



**Solicitation Information**  
**November 1, 2016**

**SOLICITATION NUMBER:** 7551102PH1

**SOLICITATION TITLE:** General Contractor Pre-Qualification  
State of Rhode Island  
Office of Attorney General - Customer Service Center  
John O. Pastore Center  
4 Howard Avenue - Cranston, Rhode Island 02920

**Submission Deadline:** Friday, December 2, 2016 @ 11:00 AM (Local Time)

Questions concerning this solicitation may also be e-mailed, in Word format to the Division of Purchases at [Thomas.Bovis@Purchasing.ri.gov](mailto:Thomas.Bovis@Purchasing.ri.gov) no later than **Monday, November 14, 2016 at 4:00 PM (Local Time)** Questions should be submitted in a *Microsoft Word* attachment. Please reference the RFQ # on all correspondence. Questions received, if any, will be answered and posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**BOND:**

**A bonding capacity commitment letter from a bonding company authorized to conduct business in Rhode Island is required for Phase 1 participation.**

**RIVIP REGISTRATION:** Vendors must be registered through the online Division of Purchases' Rhode Island Vendor Information Program ("RIVIP") at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). To register or update information, click on "Vendor Center," then "Vendor Information" from the dropdown menu on the left.

**BIDDER CERTIFICATION COVER FORM:** Vendors must complete and include a Bidder Certification Cover Form with the Pre-qualification - General Contractor- Phase 1 submission.

**Thomas Bovis**  
**Interdepartmental Project Manager**

**State of Rhode Island  
Office of Attorney General  
Customer Service Center - John O. Pastore Center  
Cranston, Rhode Island 02920**

**Phase 1**

**GENERAL CONTRACTOR PREQUALIFICATION**

REQUEST FOR QUALIFICATIONS (RFQ)  
And  
STATEMENT OF QUALIFICATIONS (SOQ)

State of Rhode Island  
**Office of Attorney General**  
150 South Main Street - Providence, RI 02903

## **Part One: RFQ**

<b>Section I:</b>	<i>General Project Information</i>
<b>Section II:</b>	<i>Detailed Project Description</i>
<b>Section III:</b>	<i>General Instructions</i>
<b>Section IV:</b>	<i>Overview of Prequalification Process</i>
<b>Section V:</b>	<i>Administration/Schedule for Prequalification Process</i>
<b>Section VI:</b>	<i>Evaluation Procedure/Criteria for Prequalification Selection</i>
<b>Section VII:</b>	<i>Additional Information</i>

## **Part Two: Forms / Schedules (To be completed by the General Contractor)**

<b>GC RFQ Form:</b>	<i>Statement of Qualifications Application for General Contractors</i>
<b>Schedule A:</b>	<i>Business Owner Information</i>
<b>Schedule B:</b>	<i>Management Personnel Information</i>
<b>Schedule C:</b>	<i>Similar Project Experience</i>
<b>Schedule D:</b>	<i>Terminations</i>
<b>Schedule E:</b>	<i>Legal Proceedings</i>
<b>Schedule F:</b>	<i>Safety Record</i>
<b>Schedule G:</b>	<i>MBE/WBE and Workforce Compliance Records</i>
<b>Schedule H1:</b>	<i>Project References</i>
<b>Schedule H2:</b>	<i>Adherence to Project Schedule References</i>
<b>Schedule I:</b>	<i>Credit References</i>
<b>Schedule J:</b>	<i>Public Project References</i>
<b>Schedule K:</b>	<i>Revenue Under Contract</i>
<b>GCSOQ Form:</b>	<i>RFQ Response Checklist</i>

**PART ONE: RFO**

**Section I: General Project Information**

<b>Agency:</b>	<i>State of Rhode Island Office of Attorney General</i>
<b>Project Name:</b>	<i>Office of Attorney General Customer Service Center</i>
<b>Project Location:</b>	<i>John O. Pastore Center 4 Howard Avenue Cranston, Rhode Island 02920</i>
<b>Project Description:</b>	<i>New Building Construction</i>
<b>Estimated Project Cost:</b>	<i>\$10,000,000 - \$13,500,000</i>
<b>Estimated Project Duration:</b>	<i>Twelve to Thirteen Months</i>
<b>Owner's Program Manager:</b>	<i>Keough Construction Management ATTN: Joseph A. Giorgi 312 Waterman Avenue East Providence, RI 02914</i>
<b>Project Architect:</b>	<i>Vision 3 Architects ATTN: Paul M. Hauser 225 Chapman Street Providence, RI 02905</i>

## **Section II: Detailed Project Description**

The proposed Rhode Island Attorney General Customer Service Center will be located in the John O. Pastore Complex at the intersection of Howard and Pontiac Avenues in Cranston Rhode Island. The site is bounded to the north by Howard Avenue, to the south and west by the ACI Medium Security Prison and to the east by Pontiac Avenue.

The three primary occupants of the new Rhode Island Attorney General Customer Service Center will include the Bureau of Criminal Investigation Unit (BCI), the Adult Diversion Unit and the Consumer Protection Office. All of these services are presently located in the Office of Attorney General Providence offices.

