RFP #7551200

TITLE: Architectural and Engineering (A&E) Design Services for a Site Selection Study for the Rhode Island State Archives and its Partners for the Rhode Island Archives and History Center

Submission Deadline: January 12, 2017 at 11:00 AM (Local Time)

PRE-BID/ PROPOSAL CONFERENCE & WALKTHROUGH: Yes
Date: December 15, 2016      Time: 10:00 AM (Local Time)
Mandatory: Yes
Location: Rhode Island State Archives, 337 Westminster Street, Providence, RI 02903

Questions concerning this solicitation may be e-mailed to the Division of Purchases at Thomas.Bovis@purchasing.gov no later than Wednesday, December 21, 2016 at 4 pm (Local Time). Please reference the RFP # on all correspondence. Questions received, if any, will be answered and posted on the Division of Purchases’ website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases' website for updated solicitation information addenda.

SURETY REQUIRED: No
BOND REQUIRED: No

BUYER:
Thomas Bovis
Interdepartmental Project Manager

NOTE TO VENDORS

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov.

Offers received without the entire completed four-page RIVIP Generated Bidder Certification Form attached shall be deemed to be non-responsive.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM
SECTION 1 – INSTRUCTIONS AND NOTIFICATIONS TO RESPONDENTS

1.1) INTRODUCTION

The Rhode Island Department of Administration, Division of Purchases, on behalf of the Department of State, hereby solicits proposals from qualified vendors to provide architectural and engineering services to produce a site selection study that will identify, evaluate and compare several options to provide a modern, state of the art Rhode Island Archives and History Center (RIAHC) in the City of Providence. This solicitation and any subsequent contract award shall be by the Division of Purchases Procurement regulations and General Conditions of Purchase (available at www.purchasing.ri.gov).

a) This is a Request for Proposal (RFP), not an Invitation for Bids. Responses shall be evaluated on the basis of the relative merits of the proposal and the qualifications and experience of the Respondent in addition to price. There will be no public opening and reading of responses received by the Division of Purchases, other than to name those Respondents who have submitted proposals.

1.2) NOTIFICATIONS TO RESPONDENTS:

a) Potential Respondents are advised to review all sections of this RFP carefully and to follow instructions completely. Failure to make a complete and accurate submission as described herein shall result in rejection of the proposal.

b) In order to submit a proposal, Respondents must register with the Division of Purchases. For information about registering, please see the Division of Purchases’ website at www.purchasing.ri.gov under the heading “Vendor Registration Information.”

c) All proposals should include the Respondent’s FEIN or Tax Identification number as evidenced by an IRS Form W-9, downloadable from the Division of Purchases’ website at www.purchasing.ri.gov.

d) 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 shall be rejected as being non-responsive.

e) 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 Respondent. The State assumes no responsibility for these costs.
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f) Proposals submitted in response to this solicitation shall be considered to be irrevocable for a period of not less than one hundred twenty (120) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

g) All pricing submitted by Respondents in response to this solicitation shall be considered to be firm and fixed unless otherwise indicated herein.

h) Proposals misdirected to locations other than the Division of Purchases, or which are otherwise not submitted to the Division of Purchases prior to the time of opening for any case shall be determined to be late and shall not be accepted, opened, or considered. The “official” time clock is located in the reception area of the Division of Purchases, 2nd floor, One Capitol Hill, Providence, RI.

i) In accordance with RI General 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 to do so from the Secretary of State (401-222-3040) www.sos.ri.gov. However, this is a requirement only for successful bidder(s).

j) Respondents are advised that all documents and materials submitted to the Division of Purchases for consideration in response to this solicitation shall be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.

k) Respondents should be aware of all applicable MBE requirements, as set forth in RI General Law § 37-14.1-1, et seq. The State’s Goal is for a minimum ten percent (10%) participation by MBEs in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8670 or Dorinda.Keene@doa.ri.gov. Visit the website www.mbe.ri.gov/.

l) Rhode Island Affirmative Action Plan and contract compliance forms. Submit Affirmative Action Plan, Contract Compliance Report, and Equal Employment Opportunity Certificate of Compliance to Rhode Island Department of Administration, Office of Diversity, Equity and Opportunity (ODEO), State Equal Opportunity Office at One Capitol Hill, 3rd Floor, Providence, Rhode Island 02908. For further information, contact Krystal Waters at (401) 222-3090 or Krystal.Waters@doa.ri.gov.

m) It is intended that an award pursuant to this RFP will be made to a prime vendor, who will assume all aspects of the work. Joint ventures and cooperative proposals will not be considered. Subcontractors are permitted for this project, provided that the identity of the proposed subcontractor(s) and scope of the subcontractor’s services are clearly stated in the offeror’s proposal.

n) Questions concerning this solicitation may be e-mailed to the Division of Purchases in accordance with the terms and conditions expressed on the cover page of this solicitation. All questions received by the Division of Purchases shall be posted on the
Division of Purchases’ website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases’ website for updated solicitation information and addenda.

o) The Division of Purchases reserves the right to accept or reject any or all proposals submitted in response to this solicitation, to waive minor irregularities, to award in part, or to negotiate with any offeror, as necessary, to serve the best interests of the State.

