



Solicitation Information
February 16, 2017

RFP # 7551398

TITLE: Cranston Street Armory Reuse Plan Options

Submission Deadline: Friday March 17, 2017 at 11:00 AM (Local Time)

PRE-BID/ PROPOSAL CONFERENCE & WALKTHROUGH: Yes

Date & Time: Friday March 3, 2017 at 10:00 am (Local Time)

Mandatory: No

Location: Cranston Street Armory, 310 Cranston Street, Providence, RI 02907

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at thomas.bovis@purchasing.ri.gov no later than 3/7/2017 at 4:00 pm (**Local Time**). Please reference the Request for Proposal (RFP) number 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

Name of Buyer: Thomas Bovis

Title of Buyer: 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 RIVIP Generated Bidder Certification Form attached shall be deemed to be non-responsive.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

Cranston Street Armory Reuse Plan Options

SECTION 1 – INSTRUCTIONS AND NOTIFICATIONS TO RESPONDENTS

A. INTRODUCTION

- 1) The Rhode Island Department of Administration, Division of Purchases, on behalf of the Department of Administration, Division of Capital Asset Management and Maintenance, hereby solicits proposals from qualified respondents to provide a facilitated stakeholder engagement and charrette processes for the Cranston Street Armory building located at 310 Cranston Street, Providence, RI, 02907. 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).
- 2) This is an RFP, not an Invitation for Bids. Responses shall be evaluated on the basis of the relative merits of the proposal, in addition to price. The State will only acknowledge receipt and read the names of vendors submitting proposals. No examination of documents or presentation of information contained in proposals will be made available at the bid opening
- 3) The Respondent selected for contract award, or any subcontractor(s) selected by the Respondent to assist with the project, shall not be eligible to bid on any underlying contractor services for the construction of this project.

1.2) NOTIFICATIONS TO RESPONDENTS:

- 1) 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.
- 2) In order to submit a proposal, Respondents must register with the Division of Purchases. For information of registering, please see the Division of Purchases' website at www.purchasing.ri.gov under the heading "Vendor Registration Information."
- 3) 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.
- 4) 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.
- 5) All costs associated with developing or submitting a proposal in response to this RFP or to provide oral or written clarification of its content shall be borne by the Respondent. The State assumes no responsibility for these costs.
- 6) Proposals submitted in response to this solicitation shall be considered to be irrevocable for a period of not less than ninety (90) days following the opening date and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- 7) All pricing submitted by Respondents in response to this solicitation shall be considered to

Cranston Street Armory Reuse Plan Options

be firm and fixed unless otherwise indicated herein.

- 8) 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, R.I 02908.
- 9) 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 Secretary of State ((401) 222-3040 and www.sos.ri.gov). However, this is a requirement only for successful bidder(s).
- 10) 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.
- 11) Respondents should be aware of all applicable Minority Business Enterprise (MBE) requirements, as set forth in R. I. Gen. Laws § 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 <http://www.mbe.ri.gov>.
- 12) Equal Employment Opportunity-R. I. Gen. Laws § 28-5.1 Declaration of Policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail Krystal.Waters@doa.ri.gov.
- 13) 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 Respondent’s proposal.
- 14) 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.
- 15) 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, or to negotiate with any Respondent, as necessary, to serve the best interests of the State.

SECTION 2 – BUILDING HISTORY

Cranston Street Armory Reuse Plan Options

- 2.1)** Constructed in 1907, the Cranston Street Armory houses an approximate total of 190,000 square feet, making it the largest of Rhode Island's historic armories. Similar to Rhode Island's other armories, the Armory was designed by William R. Walker & Son in an architectural style that is reminiscent of medieval castles. It is currently listed on the Rhode Island State-Owned Historic Properties and National Register of Historic Properties