The project includes construction of a single story building with a clerestory and partial basement encompassing approximately 26,600 GSF. The building program includes administrative spaces, open office spaces, employee offices, conference rooms, storage rooms, computer and service spaces, mechanical spaces, public service areas and both public and non-public bathroom facilities.

A partial basement of approximately 7,600 GSF will house mechanical, electrical and technology rooms in addition to space for future expansion. Located adjacent to the basement mechanical room is an open exterior mechanical space that will house a chiller, 2 dry cooler units and a back-up diesel generator.

Exterior wall elevations present a varied facade consisting of a combination of brick veneer, synthetic stone and a terra cotta panel rain screen system - in conjunction with aluminum frame windows and some aluminum curtain-wall and storefront systems.

The building structure consists primarily of a steel-framed structural system that includes steel columns, girders, beams, braced frames and joists with a combination of steel stud and concrete masonry unit exterior infill walls - all supported by concrete foundation walls and footings. The first floor structure is primarily slab-on-grade construction with an area of steel floor joists over the partial basement.

There are three flat roof levels that include the main roof, the clerestory roof and the entrance vestibule/exterior canopy roof. All are framed with steel beams and joists supporting a galvanized steel roof deck with tapered rigid insulation and a TPO membrane roof system. Roof drainage is accomplished by internal roof drains.

A solar PV panel array will occupy both the main and clerestory roof levels. The project has been designed as a LEED Silver designated facility, and is presently registered with the U.S. Green Building Council (USGBC).

The HVAC system has been designed in accordance with the 2015 International Energy Conservation Code and will meet the requirements of LEED NC 2009. Heating, cooling, and ventilation for the proposed building shall be accomplished via a combination of active induction beams and displacement ventilation systems. Each office, conference room, corridor, and other common space shall be equipped with one or more 4-pipe fan coil units

(FCU). The units will provide quiet, comfortable conditioning, as well as code-required ventilation, while also saving energy and will provide high indoor air quality.

Ventilation air for the FCUs will be provided by a 4,600 CFM indoor energy recovery ventilator (ERV) delivered to each FCU via a VAV. The ERV will be equipped with an energy recovery wheel. Cooling and heating of primary air will be accomplished by a chilled water cooling coil and hot water heating coil. Supply and return fans will be equipped with variable frequency drives. The outdoor air system will be equipped with all filtration and air treatment as required for code and LEED compliance.

The technology room will be cooled with two 10 ton computer room air conditioning (CRAC) units using a raised floor plenum system for the supply, and a ceiling plenum system for the return. Each CRAC unit will have a glycol dry cooler (DC) system with pumps located outside in the equipment enclosure. The unfinished basement area shall be heated, cooled, and ventilated with FCUs with outside air.

Chilled water for the proposed system shall be provided by a new 52-ton air-cooled chiller. The chiller will be pad-mounted on grade at the exterior of the building within a walled mechanical enclosure adjacent and accessible to the basement mechanical room. Hot water for the proposed system will be provided by three 160 MBH gas-fired condensing hot water boilers. All new systems installed as part of this project shall be controlled by a direct digital controls (DDC) system.

Plumbing systems will include a storm drainage system, a sanitary, waste and vent system, a domestic hot water system and ADA-compliant plumbing fixtures. In addition new natural gas service will be provided. Gas piping will be provided from a new gas service and meter to the new heating equipment. HVAC equipment will be piped with natural gas to suit equipment demands.

The Basement and First Floor fire-suppression sprinkler system has been designed as a wet pipe hydraulically sized fire sprinkler system, except for three First Floor spaces that will be protected with a clean agent fire suppression system. Each of the three rooms will have separate detectors, nozzles, and control panels, abort switches, clean agent tanks, etc. A new double check backflow preventer will be installed where the new fire service enters the building.

Electrical service to the site will be provided by installation of a new 3-Phase 277/480 volt commercial service line on a single meter from a pad-mounted transformer originating from the existing aerial distribution. A separate pad mounted transformer will be provided to serve the DOA parking lot. High voltage service to both transformers will be provided by National Grid.

Emergency power will be provided by a 208Y/120-volt 3 phase 4 wire diesel-fueled standby generator and a 4 pole service entrance-rated automatic transfer switch to back-up 100% of the building load. The generator will be provided with a weatherproof sound attenuated enclosure and located within the exterior walled mechanical enclosure adjacent and accessible to the basement mechanical room.

Interior lighting is generally 2' x 2' recessed architectural fixtures with linear pendant-mounted fixtures in open office and lobby areas. Exterior lighting fixtures are generally pole-mounted full cutoff fixtures in the parking areas, full cutoff sconces at secondary egress doors, and recessed fixtures at the main entrance canopy. Lighting will be controlled by a central networked addressable lighting control system. Lighting in storage areas and individual offices will be operated via occupancy sensors.

An addressable fire alarm system will be provided for complete coverage of the facility and will include manual pull stations, smoke and heat detectors and duct smoke detectors. Addressable control modules are provided for interface with the HVAC equipment for automated shutdown. The building will be provided with 100% smoke detector coverage of the egress paths (corridors, lobbies, and stairwells). Alarm notification shall be via horn/strobe units in compliance with ADA requirements for strobe illumination levels.