1.3) ARCHITECTURAL / ENGINEERING SERVICES

a) Persons or firms practicing architectural and/or engineering services in the State of Rhode Island must be registered with the Rhode Island Division of Design Professionals and possess a current Certificate of Authorization in accordance with Rhode Island General Laws.

b) A copy of a current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for the individual(s) who would perform work on the project must be included behind the front page of each copy of the proposal.

c) The Division of Design Professionals can be contacted as follows:

Department of Business Regulation
Division of Design Professionals
1511 Pontiac Avenue (Bldg 68-2)
Cranston, RI 02920
Tel: 401-462-9530
Fax: 401-462-9532
Website: www.bdp.state.ri.us

d) Proposals that fail to include the required current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for individuals shall be determined to be non-responsive to the solicitation.

SECTION 2 – SCOPE OF WORK

2.1) PROJECT BACKGROUND

As one of the original 13 American colonies, Rhode Island has a long and rich history. A significant portion of the State’s collection of historic documents are housed at the Rhode Island State Archives, the Rhode Island Judicial Archives, the Rhode Island Historical Society, and the Providence City Archives. These records are essential to preserving access to the State’s history and serve as an invaluable collection of resources for researchers, educators, and the general public.

Currently, these valuable records are housed in various facilities, many of which do not provide adequate conditions for long-term preservation and continued access. To address this,
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the proposed new Rhode Island Archives and History Center (RIAHC) facility will house the permanent Archival records of the Rhode Island State Archives, as well as collections of the following potential partners: the Rhode Island Supreme Court Judicial Archives (SCJA), the Rhode Island Historical Society’s Robinson Research Center (RIHS-RRC), and the Providence City Archives (PCA). They are currently housed in separate locations in the State: RISA in Providence, SCJR in Pawtucket, RIHS-RRC in Providence, and PCA in Providence.

The following provides a general overview of the operational activities of the four (4) partners:

a) RISA Operations:

1. The Rhode Island State Archives, a function of the Department of State, currently operates from the ground floor at 337 Westminster Street, Providence, a leased facility.
   - Historical records of the Colony and State, dating from 1638 to the present are stored and preserved in one climate-controlled vault (temperature and relative humidity) and on standing/fixed open shelving in HVAC controlled conditions.
   - Access to the records and graphics materials is provided to the public in a Reading Room.
   - A small area provides display space for revolving public exhibitions.
   - Additional historical records are stored offsite at a commercial records storage company and at another Department of State office location in Providence.
   - The Division also houses staff associated with the Public Records Administration and the Local Government Records Program.

b) SCJA Operations:

1. The Rhode Island Supreme Court Judicial Archives currently operates from Five Hill Street, Pawtucket, a leased facility.
   - Historical records of the Colony and State’s various courts are stored and preserved in climate-controlled and HVAC controlled conditions on standing/fixed and mobile shelving.
   - Access to records is provided to the public in a Reading Room.
   - Additional historical records are stored offsite at a commercial records storage company.

c) RIHS-RRC Operations:

1. The Rhode Island Historical Society’s Robinson Research Center currently operates from a stand-alone historical building at 121 Hope Street, Providence, owned by the Rhode Island Historical Society, a non-profit 501 (c)(3) organization.
   - Library and graphics materials and historical records of businesses, organizations, government, personal and family papers are stored and preserved in HVAC controlled conditions.
   - Access to printed and microform materials is provided to the public in the main Reading Room.
d) PCA Operations:

1. The Providence City Archives currently operates from Providence City Hall at 25 Dorrance Street, Providence.
   - Historical records of the colonial town and later city are stored on standing/fixed shelving and on pallets in non-climate controlled areas on the fourth floor, an open area beneath the roof, and the basement.
   - Access to records is provided to the public in a Reading Room on the fourth floor.
   - Additional historical records are stored offsite at a commercial records storage company.

