there be a HAZMAT survey of the building performed; including asbestos, lead paint and any other HAZMAT such as fluorescent bulb disposal, or lead copper roof leaders and gutters?

Answer: See RFP#7550943, Addendum#2, Section I. 10. Answer b.

21. Is there any structural evaluations of the flat roof available, which could come into play if the roof top air handlers are to be replaced with this project?

Answer. That is unknown.

22. Paragraph H, 3, a - on page 13 of 19 calls for a full time onsite Senior Project Manager. Usually there is someone below the Project Manager (like a Construction Representative), who is full-time onsite for the day-to-day activities. Is this the role you are looking for?

Answer. See RFP#7550943, Addendum#2, Section I. 10. Answer l.

23. There are references to Commissioning in the RFP as well as an indirect reference to "Assisting with the documentation for post-construction verification of building systems". However, it does not mention who is responsible to hire the Commissioning Agent. Can you please clarify.

Answer. See RFP#7550943, Addendum#2, Section I. 12.a.

III. Revisions/ Clarifications to RFP#7550943:

1. Concerning RFP 7550943, Section 4: Scope of Work, A);
 - a. The State requires 3 bids for each of the services, from qualified companies, independent of the OPM company.
2. Immediately after bid award, the OPM is to prepare a Project schedule outlining the entire project from award of OPM to final move-in and closeout, for the Owners approval. The OPM is to update the schedule throughout the project.
3. Existing plans presented as attachments in RFP 7550943 are representations of the existing conditions, but may not be entirely accurate.
4. As part of the work to prepare the RFP for the Design Agent for the project, the OPM must produce a preliminary plan sequencing the construction and FF& E project as a basis for the Design Agent solicitation and starting point for the awarded Design Agents work.
5. Refer to Bid form, page 19 of 19, part B, DELETE "MAP Technical Specialist" and REPLACE with "MEP Technical Specialist".

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6. Refer to RFP #7550943, Section 4. G), 7 [page 12 of 19]; DELETE
 - a. "the OPM shall provide project management services" and REPLACE with
 - b. "the OPM shall provide program management services."
7. See attached a Sample of the AIA C172- 2014 Agreement between the Owner and Program Manager that is similar to the one prepared for the awarded OPM.

End of Addendum 2

Attachments:

Sample of the AIA C172- 2014