Additionally, Building Management System (BMS) Integration and a Lightning Protection System bearing a UL Master Label will be provided as part of this project.

Telecommunication Systems will include voice, internet and cable television services that will originate from utility riser poles on Howard Avenue and Pontiac Avenue via four new 4" underground conduits. Service equipment, backbone wiring from the utility pole and terminations will be provided by the service provider. An 800 MHz Bi-directional amplification system will be provided through-out the building. For cabling pathways a 12" ladder tray system will be utilized above the ceiling throughout the building corridors, and connect to an overhead cable tray system in the technology room.

The security system will consist of unified security servers and switches, network video recorders (NVRs), and a shooter detection system all housed within a security enclosure. All equipment will be powered through the building's uninterrupted power supply (UPS). Security system platform will be fully compatible with existing systems and be capable of remote monitoring. Access Control will be provided at selected locations

Parking areas include handicap and bus parking, island and edge curbing, concrete sidewalks, lighting and landscaping. Other site work includes utility and drainage installations, detention basins, site plantings, site lighting and cameras.

The site is presently clear and grass-covered with the exception of some asphalt areas that will be demolished as part of the project in addition to some existing building foundations that have been buried. Most existing trees will remain, and the proposed new grades generally match the existing natural site contours.

New employee and public asphalt parking lots having a capacity of about 124 vehicles will be constructed. In addition, a separate parking lot for the RI Department of Administration (DOA) with a capacity of approximately 240 vehicles will be constructed adjacent to the site to serve other existing buildings within the Pastore center. The DOA lot will be constructed with separate lighting and electrical service.

### **Section III: General Instructions**

General Contractors (“Respondents”) who want to be considered for prequalification for the Office of Attorney General Customer Service Center project are required to submit a Statement of Qualifications (“SOQ”) application package as follows:

#### **A. Contents of *Statement of Qualifications* Application Package**

The required *SOQ application package* consists of the following:

1. GC RFQ Form (attached)
2. Schedules A through K to GC RFQ Form;
3. All supporting documentation referenced and required therein; and
4. Required number of copies of items 1-3 above

#### **B. Submission**

An original, plus five (5) complete copies of the Respondent’s *SOQ application package* and a CD with the complete copy must be received by the Division of Purchase on or before the Submission Deadline as set forth in Section 1 as determined by the Division of Purchases’ official time clock. All proposals must be mailed or delivered to:

***Rhode Island Department of Administration Division  
of Purchases  
One Capitol Hill Providence,  
RI 02908***

Proposals misdirected to other State locations or which are otherwise not received by the Division of Purchases office prior to the time of opening for any cause shall be determine to be late and will not be accepted or considered. Proposals emailed or faxed will not be accepted or considered.

#### **C. Instructions and Notifications to Respondents:**

- a. Respondent are advised to review all sections of this Request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- b. Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Chief Purchasing Officer.
- c. All costs associated with developing or submitting the SOQ in response to this Request, or to provide oral or written clarification of its content shall be borne by the Respondent.



- d. In accordance with R.I. Gen. Laws §7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Rhode Island Secretary of State (401-222-0340).
- e. Respondents are advised that all materials submitted for consideration in response to this Request will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, unless noted herein, and will be released for inspections immediately upon request, once and award has been made.
- f. It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted provided that their use is clearly indicated on the Respondent's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- g. The State of Rhode Island has a requirement of ten percent (10%) participation of Minority Business Enterprises (MBE) in all State procurements. For further information, see [www.mbe.ri.gov](http://www.mbe.ri.gov) or contact the MBE office at 401-574-8253.
- h. Equal Employment Opportunity: R.I. Gen. Laws § 28-5.1-Declaration of Policy: 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 employments. This policy applies in all areas where the state dollars are spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information contact the Rhode Island Employment Opportunity Office at 401-222-3090.
- i. The State of Rhode Island 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.
- j. The State of Rhode Island reserves the right to accept or reject any or all submissions received as a result of this solicitation, or to waive minor irregularities.
- k. Interested parties are encouraged to visit the R.I. Division of Purchases website [www.purchasing.ri.gov](http://www.purchasing.ri.gov) on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFQ.
- l. Vendors wishing to do business with the State of Rhode Island must register with the Division of Purchases. Please refer to the Division of Purchases website and [www.purchasing.ri.gov](http://www.purchasing.ri.gov) for more information.

- m. Any award resulting from this Request will be subject to the State of Rhode Island's "General Conditions of Purchase," which is available at: <http://www.ribghe.org/procurementregs113006.pdf>
- n. The construction schedule for this project is approximately 12 to 13 months. All respondents are hereby notified of the essential requirement of meeting substantial completion within the provided timeframe.

**D. Required Exterior Label for *SOQ Application Package Envelope***

*SOQs* should be submitted in a sealed envelope. All envelopes **must be labeled on the outside** with the following information:

**RFQ for General Contractor Services**

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**Project Name: Office of Attorney General Customer Service Center**

**Request for Qualifications No: 7551102**

**Respondent General Contractor's Name:**

**Respondent General Contractor's Address:**

**Respondent General Contractor's Telephone #:**

**Respondent General Contractor's Contact Person:**

**E. Subcontractor Prequalification**

The project will not require prequalification of subcontractors.

