



**Solicitation Information
March 9, 2017**

RFP# 7551456

Title: Design Services for Improvements to Fraternity Circle - URI

Submission Deadline: Thursday, April 6th, 2017 at 10:00 am (Eastern Time)

Questions concerning this solicitation must be received by the Division of Purchases at max.righter@purchasing.ri.gov no later than **Thursday, March 23rd, 2016 at 5:00 pm (EST)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Max Righter
Buyer 1

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

Note to Applicants:

Offers received without the entire completed four-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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ATTACHMENTS

Exhibit A – URI Master Plan for Fraternity Circle

Exhibit B – B101 – 2007 Design Services for Improvements to Fraternity Circle template

SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the University of Rhode Island OFFICE OF CAPITAL PROJECTS, is soliciting proposals from qualified firms to provide DESIGN SERVICES FOR IMPROVEMENTS TO FRATERNITY CIRCLE in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at www.purchasing.ri.gov .

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than 120 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.
7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.

8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Assistant Administrator at (401) 574-8670, or Dorinda.Keene@doa.ri.gov or visit the website <http://odeo.ri.gov/offices/mbeco/>
15. The State reserves the right to award to one or more offerors. The State also reserves the right to award this project based on pricing alone.

SECTION 2: BACKGROUND

1. MISSION OF THE UNIVERSITY OF RHODE ISLAND

The University of Rhode Island (URI) is the State's public learner-centered research university. We are a community joined in a common quest for knowledge. The University is committed to enriching the lives of its students through its land, sea, and urban grant traditions. URI is the only public institution in Rhode Island offering undergraduate, graduate, and professional students the distinctive educational opportunities of a major research university. Our undergraduate, graduate, and professional education, research, and outreach serve Rhode Island and beyond. Students, faculty, staff, and alumni are united in one common purpose: to learn and lead together. Embracing Rhode Island's heritage of Independent thought, we value: **Creativity and Scholarship, Diversity, Fairness, and Respect, Engaged Learning and Civic Involvement, and Intellectual and Ethical Leadership**

2. PROJECT BACKGROUND

The Greek community at URI is comprised of 26 organizations, 3 undergraduate governing boards, and 2 alumni governing boards, which represent the 17 men's groups and 9 women's groups. There are over 2,000 active members, which accounts for approximately 15% of the total URI undergraduate population, and membership is growing. Greek alumni are historically strong supporters of the University, and are among the most generous donors to their alma mater.

Fraternity Circle is located at the southern border of Kingston campus and hosts 11 Greek fraternities and sororities, and provides much needed on-campus housing to over 800 undergraduate students as well as a model of community and service leadership. The Circle's spaces are used for many Greek activities, and it plays an important role in shaping the Greek and undergraduate experience at URI.

Fraternity Circle has been a great help in bringing the Greek community together at URI, but it is not without its challenges. Although it is physically part of URI's campus, Fraternity Circle remains somewhat detached in terms of identity and connection to the campus surrounding it. The site was developed over time without an overall vision, and as a result, its buildings and spaces lack the relationship and cohesion of other parts of URI. The issues surrounding this physical fragmentation affect the quality of life of individual Greek houses as well as the sense of community as a whole. In addition to the problems the site currently faces, Fraternity Circle must plan for its future. The Greek community is growing at URI, and the need for additional fraternities and sororities on campus puts pressure on the limited capacity of the Fraternity Circle site. In 2012, URI's Interfraternity Fraternity Council (IAC) developed a consolidated master plan for infrastructure improvements to Fraternity Circle which would be used to solve underlying problems, guide future capital improvements, and manage the expected growth of the Greek community. The teams responding to this RFP will use this master plan as a guide for their proposals. Master Plan is attached as Exhibit A.

SECTION 3: SCOPE OF WORK

General Scope of Work: Provide design and construction services for Fraternity Circle to facilitate the vision of the reconstruction of Fraternity Circle to include:

1. Schematic Design (SD) Phase
 - a. Class 1 Boundary Survey (including wetlands flagging)
 - b. Utility Survey
 - c. Topographical Survey
 - d. Advance Master Plan road, landscape and utility concept to SD detail
 - e. Preliminary coordination with RIDEM and effected utilities
 - f. Integrate landscaping/hardscape with RIDEM permitting requirements
 - g. Prepare SD level construction estimate
 - h. Facilitate value engineering session with Owner to confirm final scope
2. Design Development (DD) Phase
 - a. Advance SD plans to DD phase within budget constraints
 - b. Finalize landscaping/hardscaping details for phased implementation (hardscape details will not be finalized or constructed through this contract).
 - c. Complete RIDEM, RIDOT, State Fire Marshal and State Building Code Commission permitting
3. Construction Document (CD) Phase
 - a. Advance DD plans and contract documents to CD phase
 - b. Prepare CD Estimate
4. Contract Administration (CA) Phase
 - a. Bidding support
 - b. Weekly emails & misc. correspondence
 - c. Biweekly site meetings
 - d. Change order management
 - e. Project completion certification

