Solicitation Information
March 31, 2017

Solicitation

RFP # 7551526

TITLE: RHODE ISLAND VETERANS MEMORIAL CEMETERY SITE SURVEY AND GIS MAPPING

Submission Deadline: Thursday April 27, 2017 at 10:00 AM (Local Time)

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<th>PRE-BID CONFERENCE</th>
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<tr>
<td>Date:</td>
<td>4/10/2017, 2:00 PM LT</td>
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<tr>
<td>Mandatory:</td>
<td>YES</td>
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<tr>
<td>Location:</td>
<td>Rhode Island Veterans Memorial Cemetery, 301 S. County Trail, Exeter, RI 02822</td>
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Questions concerning this solicitation may also be e-mailed, in Word format to the Division of Purchases at thomas.bovis@purchasing.ri.gov no later than 4/14/2017 at 4 PM (LT). Please reference the RFP # on all correspondence. Questions received, if any, will be answered and posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

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<td>BOND REQUIRED</td>
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Thomas Bovis
Interdepartmental Project Manager

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

Note to Applicants:

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

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM
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SECTION 1 – INTRODUCTION

The Rhode Island Department of Administration, Division of Purchases, on behalf of the Office of Veterans Affairs, Rhode Island Veterans Memorial Cemetery (RIVMC), is soliciting proposals from qualified firms to provide Architectural, Engineering and Design Services for cemetery improvement and expansion purposes. The contractor shall also be responsible for implementing a Geographic Information System (GIS), collecting decedent data and digitally photographing burial markers, niche covers and permanent infrastructure hard points located within the cemetery grounds, as described elsewhere herein, as in accordance with the terms of this Request and the State's General Conditions of Purchase (available at www.purchasing.ri.gov).

This is a Request for Proposal (RFP), 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 Office 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. In order to submit a proposal, Respondents must properly register with the State of Rhode Island. For information of registering, please see the Division’s website at www.purchasing.ri.gov and under the heading “Vendor Registration Information”.

3. 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.

4. 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.

5. Proposals submitted in response to this solicitation shall be 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.

6. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

7. Proposals misdirected to other state locations, 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.

8. 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. Subcontractors 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.

9. All proposals shall include the Respondent’s FEIN or Tax Identification number as evidenced by a W9, downloadable from the Division’s website at www.purchasing.ri.gov.

10. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.

11. Vendors 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.
12. Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.

13. 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.

14. 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) www.sos.ri.gov. This is a requirement only for successful bidder(s).

15. The vendor should be aware of all applicable MBE requirements, as set forth in R. I. Gen. Law § 37-14.1-1, et seq. The State's goal is for a minimum ten per cent (10%) participation by MBE's in all State procurements. For further information, visit the website http://www.mbe.ri.gov/

16. Under HIPAA, a “business associate” is a person or entity, other than a member of the workforce of a HIPAA covered entity, who performs functions or activities on behalf of, or provides certain services to, a HIPAA covered entity that involves access by the business associate to HIPAA protected health information. A “business associate” also is a subcontractor that creates, receives, maintains, or transmits HIPAA protected health information on behalf of another business associate. The HIPAA rules generally require that HIPAA covered entities and business associates enter into contracts with their business associates to ensure that the business associates will appropriately safeguard HIPAA protected health information. Therefore, if a Contractor qualifies as a business associate, it will be required to sign a HIPAA business associate agreement.

17. 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.

18. 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 Respondents, as necessary, to serve the best interests of the State.
SECTION 2 – BACKGROUND

The Rhode Island Veterans Memorial Cemetery (RIVMC), located at 301 South County Trail, Exeter, Rhode Island, consists of approximately 280 acres of land. Based on a property survey for the Transfer of land from the Department of Mental Health, Retardation, and Hospitals (Ladd School) to the Department of Human Services (Veterans Cemetery) in 2006, there are four parcels that make up the current property (See Exhibit A). Parcel A is approximately 206 acres, Parcel B is approximately 56.5 acres, Parcel C is approximately 14.1 acres, and Parcel D is approximately 3 acres.

There are seven (7) individual buildings located on the property, an administration office, public restroom, chapel, columbarium committal center, maintenance office with heated storage service bay and two unheated storage buildings.