**Section IV: Overview of the Prequalification Process**

- A. This *Request for Qualifications* ("RFQ") is issued pursuant to R.I. Gen. Laws § 37-2-25. Firms interested in providing general contractor services for the construction of the project described in Section I and Section II ("the Project") **MUST** submit a *Statement of Qualifications* ("SOQ") in response to this RFQ to the Rhode Island Division of Purchases as instructed in Section III and Section VI, herein.
- B. The general contractor selection process for this Project is a two-phase process involving prequalification of bidders and competitive bidding. The project delivery method for construction will be by lump sum general construction contract. The State of Rhode Island shall prequalify firms interested in providing general contractor services for the Project through this RFQ prequalification process.

**Section V: Administration/Schedule for Prequalification Process**

**A. Two-Phase Selection Process**

Selection of the general contractor for the Project will be conducted in a **two-phase** process. General contractor firms must first be prequalified in the Phase One – RFQ/Prequalification Phase in order to bid on the Project in Phase Two – RFP/Bidding Phase.

**1. Phase One – RFQ / Prequalification Phase**

- **Submission of *Statement of Qualifications* (“SOQ”)** – Interested General Contractor firms (“Respondents”) must submit a completed SOQ; completed Schedules A through K, and all required supporting documentation referenced therein in response to this RFQ by the Submission Deadline set forth in Section I.
- **Prequalification Committee** – The State of Rhode Island Office of Attorney General has appointed a Prequalification Committee to review and evaluate the SOQs (and supporting documentation) submitted by Respondents.
- **Evaluation By Prequalification Committee** – The Prequalification Committee shall meet as necessary to evaluate and review the SOQs (and supporting documentation) submitted by each Respondent in accordance with the evaluation criteria set forth in Section VI.
- **Notice to Respondent General Contractors** – The State of Rhode Island Office of Attorney General anticipates concluding the RFQ evaluation and review process within the time set forth in Section V (B) herein. Upon completion of the evaluation and review process, the Prequalification Committee shall provide recommendations to the State’s Chief Purchasing Officer, who will determine the list of prequalified general contractors for the project. Written notice to all Respondents as to whether they are deemed prequalified or not will be issued by the Division of Purchases. Only prequalified Respondents shall also be invited to participate in Phase Two - RFP/Bidding Phase of the General Contractor selection process.

**2. Phase Two – RFP / Bidding Phase**

- Respondents determined in Phase One by the Chief Purchasing Officer to be prequalified will be invited to bid on the Project.

**B. Anticipated Schedule for Prequalification / Bidding**

Anticipated Completion of Prequalification Evaluations:	December 2016
Anticipated RFP to Prequalified Bidders:	January 2017

Anticipated Notice to Proceed:  
Anticipated Construction Schedule:

April 2017  
12 to 13 Months

## **Section VI: Evaluation Procedure / Criteria for Prequalification Selection**

### **A. Sources of Information Considered**

Respondents must submit documentation for evaluation criteria categories listed herein. **If a Respondent also provides construction management services, then relevant experience information shall also be submitted.** Prequalification will be based on the submitted information and materials as well as information on prior project performance, information obtained from references, information obtained from governmental agencies and entities, vendor information records maintained by the Division of Purchases, and such other information as may be obtained relating to the evaluation criteria categories. The Prequalification Committee may also request and review additional information as necessary to clarify or supplement the information provided by the Respondent. Respondents that have unsettled disputes with the State of Rhode Island Office of Attorney General will not be considered.

Respondents must include the, GC RFQ Form and Schedules A through K attached hereto. Respondents must give complete and accurate answers to all questions and provide all the information requested. Making a materially false statement in this SOQ submission is grounds for rejection and debarment.

### **B. Evaluation Procedure**

The State of Rhode Island Office of Attorney General has established a Prequalification Committee for the purpose of reviewing and evaluating responses to this RFQ. The Prequalification Committee shall evaluate the Respondents based on the evaluation criteria set forth herein and assign points based on the responses to each evaluation criterion category and subcategory provided herein. The Prequalification Committee shall prepare a written evaluation score form for each Respondent and provide a composite point rating and specific point rating for each of the evaluation criterion set forth herein. Only Respondents who have achieved the minimum points required in each category set forth herein and a minimum total score of seventy (70) shall be prequalified. Once finalized the recommendation of the Prequalification Committee shall be submitted to the Chief Purchasing Officer, who, in accordance with R.I. Gen. Laws § 37-2-25, will determine which Respondents are prequalified for the Project.

### **C. Criteria for Prequalification**

SOQs must be submitted on the GC RFQ Form attached hereto. Respondents submitting an SOQ and supporting information in any other form will not be prequalified. The Prequalification Committee shall review and evaluate the information submitted by the Respondents in accordance with the point scheme set forth herein. The RFQ shall set forth

the available points for each evaluation sub-category in order to provide Respondents prior notice of the points available in each sub-category.