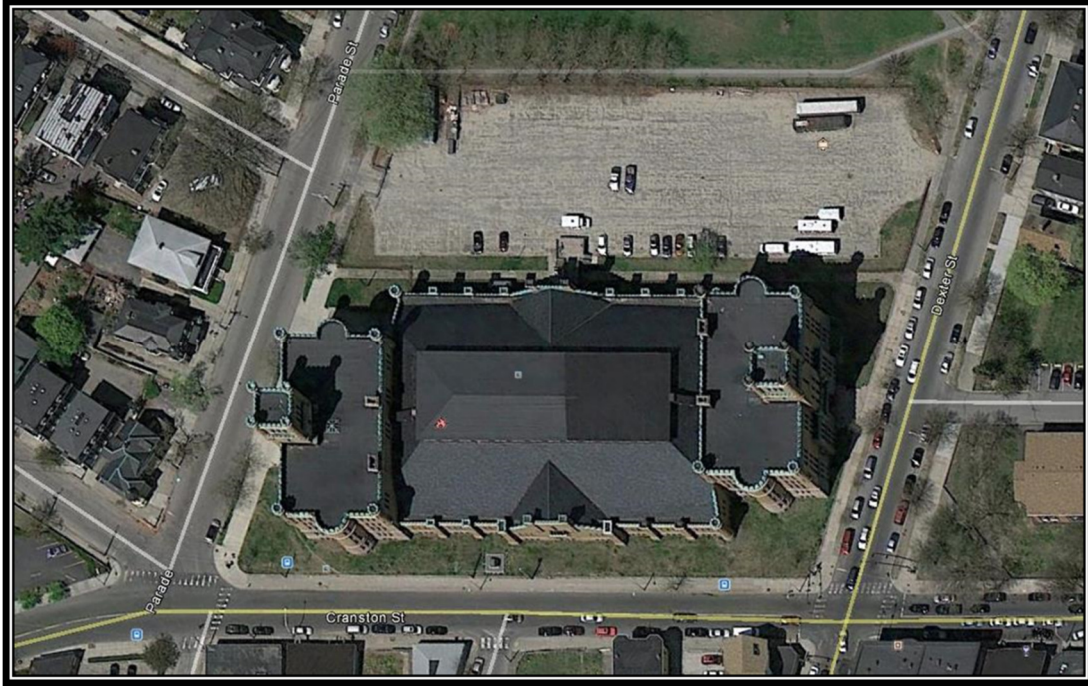
Architectural ornamentation on the monumental building's exterior includes copper crenellation, terra cotta brackets and belt courses, and carved granite detailing. Each decorative feature was designed to convey the image of a castle, or fortress-type structure. The interior is characterized by the vastness of the 80-foot high Drill Hall, the four-story stair halls in each tower, and the decorative woodwork throughout the building.

Adjacent to the Armory is the Dexter Training Ground, which now functions as a city park. Surrounding the park is a historic residential neighborhood known as the Armory Historic District, named after its most prominent building. The Armory, which is located in the West End neighborhood of Providence within the Armory Local Historic District, is in close proximity to a vibrant commercial corridor that has been experiencing increased investment in recent years and conveniently accessible from Interstate 95 and RI Route 10.

Central to the Armory is a four story high 41,337 square foot Drill Hall, featuring a slate roof capped by a monitor, and a 41,715 square foot basement. It is flanked by two Headhouses located to the east and west. Each Headhouse is crowned by a 155 foot tall central tower. The total approximate square footage of each Headhouse, including the tower, is 51,890. The Headhouses are nearly identical to one another and are generally symmetrical with the Drill Hall; however, they are set slightly off center in relationship to the Drill Hall to reflect the angle of Cranston Street.

The Cranston Street Armory was originally constructed for the Rhode Island National Guard and the building continued to house Guard units until 1997. Over the years, the Armory has accommodated a wide range of events including inaugural balls for governors, track meets, car shows, home shows, and movie stage sets. The first floor of this magnificent building was most recently home to the State Fire Marshal's office, while the upper floors remained unoccupied. Currently, the entire building is vacant, although the basement and drill hall are currently used for storage by multiple State agencies.

RFP# 7551398
Cranston Street Armory Reuse Plan Options



LOCATION MAP



ELEVATION VIEW (SOUTH WEST)

Cranston Street Armory Reuse Plan Options

SECTION 3 – SCOPE OF WORK

- 3.1)** The State of Rhode Island is seeking viable reuse options for the Cranston Street Armory that incorporates preservation of the historic and iconic nature of the structure. Those designs should reflect the needs and interests of community stakeholders. Such options must be financially feasible and suggest specifics of how they might be financed. Options can be presented as phased approaches.

The successful vendor will be required to do extensive research to identify adaptive reuse strategies on facilities similar to the Cranston Street Armory. It is also expected that the vendor will identify potential partners from the private sector and alternate funding sources, including foundations that can be a resource to the rehabilitation of the Armory, and will explore historic tax credits as a potential source of support. The vendor must be committed and experienced with working through a community process.

The successful vendor will be responsible for:

- Convening and managing community engagement;
- Designing and implementing a Communications Plan for the project; and
- Regular reporting to the Armory Steering Committee as to project progress.

The selected vendor will complete the scope of work and provide deliverables within an 18 month time frame.

3.2) DELIVERABLES:

At the conclusion of the 18 month Cranston Street Armory reuse planning process, it is anticipated the following deliverables will have been completed:

- a. Develop a project Work Plan that includes:
 - i. Report that amplifies the research results of other similar historic buildings that have successfully been redeveloped;
 - ii. Development and implementation of a charrette process that broadens community participation and yields a variety of uses that are prioritized;
 - iii. Cost analysis and projections of the uses;
 - iv. Generate graphic presentations for redesign and reuse of the Armory;
 - v. Development and implementation of an approved Communications Plan;
- b. Convene and meet with community stakeholders;
- c. Establish a regular meeting schedule with the Armory Steering Committee; and
- d. Recommend at least three (3) options for creative and sustainable reuse of the Armory.

SECTION 4 – SELECTION PROCEDURE AND SUBMISSION REQUIREMENTS

4.1) RESPONSES:

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

Cranston Street Armory Reuse Plan Options

date listed on page 1 of this solicitation. The Technical and Professional Fee proposals must be submitted in **separate sealed envelopes**.

a) **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 the Professional Fee proposal evaluation.