Authority to Bill for Services

Pursuant to Chapter 30 of the General Laws of the State of Rhode Island, the Office of Veterans Affairs, may use state funds to ensure the continued operation of the Rhode Island Veterans Memorial Cemetery.

Specific Requirements

a) Persons or firms practicing Architectural and/or Engineering Services in the State of Rhode Island must possess a proper registration and Certificate of Authorization in accordance with Rhode Island General Laws.

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

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

   Board for 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) The respondent’s Proposal will be disqualified and removed from consideration if the Proposal fails to include the required current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s).
SECTION 3 - SCOPE OF WORK

General Scope of Work

The Rhode Island Veterans Memorial Cemetery (RIVMC) is seeking a qualified firm to conduct a boundary/topographic survey for cemetery improvement and expansion purposes. The final drawing(s) shall indicate existing burial plots, noting decedent name, site number, ground depth and type of burial plot (single, side-by-side, double deep), as well as marking undeveloped areas that can be utilized as future burial site locations.

The overall site map shall detail existing features on the surface of the earth to include information slightly above or below the earth's surface (i.e. trees, buildings, markers, streets, walkways, utility poles, retaining walls, benches, memorial stones, etc.).

The general scope of work will be divided into four (4) separate projects: Project 1 shall include surveying, analyzing and creating as built drawings of current burial plots and identifying land that can be utilized as future burial locations in the RIVMC’s underdeveloped area(s). Project 2 and 3 shall include surveying underdeveloped areas and creating a gravesite layout design for future referencing purposes. Project 4 shall include implementing a geographical information system (GIS) application for georeferencing purposes.

Dependent on pricing received, the RIVMC may not request all the projects areas to be surveyed during the 2017 budget year and may defer some to be completed within the 2018 budget year or later, in which the agency reserves the right to choose projects by activities and cost.

SECTION 4

Specific Activities/ Tasks (by project)

4.0 Project 1 - requires the chosen vendor to conduct a boundary/topographic survey of Parcel A, (206+) acres, identifying undeveloped areas that can be utilized as future burial plots and mapping existing burial site information, as described.

4.0.1 Services include, but are not be limited to the following items, (when and where applicable):

a) conducting a boundary/topographic survey, accurately identifying, documenting and marking existing cemetery burial plots.
b) identifying and marking sites that can be utilized as future burial plots.
c) providing gravesite layout plans of existing burial sections that include:
i. determining and marking existing burial section boundaries, including unmarked graves; mapping within the cemetery boundaries the layout of graves and plots.
ii. referencing decedent name, site number, ground depth and type of burial plot (single, side-by-side, double deep) on the map.
iii. accurately depicting facilities, including buildings, roadways, burial sections and access roads not currently documented.
iv. accurately depicting ground elevations. Intermediate elevations shall be provided as necessary to show all breaks in grade or changes in terrain.

v. accurately identifying and depicting surface features and underground utilities within the area, where applicable, including:
   1) power and communication lines.
   2) sanitary and industrial sewer manholes.
   3) water, gas, oil, fuel, and other ground pressure pipes.
   4) locating all fire hydrants, hose bibs, valve boxes, pump stations, pipeline valves, etc., within the limits of the area to be surveyed.
   5) fences (location, type, and height).
   6) trees. Locate and show each tree line.
   7) manholes, inlets, and all drainage structures.
   8) other visible surface features such as memorial markers, benches, monuments, etc.
   9) providing a project plan and weekly progress reports
10) providing a letter certifying the accuracy of the survey upon completion.

4.0.2 The contractor shall:

a) conduct the survey in accordance to all procedural and technical standards for the practice of land surveying in Rhode Island.
b) place permanent markers in identified locations (markers will be provided by the agency).
c) create as built drawings of onsite facilities, buildings, roadways, burial plots (including decedent name, site data, ground depth and type of burial plot) and access roads, utilizing agency survey and database records on file.
d) create gravesite layout design illustrating under developed land that can be utilized for future gravesite locations for in-ground burials, crypts and raised niche walls.
e) recording existing grave marker inscriptions and keying them to a map of the cemetery’s layout.
f) conduct an onsite review of existing survey and database records, on file, to identify sites already documented for cross referencing and integration purposes.
g) conduct onsite review of the current configuration of the cemetery to provide recommendations and design layouts that coincide with the structure of the land.