**1. Management Experience – (up to 45 points available in this category; minimum of 30 points required in this category for prequalification approval)**

- a. **Business Owners:** Provide the name, title, including a detailed description of the role and job responsibilities, scope of work, and number of years with the firm for each of the business owner(s) of the firm. If the Respondent is a partnership, then it **MUST** provide the requested information for each general and limited partner. If the Respondent is a corporation or limited liability company, then it **MUST** provide the requested information for each officer, director and/or member. *(up to 3 points available)*
- b. **Management Personnel:** Provide the name, title, including a detailed description of the role and job responsibilities, scope of work, education, construction experience, years with the firm and a list of all projects completed for all management personnel who will have any direct or indirect responsibility over the Project, including but not limited to project executives, project managers, field superintendents, field engineers, and safety engineers. *(up to 20 points available for respondents that demonstrate that the management personnel have experience managing projects of similar size and scope as this project. Project Manager and Site Superintendent shall have at least ten (10) years of construction experience and shall have served in similar capacities on at least three (3) projects of similar size and scope as this project.)*
- c. **Terminations:** Provide a list of any projects within the past five (5) years on which the Respondent was the general contractor and was terminated, held in default, or failed to complete the work. Include the name of the project, the timeframe of the project, and circumstances surrounding the termination or default. *(up to 7 points available for favorable record)*
- d. **Legal Proceedings:** Provide information regarding each and every legal proceeding, administrative proceeding, and arbitration pending against the Respondent. In addition, provide information regarding each and every legal proceeding, administrative proceeding, or arbitration action concluded adversely to the Respondent within the past five (5) years, which relate to the procurement or any public or private construction contract. *(up to 5 points available for favorable record)*
- e. **Safety Record:** Provide the three (3) year history of the Respondent's workers' compensation experience modifier. In addition, provide documentation from the Respondent's insurance carrier supporting the rating history provided. *(up to 5 points available for favorable record)*
- f. **MBE/WBE and Workforce Compliance Record:** Provide information and evidence of the Respondent's compliance record with respect to Minority Business

Enterprise and Women Business Enterprise goals and workforce inclusion goals for all projects completed which had such goals with the past three (3) years. (up to 5 points available for favorable record)

2. **Similar Project Experience - (up to 40 points available in this category; minimum of 30 points required in this category for prequalification approval) – Respondents must have successfully completed at least three(3) projects of similar size and scope as this project. Respondents must demonstrate that the projects listed were completed to the satisfaction of the owner and that the project was successfully managed (in particular schedule and sub-contractor management) and that the project was successfully completed and closed out within the allotted time of the construction schedule. Points will be awarded based upon the SOQ and confirmation with references for each project including owner and architect.**
  - a. Provide the project name(s), description, scope of work, original contract sum, final contract sum with explanation, and date of completion for each and every similar project undertaken by the Respondent in the last eight (8) years. For purposes of the RFQ, a “similar project” shall mean public service building projects for new construction which are valued at more than \$10 million but less than \$25 million in construction contract value. Additionally, provide project information for any and all public, institutional or commercial projects completed within the past five (5) years with a construction contract value of over \$10 million; list the project name(s), description, scope of work, original contract sum, final contract sum with explanation, and date of completion for each project. For older projects, the above construction contract values may be presented in 2012 dollars escalated with the U.S. Department of Labor inflation calculator at [http://www.bls.gov/data/inflation\\_calculator.htm](http://www.bls.gov/data/inflation_calculator.htm).
  - b. **Project Reference:** Provide contact information for the owners and architects for each and every project listed in response to Section VI (C) (2) (a). Information provided shall include the project name and the names of the owners and architects, with their current addresses, current email addresses, current telephone and fax numbers, and contact person for each. Note: The Prequalification Committee may also consider project reference information provided in response to Subsection 2 (c) herein.
  - c. **Public Project Record:** Provide a list of all completed public construction projects worked on during the past five (5) years with the project name, scope of work, contract value, start date, completion date, status of the project, owner’s name (including address, telephone number, fax number, and contact person) and architect’s name (including address, telephone number, fax number, and contact person).
  - d. **State of Rhode Island Project Record:** Provide a list of all completed State of Rhode Island public construction projects worked on during the past five (5) years with the project name, scope of work, contract value, start date, completion date,

status of the project, owner's name (including address, telephone number, fax number, and contact person) and architect's name (including address, telephone number, fax number, and contact person).

e. **Adherence to Project Schedule:** Provide a list of at least (3) projects in which it was crucial to complete the Work within a pre-determined construction schedule. For each, provide a description of the project, a copy of the project schedule, and a narrative of how the contractor managed the Work. Provide current contact information for the owners and architects including project name, address, email address and telephone/fax numbers.