2.2) SCOPE – GENERAL

a) The State of Rhode Island seeks a qualified Architectural & Engineering Firm or Architectural Firm to provide a site selection study that will identify and compare various options for a new Rhode Island Archives and History Center. This state-of-the-art facility is to be located in the State’s Capitol, the City of Providence.

b) Specific criteria for site selection for this facility include:
   a. Located within a short response time for emergency services
   b. Quick evacuation
   c. Protected from dangers from neighboring spaces and buildings
   d. Accessible to the public/visitors
   e. Accessible to related agencies and to other cultural institutions, particularly other historical sites/hubs in the City
   f. Accessible by main roads and public transportation
   g. Access to sufficient parking for staff and visitors
   h. Adequate space for vehicle access to move records and receive deliveries

c) The site selection study shall include, but not be limited to, exploring six (6) example sites – two (2) sites are listed below and four (4) additional sites shall be recommended by the successful Respondent in concert with the Project Steering Committee:

1. Parcel #35 of I-195 Redevelopment District. See Attachment “A”.

2. 123 Dexter Street (Cranston Street Armory). See Attachment “B”.

The four (4) additional sites to be recommended by the successful Respondent shall be potentially viable sites in Providence that meet the requirements for Archival facilities, as defined in Building for the Future: A Shared Archival Facility for Rhode Island – Needs Assessment and Shared Facility Organizational Recommendations, reports prepared by archival consultants in 2016. The successful Respondent shall recommend the four (4) additional sites based upon their research and review of available properties in the City of Providence.
As part of the required site selection study, the above two (2) example sites, including any existing buildings are to be evaluated for existing condition, code compliance, ability to meet programmatic requirements, site development potential, required height above and distance from flood plains, recommended distance from rail lines, building expansion potential, and meeting other functional requirements of the proposed Rhode Island Archives and History Center. The additional four sites shall be evaluated based on the criteria above. Based on that information, the successful Respondent shall recommend a total of four (4) preferred example sites from the six (6) example sites (with or without buildings) for further study and inclusion in the existing conditions report.

1. The site selection study shall include an existing conditions report for each existing building and vacant site along with related site improvements. The existing conditions reports shall include a general assessment of architectural and engineering disciplines including architectural, structural, mechanical, electrical, plumbing, HVAC, fire protection, hazardous materials, accessibility, and site civil engineering including storm water management and wastewater treatment. The existing conditions report shall identify facility deficiencies.

2. The Existing Conditions Report shall include the structural load design/capacity for the floors of each existing building and also information on seismic design for the buildings.

3. The Existing Conditions Report stage shall provide floor plans and exterior elevations of the existing buildings. Hard copies of floor plans and exterior elevations shall be provided in the report.

4. The Existing Conditions Report shall provide available hazardous and environmental information on the existing buildings and sites.

5. The Existing Conditions Report shall provide a building code analysis of the existing buildings for the intended use including seismic requirements and ADA compliance.

6. The Existing Conditions Report shall provide a fire code analysis of the existing buildings for the intended use.

7. The Existing Conditions Report shall include an engineering evaluation for each of the four (4) different sites including grade elevations and flood elevations. Archival facilities should be a minimum of 5 feet above and 100 feet away from a 100 year flood plain. In addition, the facility must meet the industry standard for recommended minimum distance from rail lines for facilities of this nature. Additional site considerations to be evaluated include potential risks/threats to the facility from the following:

- Vandalism, terrorism, and intrusion
- Natural Disasters, such as earthquakes, landslides, etc.
- Fire and explosions
- Hazardous materials or locations
- Flooding from natural sources or water ways
- Ground and air pollution; and
• Rodents and insects

8. The Existing Conditions Report shall identify any potential telecommunications issues with the four (4) different sites.

9. The Existing Conditions Report shall analyze existing available infrastructure to ensure adequate utility service to the proposed facility at the four (4) different sites. The site must be able to accommodate a standby generator. If the generator is located outside the building, it should be housed in a minimum Level 2 weatherproof enclosure. The generator should be sized to provide emergency power to life safety systems, alarm systems, telecommunications systems, elevator, fire pump, HVAC systems and other mechanical service equipment critical to asset protection.


e) The proposed Site Selection Study shall:

1. Provide a detailed comparative physical and financial analysis of different options for development.

2.3) SERVICES/DELIVERABLES:

The Final Site Selection Study Report shall include the following:

a) Provide detailed physical analysis of building the joint RIAHC at the four (4) preferred locations selected among the potential sites identified in Section 2.2.

b) Provide detailed financial analysis including construction cost estimates, site development costs, site acquisition costs, A&E fees, other project costs and total project budget costs as explained in more detail below for building the joint RIAHC at the four (4) selected sites. Also, if applicable, a lease/build to suit scenario for one or more of the existing buildings should be analyzed for cost effectiveness and evaluated to see if there is any benefit to this approach.

c) Provide a detailed schedule for design and construction of the project.