Design and Construction Schedule

The schedule for this project is as follows:

SD Phase: May 2017 – August 2017

DD Phase: September 2017 – November 2017

CD Phase: December 2017 – February 2018

Construction Bidding: March 2018 – May 2018

Contract Administration Phase: June 2018 – September 2019

Budget

The construction budget for the Fraternity Circle project has been set at \$4.1 million. This cost does not include the costs of the hardscape items that are referenced in the master plan. The hardscape items (volleyball courts, fire pit, etc.) will be advanced to Schematic Design phase only and the design and construction will be completed under a separate contract. URI has secured funding for design and permitting costs that are in addition to the construction budget.

Specific Activities / Tasks

Selected consultants must submit proposals with sufficient detail to differentiate specific tasks that are required to develop the plans & contract documents necessary to construct the master plan vision initially developed by the URI IFC. Such tasks include but are not limited to:

- Class 1 Survey
- Wetlands flagging & RIDEM Permitting
- Limited soil exploration
- Utility coordination
- Landscape architecture design
- Cost Estimating/Value Engineering
- Plan and contract document preparation
- Bidding support
- Contract administration support

SECTION 4: TECHNICAL PROPOSAL

Narrative and format: The separate technical proposal should address specifically each of the required elements:

1. Executive Summary - The executive summary is intended to highlight the contents of the Technical Proposal and to provide evaluators with a broad understanding of the offeror's technical approach and ability;
2. Capability, Capacity and Qualifications of the Offeror - This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities and concentration of effort which apply to each (as well as resumes, curricula vitae or statements of prior experience and qualification). Use of AIA G807 form is strongly encouraged.
3. Work Plan/Approach Proposed - This section shall describe the offeror's understanding of the State/University's requirement, including the result(s) intended and desired, the approach shall discuss and justify the approach proposed to be taken for each task and the technical issues that will or maybe confronted at each stage on the project. The work plan description shall include a detailed proposed project schedule (by task and subtask), a list of tasks, activities, and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and the attributable deliverables ,for each and will identify and describe what type of tutor training - methodology will be utilized in the program,
4. Previous Experience and Background, including a comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects. Also include a description of the business background or the offeror (and all subcontractors proposed), including a description of their financial position.

SECTION 5: COST PROPOSAL

A separate, signed and sealed, Cost Proposal reflecting the fee structure proposed for this scope of service including all expenses in must use the following five (5) phase format. The percentages associated with each design phase shall be used for billing purposes throughout the project. Proposal must include details of all expenses including sub consultants and reimbursable expenses shall be listed separately and summarized. The cost proposal will be analyzed and awarded as a lump sum.

- 1- Schematic Design Phase (25%)**
- 2- Design Development Phase (25%)**
- 3- Construction Document Phase (35%)**
- 4- Bidding Phase (5%)**
- 5- Contract Administration Phase (10%)**

SECTION 6: PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at max.righter@purchasing.ri.gov no later than **Thursday, March 23rd, 2016 at 5:00 pm (EST)**. Please reference **RFP #7551456** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 574-9709.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (**an original plus (6) copies**) should be mailed or hand-delivered in a sealed envelope marked "**RFP #7551456**" to:

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

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses shall include the following:

1. A completed and signed four-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
3. **A separate Technical Proposal** as outlined within section 4 including Executive Summary; Capability, Capacity, and Qualifications of the offeror; Work plan/approach proposed; Previous experience and background.
4. **A separate, signed and sealed Cost Proposal** reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.

In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in **electronic format (CD-Rom, disc, or flash drive)**. Microsoft Word / Excel OR PDF format is preferable. Two electronic copies are requested (One for the State and one for the University) and it should be placed in the proposal marked "original".

SECTION 7: EVALUATION AND SELECTION

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (85.7%) out of a maximum of 70 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or higher will be evaluated for cost and assigned up to a maximum of 30 points in cost category, bringing the potential maximum score to 100 points.

The University of Rhode Island reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Staff Qualifications	15 Points
Capability, Capacity, and Qualifications of the Offeror	20 Points
Quality of the Work plan	20 Points
Suitability of Approach/Methodology	15 Points
Total Possible Technical Points	70 Points
Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 30 points *	30 Points
Total Possible Points	100 Points

*The Low bidder will receive one hundred percent (100%) of the available points for cost. All other bidders will be awarded cost points based upon the following formula:

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

For example: If the low bidder (Vendor A) bids \$65,000 and Vendor B bids \$100,000 and the total points available are Thirty (30), vendor B's cost points are calculated: $\$65,000 / \$100,000 * 30 = 19.5$

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal.

CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State's General Conditions of Purchases/General Terms and Conditions can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>

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