**3. Financial Capacity to Complete Projects – (up to 15 points available in this category for favorable submissions; minimum of 10 points required in this category for prequalification approval)**

a. **Revenue Under Contract:** Submit anticipated revenue for projects under contract for the next three (3) years. (up to 5 points available)

b. **Financial Credit References:** Provide a minimum of five (5) credit references, including current telephone and fax numbers of a contact person from key suppliers, vendors, and banks. (up to 10 points available)

**4. Mandatory Requirements – (no points assigned)**

a. **Bonding Capacity:** Respondents must provide a commitment letter (from a surety company licensed to do business in the State of Rhode Island and whose name appears on the United States Treasury Department Circular 570) for payment and performance bonds in an amount equal to or greater than one hundred percent (100%) of the highest estimated construction cost for the Project as set forth in the Section I.

b. **Certification:** Respondents must provide evidence of being licensed and registered as a general contractor within the State of Rhode Island. Note: a valid Certificate of Authority issued by the Rhode Island Secretary of State's Office (401-222-3040) is required for contract award.

**Section VII: Additional Information**

**A. Status of Request for Qualifications**

This RFQ is solely a request for qualifications information. It does not represent an offer nor does it confer any rights on any Respondent. The State of Rhode Island shall not be responsible under any circumstances for any costs incurred by any Respondent. The State of Rhode Island reserves the right to cancel this procurement at any time if it is the State's best interest to do so.

## **B. Treatment of Information Submitted**

The State of Rhode Island and State of Rhode Island Office of Attorney General shall have no obligation to treat any information submitted by a Respondent in connection with a SOQ as proprietary or confidential unless the State or Office of Attorney General determines that the information legitimately requires such treatment. In such case, the State or Office of Attorney General's obligation with respect to protection and disclosure of such information shall at all times be subject to applicable laws. The State and Office of Attorney General shall have the right to use all or portions of the SOQ, as it considers necessary or desirable in connection with the Project. By the submission of a SOQ, Respondents grant to the State of Rhode Island and State of Rhode Island Office of Attorney General an unrestricted license to use the SOQ, including all materials submitted therewith, in connection with the Project.

## **C. Communication between State of Rhode Island Office of Attorney General and Respondents**

During Phase One – RFQ / Prequalification Phase of this solicitation, all requests for information regarding RFQ terms and conditions, RFQ submission deadlines, technical questions related to the Project, or the issuance or status of any relevant addenda to the RFQ, must be submitted in writing to the email identified on page one of this solicitation:

Any issues brought to the attention of the Division of Purchases which require clarification shall be addressed by issuance of a written addendum. Oral communications between Respondents and the State of Rhode Island Office of Attorney General shall have no legal force or effect. All addenda issued by the Division of Purchases shall be considered part of this RFQ. Respondents shall be required to acknowledge receipt of all addenda on the RFQ Proposal Response Form attached to this RFQ. The Division of Purchases shall post all addenda on the Rhode Island Division of Purchases website [www.purchasing.ri.gov](http://www.purchasing.ri.gov). It shall be the sole responsibility of Respondents to ascertain the existence of any and all addenda.

From the date of issuance of this RFQ, any Respondent who contacts directly or indirectly any official or employee of State of Rhode Island Office of Attorney General, or the project designer, or the program manager, or any member of the Prequalification Committee in connection with the selection process or the contact contemplated herein for the Project shall be subject to disqualification.

## **D. Additional Submission Information**

### ***1. Management Experience – (up to 45 Points available, minimum of 30 points required for prequalification approval)***

- a. ***Business Owners (3 points):*** Respondents **MUST COMPLETE Schedule A** and **MUST ATTACH** to it a resume for each and every business owner of your firm as set forth in Section VI (C) (1) (a) of Part One, of the RFQ for this Project.



- b. **Management Personnel (20 Points):** Respondents **MUST COMPLETE** **Schedule B** and **MUST ATTACH** to it a resume for each and every person who will have **any** management responsibility, direct or indirect, for the Project, including, but not limited to, project executives, project managers, field superintendents and field engineers, as set forth in Section VI (C) (1) (b) of Part One, of the RFQ for this Project.
  - c. **Terminations (7 points):** Respondents **MUST COMPLETE** **Schedule D** and list each and every project on which your firm was terminated or failed to complete the work as set forth in Section VI (C) (1) (c) of Part One, of the RFQ for this Project.
  - d. **Legal Proceedings (5 points):** Respondents **MUST COMPLETE** **Schedule E** and list any and all legal proceedings or administrative proceedings or arbitration currently pending against your firm. Respondents must also list each and every legal proceeding or administrative proceeding or arbitration concluded adversely against your firm within the past five (5) years as set forth in Section VI (C) (1) (d) of Part One, of the RFQ for this Project.
  - e. **Safety Record (5 points):** Respondents **MUST COMPLETE** **Schedule F** and provide three (3) year history of its workers' compensation modifier rating as set forth in Section VI (C) (1) (e) of Part One, of the RFQ for this Project, and **MUST ATTACH** to Schedule F documentation from its insurance carrier supporting the ratings reported therein or no points may be awarded.
  - f. **MBE/WBE and Workforce Compliance Record (5 points):** Respondents **MUST COMPLETE** **Schedule G** and provide copies of documents providing evidence of the firm's compliance record with respect to Minority Business Enterprise and Women's Business Enterprise participation goals and workforce inclusion goals for each and every project completed within the past three years that a contractual MBE/WBE participation goal or minority and women workforce goals as set forth in Section VI (C) (1) (f) of Part One, of the RFQ for this Project. In addition, Respondents **MUST ATTACH** documentation supporting the actual participation and inclusion amounts reported in Schedule G.
2. **Similar Project Experience (40 Points available, minimum of 25 required for prequalification approval):**
- a. Respondents **MUST COMPLETE** **Schedule C** and list similar projects for the last eight (8) years. For each project, you must include the name, description of project, description of your firm's scope of work, original contract sum, final contract sum (with explanation) and date completed. For the purpose of the RFQ "similar projects" shall be defined as defined in Section VI (C) (2) (a) of Part One, of the RFQ for this Project. Additionally, provide project information for any and all public, institutional or commercial project completed within the past five (5) years with a construction contract of over \$10 million; list the project name(s),