d) As part of the draft site selection study, a cost estimate shall be provided for each development option including site development costs, landscaping costs, building construction costs, fire suppression and fire alarm design, generator and generator fuel storage sized for 100% use of the facility, and construction hardening as may be required. The cost estimate shall also include furniture, fixtures and equipment (FF&E) and interior and exterior signage. Costs for utilities, climate control (temperature, relative humidity, and air filtration) for records and collections storage areas, exhibition galleries, exhibition preparation area, records processing spaces, and preservation imaging/conservation areas; shelving, map cabinets, lighting, including UV filtration
museum quality lighting in selected areas, security, fire protection (detection and suppression), telecommunications, audio visual equipment and instruction, and generator, should all be part of these estimates. The cost estimates shall be updated as needed for the final site selection study. Provide budget projections escalated to projected construction start date.

e) Projected total project budget costs for each development option including hard construction costs as mentioned above as well as soft costs including A&E fees, construction contingency, design contingency, utility connections, commissioning, hazardous materials abatement, review fees by Authorities having jurisdiction, testing and inspections, telecommunications and data, AV equipment, security equipment, other specialized items that may be identified, and the State’s statutory requirement for 1% of project costs for art in public works projects.

f) Develop a written program for the facility in consideration of Resource Documents and in consultation with the individual end-user partners.

1. This phase of work will include regular meetings with representatives of the RISA, SCJA, RIHS-RRC, and PCA. Successful Respondent to provide meeting minutes for distribution to partners.

2. The successful Respondent will provide a proposed plan for joint occupancy operations based on review of all operations taking place under one roof.

3. The program will include a written description of every space, including size, function, and adjacencies.

4. Include Design Narratives of the proposed building’s mechanical, electrical, plumbing, fire protection, security, and all other building systems required per programming.

5. A building code and fire code synopsis for the intended facility is to be included defining use, classification, and rating based on most recent Code Books. Synopsis shall also include Standards cited in Resource Documents.

6. An analysis of handicap accessibility shall be included.

g) Identify building and site program components and necessary program adjacencies.

h) Provide two (2) conceptual building layouts per site. Constructability options shall be included in the Final Report and costed separately to determine which construction/material types and layout would be most cost efficient, while still in conformance with Standards cited in Resource Documents.

- Designs for the four (4) different sites shall include site plans, floor plans and exterior building elevations. Additionally, one (1) exterior computer generated rendering for each site showing owner preferred conceptual building layout shall be provided.
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i) Analyze existing available infrastructure to ensure adequate utility and high speed Internet services to the proposed facility.

j) Plan for optimum use of the preferred four (4) sites as applicable. Analyze sites and test fit program on proposed sites.

k) Provide conceptual site/civil design including parking needs, school bus turn-around needs, records shipment/receiving needs, analysis of roadway patterns, drainage, storm water management and landscaping. Vegetation should be omitted within 18” of any exterior wall, and this vegetation free zone should be sloped away from the foundation and consist of gravel or decorative aggregate with appropriate drainage. The site should not contain any pools, fountains, or other decorative water features.

l) The selected Vendor shall become familiar with the current operations of the individual partners and provide an inventory of all existing RISA, SCJR, RIHSL, and PCA furnishings, fixtures, and equipment to be relocated-to the new joint facility.

m) Identify preliminary list and budget for new furniture, fixtures, and equipment (FF&E).

n) Identify and budget for special systems and equipment.

o) Develop a written plan for a community stakeholder engagement process. Plan should include, at minimum: a strategy for neighborhood outreach and engagement and a written and/or web-based marketing strategy.

2.4 DEVELOPMENT OF A BUILDING PROGRAM:

1. The Respondent shall develop a building and site program for the proposed facility based on the preliminary program elements outlined below. Respondent and their sub-consultants shall determine size and quantities of these spaces and if any additional spaces are required for the facility or by the joint Archives and History Center partners. The successful Respondent shall be required to obtain approvals on proposed floor plan layouts and site plans from the four (4) partners. The Respondent shall make changes as needed to the program based on comments from the partners. Elements to be included in the preliminary program are as follow:

   1. Bus drop-off area, visitor parking, employee parking. Sites should be able to accommodate adequate turning radii for large delivery & trash vehicles up to fifty-three feet (53’) in length.

   2. Lobby/reception area with security/reception desk

   3. Visitor services/gift shop/vending area (TBD)

   4. Visitor lockers and lounge

   5. Public restrooms
6. Exhibition galleries

7. Multi-use meeting space

8. Catering kitchen

9. Public Reading Room/Research Center, including registration/consultation desks, reference materials library, multi-person central reference desk area, microfilm/audio visual research room, copying area, and holding area

10. Records and collections storage, with fixed or mobile shelving or a combination thereof, and cabinetry. Storage program needs shall be projected for twenty (20) years.