- a. **Experience of the Respondent and Project Principals (0-25 points):** Describe the Respondent's and, if applicable, the Respondent's subcontractors' background(s) and experience with developing reuse plans. Include any and all experience with Armory facilities or facilities similar in scale. Indicate the plan for compliance with the State's MBE requirements. In addition, identify subcontractors and their experience in this area.

Please provide detailed responses to the following list of issues:

- i. What is the Respondent's experience in designing and facilitating a community stakeholder engagement process?
 - ii. Provide a detailed description of how the Respondent has used the charrette process in community engagement.
 - iii. Provide an organizational chart of anticipated staffing resources for this project.
 - iv. Are members of the consultant team experienced with cost estimation and developing financial models?
- b. **Project Plan (0-25 points):** This section shall describe the Respondent's approach to meeting the project requirements through a well-developed Work Plan. It **must** include a project schedule with personnel or firms assigned to project tasks.

Respondents must provide answers to the following questions:

- i. Does the plan illustrate the Respondent has analyzed, interpreted and understands issues presented by this project?
- ii. Does the plan provide a well-designed plan for developing and overseeing a facilitated stakeholder engagement and charrette process, as well as 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?

Cranston Street Armory Reuse Plan Options

- iii. Does the proposed plan for developing and overseeing a facilitated stakeholder engagement and charrette process appear sensitive to budget and time constraints?
- iv. Does the Respondent identify both constraints and opportunities posed by this project?
- c. **References (0-20 Points):** 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) Part Two – Professional Fee Proposal

Professional Fee proposal will be evaluated (respondents that met the minimum of 55 out of the possible 70 points in Part One) on the following criteria (will represent 30 points max):

- a. The Professional Fee proposal shall be submitted in a **separate, sealed envelope**.
- b. 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 reimbursable.
- c. 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.
- d. 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.
- e. 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.
- f. Notwithstanding the above, the State reserves the right not to award this contract or to accept or reject any or all responses, and to award in its best interest.

Cranston Street Armory Reuse Plan Options

4.2) TENTATIVE SCHEDULE & DELIVERABLES DATES:

RFP Announcement	February 17, 2017
Pre-Proposal Conference	March 3, 2017
RFP Question Due to Purchasing	March 7, 2017
RFP Submission Due to Purchasing	March 17, 2017
Purchase Order Issued	Late Spring 2017 (Tentative)
Project Starts	Early Summer 2017 (Tentative)
Project Completion	12 months after Project Starts

4.3) PRE-SUBMISSION QUESTIONS, PRE-SUBMISSION MEETING

- a) Questions 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 include your questions in **Microsoft Word format**. 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.

4.4) 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 solicitation. Responses (an original plus five (5) copies) should be mailed or hand-delivered in a sealed envelope marked with the RFP number and "Cranston Street Armory Reuse Plan Options."

**RI Department 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 02908.

Cranston Street Armory Reuse Plan Options

4.5) ADDITIONAL PROPOSAL CONTENTS

- a) A completed and signed RIVIP generated Respondent certification cover sheet (downloaded from the Division of Purchases' website: <http://www.purchasing.state.ri.us>).
- b) A completed and signed IRS Form W-9 downloaded from the Division of Purchases' website, should only be included in the **original proposal only**.
- c) In addition to the multiple hard copies of proposal required, Respondents are requested to provide their proposal in electronic format (CD-ROM, Diskette, or flash drive). Microsoft Word/Excel or PDF for is preferable. Only one (1) electronic copy is requested. This CD or diskette should be included in the proposal marked "Original."

4.6) 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) The successful offeror 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 Capital Asset Management and Maintenance hat 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.
- c) 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 respondent who will act at 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 Rhode Island Department of Administration/Division of Capital Asset Management and Maintenance.
- d) 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.

Cranston Street Armory Reuse Plan Options

- e) Payment Schedule: Payments shall be made monthly based on this lump sum contract divided equally through the duration of the project.
- f) All drawings shall be submitted in hard copy as well as CAD (compatible with AutoCAD lite, current edition) and PDF formats.
- g) Reimbursable expenses: Only the actual reimbursable expenditure will be paid. When authorized in advance in writing by the Division of Capital Asset Management and Maintenance, reimbursable expenses shall be paid based on approved costs and shall generally be limited to document reproductions, postage and handling requested by the Owner beyond the number of reproductions outlined in *Sections 3.2 DELIVERABLES*. 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.
- h) Five percent (5%) retainage shall be held by the State and released at the end of the project.
- i) If additional subcontractors are required due to changes in scope or unforeseen conditions, when authorized in advance in writing by the Division of Capital Asset Management and Maintenance expenses shall be paid based on approved costs plus a management fee not to exceed four percent (4%) of the subcontractors' proposal.
- 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) Alterations to AIA forms-front end documents: The Division of Capital Asset Management and Maintenance shall make available to the selected Respondent modified AIA bidding front end and general conditions documents that will require editing by the selected Respondent to make the documents project specific. The editing is to be completed by the Respondent at no additional cost to the State.
- l) 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 respondent.

END