description, scope of work, original contract sum, final contract sum with explanation, and date of completion for each project.

- b. ***Project References (20 Points):*** Respondents **MUST COMPLETE** *Schedule H* and provide project references from owners and architects for all projects as required in Section VI (C) (2) (b) of Part One, of the RFQ for this Project.
  - c. ***Public Project Record (5 points):*** Respondents **MUST COMPLETE** *Schedule J* and list all completed public building construction projects completed by your firm during the past five (5) years as required in Section VI (C) (2) (c) of Part One, of the RFQ for this Project.
3. **Financial Capacity to Complete the Project** – (15 points available; minimum of 10 points are required for prequalification approval)
- a. ***Revenue Under Contract (5 points):*** Respondents **MUST COMPLETE** *Schedule K* and list revenue under contract for the next three (3) years. Such financial information shall not be considered public record.
  - b. ***Financial Credit References (10 points):*** Respondents **MUST COMPLETE** *Schedule I* and provide a minimum of five (5) credit references as required in Section VI (C) (3) (c) of Part One, of the RFQ for this Project.
4. **Mandatory Requirements** – (no points are assigned)
- a. ***Payment and Performance Bonds:*** Respondents **MUST ATTACH** to the GC RFQ Form a commitment letter (from a surety company licensed to do business in the State of Rhode Island and whose name appears on the United States Treasury Department Circular 570) for payment and performance bonds in an amount equal to or greater than one hundred percent (100%) of the estimated construction cost for the Project.
  - b. ***Certification:*** Respondents **MUST ATTACH** to the GC RFQ Form evidence of licensure and registration as a General Contractor within the State of Rhode Island.
5. **Execution Requirements**
- a. ***RFQ Response Checklist:*** Before signing and submitting its SOQ application package for this Project, Respondents are advised to carefully review the RFQ Response Checklist – GC RFQ Form.
  - b. ***Acknowledgement of Addenda:*** By signing below, the Respondent **acknowledges receipt of the following addenda (as applicable)** to this RFQ:

- Addenda 1 \_\_\_\_\_
  - Addenda 2 \_\_\_\_\_
  - Addenda 3 \_\_\_\_\_
- c. **Incomplete or Inaccurate Information:** Failure to accurately and completely provide the information requested by result in Respondent disqualification.
- d. **Authorization to Sign:** This form MUST be signed by and officer, or by an individual duly authorized by an officer, of the Respondent firm who has personal knowledge of the truth and accuracy of the information contained herein.
- e. **Debarment Status:** By signing below, the Respondent certifies that it is not currently debarred from performing public work for the State of Rhode Island or the Federal government.

**Part Two: Forms / Schedules**

***Statement of Qualifications Application for General Contractors GC RFQ Form***

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**Note:** *See Sections III and VII of Part One, the RFQ for this Project, for instructions on completing this Statement of Qualifications and accompanying Schedules A through K.*

<b>Project Name:</b>	<i>State of Rhode Island Office of Attorney General Customer Service Center</i>
<b>RFQ No:</b>	<b>7551102</b>
<b>Owner:</b>	<i>State of Rhode Island Office of Attorney General</i>
<b>General Contractor Name:</b>	
<b>General Contractor Mailing Address:</b>	
<b>General Contractor Street Address:</b>	
<b>Telephone Number:</b>	
<b>Facsimile Number:</b>	
<b>Contact Person/Title:</b>	





**[Insert GC Firm Name]**

**SCHEDULE C - SIMILAR PROJECT EXPERIENCE:** Interested General Contractor **MUST** list all similar projects your firm has completed during the last eight (8) years. For the purpose of this *RFQ* “similar projects” shall be as defined in *Section VI(C) (2) (a)* of *Part One*, the *RFQ* for this Project. (*Respondent General Contractor may attach additional sheets as needed*).

<b>PROJECT NAME &amp; LOCATION</b>	<b>PROJECT OWNER</b>	<b>PROJECT DESCRIPTION AND SPECIFIC SCOPE</b>	<b>ORIGINAL AND FINAL CONTRACT AMOUNT AND EXPLANATION</b>	<b>YEAR COMPLETED (YYYY)</b>









**[Insert GC Firm Name]**

**SCHEDULE F – SAFETY RECORD:** Interested General Contractors are required to provide the three (3) three year history of its workers' compensation experience modifier and attached documentation from its insurance carrier supporting the ratings reported herein as set forth in *Section VI(C)(1)(e)* of *Part One*, the *RFQ* for this Project.