11. Records and collections processing rooms

12. Archival processing materials/supplies storage area

13. Preservation imaging area

14. Exhibition preparation and staging area

15. Conservation lab (TBD)

16. Staff offices and workstations

17. Printing, copying, and scanning area

18. Office supplies storage area

19. Conference/meeting rooms

20. Staff lounge and lockers

21. Covered loading dock with adjacent office and receiving area

22. Building supplies storage and trash/recycle area, including dumpster and/or trash compactor

23. Records receiving room

24. Records isolation room

25. Ultra-violet light filtration in selected spaces

26. Elevator (TBD)

27. Alternative energy sources (solar/wind/geothermal)
28. General security around the building

29. Window design and construction which address security issues

30. Limited entry points

31. Secured area for exterior HVAC equipment and generator

32. Secured area for external environmental machinery

33. Positive security controls such as through card access, cameras, key pad, motion detectors, glass break that detects vibration, sign in and out, etc.

34. Mechanical, electrical, data telecommunications room(s), fire detection and suppression systems, including possibly different systems for collections storage and exhibition areas, generator sized for collections storage, exhibition galleries, staff workspaces and offices, life safety, security, and telecommunications.

2.5) DESIGN CONSIDERATIONS:

a) Several major design considerations include: operational effectiveness, efficiency, the preservation of historical records in climate controlled conditions (temperature, relative humidity, and air filtration), security, the segregation of public areas from non-public areas, and galleries for museum quality exhibition of materials.

b) The proposed facility should include methods for accommodating projected increases in the size of the partners’ collections over the next twenty (20) years.

2.6) EXISTING RESOURCE DOCUMENTS:

The following documents are available to Respondents as additional resources and Attached as Appendices:


2. National Archives and Records Administration (NARA) Facility Standards for Federal Records Storage Facilities. (Appendix 2)

3. 36 CFR Ch. XII (7-1-12 Edition) Part 1234 – Facility Standards for Records Storage Facilities. (Appendix 3)

5. Cranston Street Armory Redevelopment Feasibility Assessment by Peregrine Group, LLC, 2015. (Appendix 5)

2.7) **ADDITIONAL REQUIREMENTS**

a) **Cost Estimates:** In order to satisfy the services/deliverables regarding cost, an independent cost estimator should be retained by the Vendor and included as part of the lump sum fee for the A&E Design Services. Preliminary Cost Estimates and Final Cost Estimates for construction/development shall be included in the Draft and Final Site Selection Study.

b) **Funding:** No additional funds will be made available. The successful Vendor must provide all services contained within this RFP, and any resulting contract, such that the project will be completed on budget. No funds for “additional services” of any kind are, or will be made available.

2.8) **CONSULTANT DELIVERABLES CHECKLIST AND REQUIRED COPIES:**

1. Respondent’s detailed schedule to complete all tasks required under this RFP through final acceptance of the Site Selection Study by the four (4) partners. The schedule shall include dates for various submissions by the successful Respondent and proposed owner review periods (digital copy)

2. Drawings of Existing Buildings including floor plans and exterior elevations (1 full size set, 2 half size sets and 2 CDs). Site Plans of properties and existing conditions based on available information, i.e. Providence Building Department, Providence Tax Assessor’s Information, Providence Planning Department, Building owner, etc. (1 full size set, 2 half size sets and 2 CDs)

3. Site engineering evaluations (5 bound hard copies and 2 CDs)

4. Existing Conditions Report (5 bound hard copies and 2 CDs)

5. Building program and site improvements program (5 bound hard copies and 2 CDs)

6. Twenty-year **Overall Growth Projection Plan for the Archives Project** (5 bound hard copies and 2 CDs)

7. Site plan layouts for different development options showing building, parking, and other proposed site improvements (1 full size set, 2 half size sets and 2 CDs)

8. Preliminary site/civil design for the site plan layouts (1 full size set, 2 half size sets and 2 CDs)

9. Building layout options for each of the four (4) preferred sites with preliminary floor plans (1 full size set, 2 half size sets and 2 CDs)
10. Exterior elevations of preferred option for each of the four (4) sites (1 full size set, 2 half size sets and 2 CDs)

11. Engineering and system narratives for proposed construction

12. Building Code Analysis for proposed construction

13. Furniture, Fixtures & Equipment preliminary list and budget (digital copies)

14. Cost estimates for each of the two (2) options for each of the four (4) sites

15. Project budget estimates for each of the two (2) options for each of the four (4) sites that includes hard construction costs plus project soft costs

16. Four (4) full color computer perspective renderings – one of each option for each of the four (4) sites (digital copy plus one hard copy each @ 24” x 36”)