4.1 Project 2 - requires the chosen vendor to conduct a boundary/topographic survey of Parcel B (56.5+) acres, identifying and mapping site(s) that can be utilized for future burial locations. The cemetery layout plan shall illustrate location(s), ground depth and type of burial plot (single, side-by-side, double deep).

4.1.1 Services include, but are not be limited to the following items, (when and where applicable):

a) accurately identifying cemetery land that can be utilized for future burial location(s), marking the burial sections accordingly.
b) providing a gravesite design layout for underdeveloped acreage, utilizing RIVMC survey data on record, for cross referencing and integration purposes. Gravesite layout plan(s) must include:
   i. recording any unmarked graves
   ii. mapping within the cemetery boundaries, the layout of potential gravesites.
   iii. accurately depicting all facilities, including buildings, roadways, burial sections and access roads utilizing agency survey records for cross referencing purposes.
   iv. accurately depicting ground elevations. Intermediate elevations shall be provided as necessary to show all breaks in grade or changes in terrain.
   v. accurately depicting and identifying surface features and underground utilities within the area, where applicable, including:
      1) power and communication lines.
      2) sanitary and industrial sewer manholes.
      3) water, gas, oil, fuel, and other ground pressure pipes.
      4) locating all fire hydrants, hose bibs, valve boxes, pump stations, pipeline valves, etc., within the limits of the area to be surveyed.
      5) fences (location, type, and height).
      6) trees. Locate and show each tree line.
      7) manholes, inlets, and all drainage structures.
      8) other visible surface features such as memorial markers, benches, monuments, etc.
      9) providing a project plan and weekly progress reports.
     10) providing a letter certifying the accuracy of the survey upon completion.

4.1.2 The contractor shall:

   a) conduct the survey in accordance to all procedural and technical standards for the practice of land surveying in Rhode Island.
   b) place permanent markers in identified locations (markers will be provided by the agency).
   c) create gravesite layout design illustrating under developed land that can be utilized for future gravesite locations for in-ground burials, crypts and raised niche walls.
   d) conduct an onsite review of existing survey and database records, on file, to identify sites already documented for cross referencing and integration purposes.
   e) conduct onsite review of the current configuration of the cemetery to provide recommendations and design layouts that coincide with the structure of the land.

4.2 Project 3 - requires the chosen vendor to conduct a boundary/topographic survey of Parcel C (14.1+) acres, identifying and mapping site(s) that can be utilized for future burial locations. The cemetery layout plan shall illustrate location(s), ground depth and type of burial plot (single, side-by-side, double deep).
4.2.1 Services are to include, but not be limited to the following items, when and where applicable:

a) conducting a boundary/topographical survey of Parcel C, (14.1+) acres, to accurately identify cemetery land that can be utilized for future burial planning purposes.
b) develop gravesite design, marking the boundaries accordingly (markers will be provided by the agency).
c) providing gravesite layout plan(s) for existing burial sections that include:
   i. determining burial section boundaries accurately; recording any unmarked graves.
   ii. accurately depicting all facilities, including buildings, roadways, burial sections and access roads not currently located.
   iii. accurately depicting ground elevations. Intermediate elevations shall be provided as necessary to show all breaks in grade or changes in terrain.
   iv. reviewing RIVMC gravesite data for the purpose of incorporating this information into the gravesite layout plan.
   v. accurately depicting and identifying surface features and underground utilities within the area, where applicable, including:
      1) power and communication lines.
      2) sanitary and industrial sewer manholes.
      3) water, gas, oil, fuel, and other ground pressure pipes.
      4) locating all fire hydrants, hose bibs, valve boxes, pump stations, pipeline valves, etc., within the limits of the area to be surveyed.
      5) fences (location, type, and height).
      6) trees. Locate and show each tree line.
      7) manholes, inlets, and all drainage structures.
      8) other visible surface features such as memorial markers, benches, monuments, etc.
      9) providing a project plan and weekly progress reports.
     10) providing a letter certifying the accuracy of the survey upon completion.

4.2.2 The contractor shall:

a) conduct the survey in accordance to all procedural and technical standards for the practice of land surveying in Rhode Island.
b) place permanent markers in identified locations (markers will be provided by the agency).
c) create gravesite layout design illustrating under developed land that can be utilized for future gravesite locations for in-ground burials, crypts and raised niche walls.
d) conduct an onsite review of existing survey and database records, on file, to identify sites already documented for cross referencing and integration purposes.
e) conduct onsite review of the current configuration of the cemetery to provide recommendations and design layouts that coincide with the structure of the land.
4.3 **Project 4** – requires a chosen vendor to develop and implement a Geographic Information Systems (GIS) for georeferencing purposes.