YEAR	WORKERS' COMPENSATION EXPERIENCE MODIFIER	COMMENTS



**[Insert GC Firm Name]**

**SCHEDULE H1 - PROJECT REFERENCES:** Interested General Contractors are required to list references for prior work your firm has performed as set forth in *Section VI(C)(2)(b)* of *Part One*, the *RFQ* for this Project.

PROJECT TITLE	COMPANY NAME	CONTACT PERSON/ADDRESS	TELEPHONE#	FAX#
	OWNER: DESIGNER:			
	OWNER: DESIGNER:			
	OWNER: DESIGNER:			
	OWNER: DESIGNER:			
	OWNER: DESIGNER:			

**[Insert GC Firm Name]**

**SCHEDULE H2 - ADHERENCE TO PROJECT SCHEDULE REFERENCES:** Interested General Contractors are required to list references for prior work your firm has performed as set forth in *Section VI(C)(2)(e) of Part One*, the *RFQ* for this Project. (*Respondent General Contractor shall attach a project narrative and project schedule for each referenced project.*)

PROJECT TITLE	COMPANY NAME	CONTACT PERSON/ADDRESS	TELEPHONE#	FAX#
	OWNER: DESIGNER:			
	OWNER: DESIGNER:			
	OWNER: DESIGNER:			
	OWNER: DESIGNER:			
	OWNER: DESIGNER:			

**Insert GC Firm Name**

**SCHEDULE I - CREDIT REFERENCES:** Interested General Contractors are required to list a minimum of five (5) credit references from banks, suppliers and/or vendors as set forth in *Section VI(C)(3)(c) of Part One*, the *RFQ* for this Project.

CHECK ONE	COMPANY NAME	CONTACT PERSON	TELE#	FAX#
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				

**[Insert GC Firm Name]**

**SCHEDULE I - PUBLIC PROJECT RECORD:** – Interested General Contractors are required to list all completed public buildings during the past five (5) years in accordance with Section VI(C)(2)(c) of *Part One*, the *RFQ* for this Project. (*Respondent General Contractor may attach additional sheets as needed*).

<b>PROJECT INFORMATION</b>	<b>CONTACT INFORMATION</b> Provide business and contact name, address, telephone and fax
<b>PROJECT NAME:</b>  <b>CONTRACT VALUE:</b>  <b>SCOPE:</b>  <b>START DATE:</b> <b>FINISH DATE:</b>	<b>RIBGHE:</b>  <b>DESIGNER:</b>
<b>PROJECT NAME:</b>  <b>CONTRACT VALUE:</b>  <b>SCOPE:</b>  <b>START DATE:</b> <b>FINISH DATE:</b>	<b>RIBGHE:</b>  <b>DESIGNER:</b>
<b>PROJECT NAME:</b>  <b>CONTRACT VALUE:</b>  <b>SCOPE:</b>  <b>START DATE:</b> <b>FINISH DATE:</b>	<b>RIBGHE:</b>  <b>DESIGNER:</b>

**[Insert GC Firm Name]**

**SCHEDULE K – REVENUE UNDER CONTRACT:** – Interested General Contractors are required to list revenue under contract for next three (3) fiscal years in accordance with Section VI(C)(3)(b) of *Part One*, the *RFQ* for this Project.

Firm's fiscal year runs \_\_\_\_\_ to \_\_\_\_\_.

YEAR	REVENUE UNDER CONTRACT (\$)



**RFQ RESPONSE CHECKLIST - GC RFQ Form**

**NOTE: LATE APPLICATIONS FOR PREQUALIFICATION WILL NOT BE CONSIDERED. THEREFORE, BEFORE SUBMITTING A RESPONSE TO THIS RFQ, PLEASE REVIEW THE FOLLOWING:**

- Did you complete the entire *SOQ Form (GC RFQ Form)* and acknowledge receipt of addenda to this RFQ?
- Did you fully complete *Schedules A through K*?
- Did you attach the resumes of owners and management personnel identified in your responses to *Schedule A* and *Schedule B*?
- Did you attach the required documentation from your insurance company supporting the workers' compensation modifier history you reported in *Schedule F*?
- Did you attach the required documentation supporting the MBE/WBE and Workforce Compliance record you reported in *Schedule G*?
- Do you have the current contact information for all of the references you reported in *Schedule H1, Schedule H2, Schedule I and Schedule J*?
- Did you attach a commitment letter from surety for payment and performance bonds as required in *Section 4(a) of Part Two, GC RFQ Form*?
- Did you attach evidence of being licensed and registered as a general contractor within the State of Rhode Island *Section 4(b) of Part Two, GC RFQ Form*?
- Did you include the original, all required copies and the CD of your entire *SOQ* application package?
- Did you address the *SOQ* envelope correctly (i.e. to reference the Project and other required information set forth herein)?
- Did you review all of the Execution Requirements before signing the *SOQ* application form?
- Is the person who signed the *SOQ* application form authorized to do so and did his or her correct and current contact information?

END