17. Schedules for design and construction – one for each preferred option for each of the four (4) sites.

18. Draft Site Selection Study which includes a Table of Contents, an Executive Summary, explanatory text, numbered pages, and the items identified above (7 bound hard copies and 3 CDs)

19. Final Site Selection Study incorporating owner review comments (7 bound hard copies and 3 CDs)

20. Provide preliminary power point presentation for review (electronic copy and 1 disk) and final power point presentation (electronic copy and 5 disks)

21. Ten (10) combined meetings with the four (4) partner organizations.

Note: Multiple line items listed above may be placed on the same two CDs. Two separate CDs are not required for each line item. Two CDs however, should be provided each time materials are submitted by the successful Respondent.

SECTION 3 – SELECTION PROCEDURE AND SUBMISSION REQUIREMENTS

3.1) RESPONSES:

a) Responses will be evaluated in two parts for a maximum score of 100 points. Part One is a Technical proposal (70 points max) and Part Two is a Professional Fee proposal (30 points max). Both the Technical and Professional Fee proposals are required on the due date listed on page 1 of this solicitation, they are to be submitted in separate sealed envelopes.
Part One – Technical Proposal

The Technical Proposal will be evaluated on the following criteria (All Respondents must receive a minimum score of 55 points on the Technical proposal. Respondents not scoring at least 55 points will not be considered for fee proposal evaluation).

A. Experience of the Respondent and Project Principals (0-25 points):

Describe the Respondent’s and the Respondent's consultants general experience as well as its specific experience and qualifications for projects of this size, scope and use. List the percentage of work to be completed by the respondent and the percentage to be completed by outside consultants. Include Standard Form 330 (for prime contractor and all sub-contractors) in this section. Indicate the plan for compliance with the State’s MBE requirements.

Proposals must provide answers to the following questions:

i. What experience does the Respondent have with projects of a similar size, scope and use? Has a list of at least three projects completed in the last ten (10) years been provided?

ii. Assigned to this project experienced with projects of a similar size, scope and use? Has their experience been provided for the last ten (10) years and includes three or more relevant projects?

iii. Has an organization chart of the Respondent and any sub-consultants been provided for the project, indicating also MBE status for any Respondent?

iv. Is the cost estimator familiar with projects of this nature?

v. Does the Respondent’s team have the capability to incorporate program goals and criteria into their design work?

vi. Does the Respondent have LEED or equivalent certification Accredited Professionals on Staff?

vii. Did the Respondent provide references related to projects of a similar size, scope and use to the proposed project?

Select a minimum of three and a maximum of five projects and provide principal contacts, including all contact information, for projects of a similar size and scope and use to the proposed project. These individuals may be contacted by members of the selection committee for further information.

B. Project Plan (0-45 points):

This section shall describe the Respondent’s understanding of the State’s requirement, including the result(s) intended and desired, the approach and/or method to be employed, and a Work Plan for accomplishing the results proposed. It must include a project schedule with personnel assigned to project tasks.

Proposals must provide answers to the following questions:
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i. Does the plan illustrate the Respondent has analyzed, interpreted and understands issues presented by this project?

ii. Does the plan provide solutions for the issues presented by the project in a manner likely to meet the needs of the client and other customers and end users?

iii. Does the proposed plan appear sensitive to budget and time constraints?

iv. Does the plan address relevant design and program issues, by providing possible solutions?

v. Does the plan include an effective community outreach/stakeholder engagement process?

vi. Does the plan include a discussion of value engineering and LEED or equivalent certification standards?

vii. Does the Respondent identify both constraints and opportunities posed by this project?

viii. Is there a project schedule provided by the Respondent and is that schedule achievable (not overly optimistic or needlessly long)?

ix. Is the staff to be assigned to the project, including a project manager, subcontractors, engineers and others, identified including FTE and/or hourly effort?

x. Does the level of effort for each appear adequate?

xi. Does the Respondent describe their current workload and the availability of their personnel to perform the project? Is it feasible?

Part Two – Professional Fee Proposal

a) Professional Fee proposal will be evaluated (respondents that met minimum of 55 points in Part One) on the following criteria (will represent 30 points max):

i. The Professional Fee proposal shall be submitted in a separate, sealed envelope.

ii. The Professional Fee proposal shall be submitted as a Lump Sum price. The price must be provided on the attached Fee Proposal Form. This shall be a fixed fee (dollar amount), which includes, as a separate line item, an allowance for expected reimbursables of $2,000.00 (See Section 3.5.h for what expenses will be considered reimbursables).

iii. The Professional Fee proposal shall indicate the number and type of professionals to be employed and the hourly rate, including overhead, for each and shall include full services as listed in this RFP including all deliverables for all phases of the project plus LEED design, identification of available utility company rebates, and close-out phases of work.

iv. The Professional Fee proposal shall include continued probable cost estimates and value engineering and redesign services (including re-submittal of documents) at no additional cost

v. The proposal with the lowest opened Professional Fee proposal shall receive the full 30 points. The other opened Professional Fee proposals shall be allocated points prorated in correlation to the lowest Professional Fee proposal (e.g. a bid of twice the amount of the low bid will receive 15 points). Professional Fee proposal points are determined by the following formula: \( x/n (y) = \text{points awarded} \); whereas “\( x \)” = lowest opened bid, “\( n \)”= any bid under consideration and “\( y \)”= 30 points.
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b) All services described in this RFP must be included in the proposal, with **no exclusions** and a lump sum fixed fee (dollar amount) must be provided, or the proposal shall be rejected as being non-responsive.

c) The State reserves the right to award based upon the most favorable cost proposal.

d) 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 responses, and to award in its best interest.

3.2) **TENTATIVE SCHEDULE:**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Responses Due to Purchasing:</td>
<td>January 12, 2017</td>
</tr>
<tr>
<td>Firm Selection:</td>
<td>February 2017</td>
</tr>
<tr>
<td>Work Starts (Contract Signed):</td>
<td>March 2017</td>
</tr>
<tr>
<td>Twenty (20) Year Overall Growth Projection Plan:</td>
<td>April 2017</td>
</tr>
<tr>
<td>Programming Complete:</td>
<td>April 2017</td>
</tr>
<tr>
<td>Existing Conditions Report Submission:</td>
<td>April 2017</td>
</tr>
<tr>
<td>Owner Review Period:</td>
<td>April 2017</td>
</tr>
<tr>
<td>Preliminary Design Options Submission:</td>
<td>May 2017</td>
</tr>
<tr>
<td>Preliminary Cost Estimates Submission:</td>
<td>May 2017</td>
</tr>
<tr>
<td>Owner Review Period:</td>
<td>May 2017</td>
</tr>
<tr>
<td>Revised Design Options Submission:</td>
<td>May 2017</td>
</tr>
<tr>
<td>Owner Review period:</td>
<td>May 2017</td>
</tr>
<tr>
<td>Draft Report Submission:</td>
<td>June 2017</td>
</tr>
<tr>
<td>Owner Review Period:</td>
<td>June 2017</td>
</tr>
<tr>
<td>Final Draft Report Submission:</td>
<td>July 2017</td>
</tr>
<tr>
<td>Owner Review Period:</td>
<td>July 2017</td>
</tr>
<tr>
<td>Final Report:</td>
<td>August 2017</td>
</tr>
</tbody>
</table>

3.2) **PRE-SUBMISSION QUESTIONS, PRE-SUBMISSION MEETING**

a) Questions, in **Microsoft Word Format**, concerning this solicitation may be e-mailed to the Division of Purchases at Thomas.Bovis@purchasing.ri.gov no later than the Date & Time indicated on page 1 of this solicitation. Please reference the RFP # (found on page 1 of this solicitation) on all correspondence. Answers to questions received, if any, will be posted on the Division of Purchases’ website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases’ website for updated solicitation information and addenda.

b) A **mandatory** pre-bid meeting will be held at the location, date & time indicated on page one of this solicitation.

3.3) **PROPOSAL SUBMISSION**

a) Proposals to provide the services set forth in this solicitation must be received by the Division of Purchases on or before the date and time indicated on page one of this
RFP# 7551200 Architectural and Engineering (A&E) Design Services for a Site Selection Study for the Rhode Island State Archives and its Partners for The Rhode Island Archives & History Center

solicitation. Responses (an original plus five (5) copies) should be mailed or hand-delivered in a sealed envelope marked with the RFP number and Architectural and Engineering (A&E) Design Services for a Site Selection Study for the Rhode Island State Archives and its Partners for the Rhode Island Archives and History Center

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

b) Reminder: Proposals misdirected to locations other than the Division of Purchases, or which are otherwise not submitted to the Division of Purchases prior to the time of opening for any cause shall be determined to be late and shall not be accepted, opened, or considered. The “official” time clock is located in the reception area of the Division of Purchases, 2nd floor, One Capitol Hill, Providence, RI.

3.4) ADDITIONAL PROPOSAL CONTENTS

a) In addition to the contents described in Section 3.1 proposals must include the following:

i. A completed and signed three-page RIVIP generated respondent certification cover sheet (downloaded from the Division of Purchases’ website: http://www.purchasing.state.ri.us)

ii. A completed and signed IRS Form W-9 which may be downloaded from the Division of Purchases’ website. Only in proposal marked “Original”.

iii. In addition to the multiple hard copies of proposal required, respondents are requested to provide their proposal in electronic format (CD-Rom, Diskette, flash drive). Microsoft Word / Excel or PDF is preferable. Only one (1) electronic copy is requested. This CD or diskette should be included in the proposal marked “Original”.

3.5) ADDITIONAL TERMS AND CONDITIONS

a) Responses found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all responses submitted and to waive any informality in any vendor’s submission.

b) A Selection Committee will evaluate submitted proposals on the basis of the criteria identified above. Respondents achieving a score of 55 points or higher on the Technical Proposal may be invited to appear before the Committee for in-person presentations during this solicitation process.

c) The successful Respondent shall be solely responsible for meeting all terms and conditions specified in this RFP, and any resulting contract. The use of any subcontractors
or other vendors must receive prior approval by the State. The Division of Purchases reserves the right to clarify the terms and conditions of any proposal submitted. The Respondent recommended for contract award will be notified by the Division of Purchases. A contract, based on standard A.I.A. forms will be developed by the Division of Purchases and Department of State which incorporate a final work plan and schedule. The selected respondent must agree to provide all deliverables by the dates established in the final work plan and schedule.

d) The selected Respondent must complete the scope of services in this RFP within the time frame specified in the final work plan and schedule and shall be required to appoint a representative from their firm who will act as their project manager and who will be responsible for seeing that all services are performed with the final work plan and schedule. The selected Respondent shall not change its designated representative during the project without prior written consent from the Department of State.

e) The selected Respondent must comply with all State and Federal statutory, regulatory and ANSI standards. The selected Respondent must cooperate and coordinate with other State agencies, contractors, or entities, as necessary, to successfully complete the project. Rights to data, work products, etc., revert to the State of Rhode Island upon completion of the contract. All information related to vital records and systems must be kept confidential at all times during and after completion of the project.

f) Payment Schedule: Payments shall be made monthly in proportion to services performed so that compensation shall aggregate to the following percentages at the completion of each phase of work:

<table>
<thead>
<tr>
<th>SERVICES PERFORMED</th>
<th>PERCENTAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Detailed schedule for Site selection Study, drawings of existing buildings, site plans of existing conditions, site engineering evaluations =</td>
<td>15%</td>
</tr>
<tr>
<td>2. Existing Conditions Report, building and site programs, Twenty Year Overall Growth Plan, Selection of 4 example sites/buildings for further analysis =</td>
<td>30%</td>
</tr>
<tr>
<td>3. Site plan layouts, site/civil design, building layout options, exterior building elevations, engineering and system narratives, code analysis, FF&amp;E list and budget =</td>
<td>75%</td>
</tr>
<tr>
<td>4. Cost estimates, project budget estimates, renderings, schedules for design and construction, draft site selection study, final site selection study =</td>
<td>95%</td>
</tr>
<tr>
<td>5. Closeout: Five percent (5 %) retainage shall be held on all but reimbursable expenses until project closeout =</td>
<td>100%</td>
</tr>
</tbody>
</table>
g) All drawings shall be submitted in hard copy and PDF formats.

h) Reimbursable expenses: Only the actual reimbursable expenditure will be paid. When authorized in advance in writing by the Department of State, reimbursable expenses shall be paid based on verified costs plus a fee not to exceed four percent (4%) and shall generally be limited to document reproductions, postage and handling requested by the Owner beyond the number of reproductions outlined in Section 2.8, Consultant Deliverables Checklist and Required Copies. Reproductions for office use by the selected Respondent and its’ consultants shall not be reimbursable. Transportation, telephone expenses and other telecommunication expenses are not considered reimbursable expenses under this RFP.

i) Conflicts of interest: The selected Respondent shall certify that neither the firm, its employees, nor its consultants, have or enter into, any contract or business venture with any general contractor or trade sub-contractor who is selected to work on this project. This provision, shall not apply to sub-contractors hired to provide sub-contractor services during the investigation phase.

j) Cancellation for convenience: The State reserves the right to cancel, for its convenience, any and all contracts that are entered into as the result of this award and the selected Respondent shall have no claim to any reimbursement for lost work or profits and shall have only a claim for work done until the date of cancellation for convenience. The State shall provide seven (7) days’ notice of any cancellation.

k) Bid review and Respondent de-scoping: The selected Respondent shall make their project principals and all key engineering staff and/or consultant(s) available for de-scoping.

l) The selected Respondent shall be allowed to invoice monthly based on the percentage of work completed.

m) The professional cost estimator required for construction cost estimates shall NOT be an employee of the selected Respondent and shall NOT be a regular employee of a construction firm.