4.3.1 Services requested include:

a) performing GPS land surveying, or an equivalent method, to accurately locate gravesite markers, niche covers, monuments, unmarked graves and other features of the cemetery, for georeferencing purposes.

b) digitally photographing all grave markers, niche covers, monuments, unmarked graves and other features of the cemetery, referencing their locations on a cemetery map.

c) developing a plan to convert RIVMC database records into geographical information system (GIS) format in accordance to all procedural and technical standards for the practice of land surveying in Rhode Island.

d) converting AutoCAD data to an ArcGIS Geodatabase format.

e) capturing relevant information pertaining to each existing grave including: burial site location, plot depth, type of grave (single, side-by-side, double deep, decedent name, veteran rank, date(s), etc.

f) documenting feature attributes as an Environment Systems Research Institute (ESRI) ArcGIS shapefile (.shp) and Geodatabase file (.gdb) and creating ESRI map documents, representing all plots and niches, ensuring all plots are of actual size (4’ x 8’) and located over the actual cemetery burial location, in the proper configuration to include photos of gravestone markers and niches linked to the feature.

g) producing ESRI Geodatabases with interment attributes from RIVMC database records.

h) producing Microsoft Access 2010 and Excel 2010 interment databases of gravestone markers, and niches with linked photos.

i) cross-referencing all field flat marker inscription data collected under this contract against the existing RIVMC Microsoft Access database for verification purposes to determine and flag all discrepancies between the two databases.

j) providing all required to materials, labor and resources to furnish, activate and test the new system in accordance with current GIS and RI Department of IT (DOIT) standards and requirements.

k) furnishing materials, equipment and tools that allow RIVMC user(s) to view, search and report on any file/feature in the geodatabase, including necessary components that will:
   i. allow the user(s) to select features on the map
   ii. give the user(s) the ability to select features through a variety of methods, points, rectangle, polygon, etc.
   iii. identify/map tips
   iv. provide navigation tools, pan, zoom in/out, etc.
   v. provide necessary measuring tool components
   vi. provide and/or save map images
   vii. provide layer lists
   viii. provide help features
   ix. provide necessary attribute editing components

l) conducting all testing of installed application(s), before installation, utilizing sample data from the RIVMC geodatabase.
m) providing training services to key RIVMC staff.

n) providing quick reference, training guides.

o) demonstrating samples of the collected digital images for RIVMC approval.

p) providing a plan and report progress weekly.

q) providing a letter certifying the accuracy of the survey upon completion of each cemetery.

4.3.2 The contractor shall:

a) use traditional surveying work (i.e. Total station) shall be in third order accuracy.

b) survey accuracy using GPS surveying methodology (i.e. Real Time Kinematic (RTK), or an equivalent method to ensure accuracy will be less than one inch in both horizontal and vertical accuracy.

c) digitally photograph the front of each flat marker and top of niche cover.

d) digitally photograph each infrastructure hard point. All photographs will be in .jpeg digital format with maximum file size of 0.5 MB per picture and a 5-megapixel resolution.

e) compress and crop pictures as necessary to minimize file size without sacrificing image quality. Use of surveying data collector with onboard camera is preferred. Photograph must be taken so that the entire marker fills the entire frame of the photograph. Provide shading or lighting on the headstone as appropriate for the daylight conditions to ensure that the engraved text is clearly legible and not “washed out” due to too much brightness, or “dim” due to too little natural lighting.

f) be responsible for lighting and/or shading gravestone markers, and/or manipulating digital photographs using third-party software to insure all inscriptions on the gravestone markers are legible.

g) deliver the appropriate ArcGIS map documents (.mxd) per cemetery. Contractor shall create separate GIS layers that outlines each individual gravesite or niche as a polygon closed shape feature (e.g., 5X10, 3X8, 4X4) that is in reference to the surveyed marker, or niche point data. Decedent, interment information from the RIVMC database shall be linked via relational database data using assigned Primary Keys. Layers in the provided AutoCAD drawings will be converted to appropriate GIS features in accordance to GIS standard. The RIVMC should be able to click on a GIS feature (e.g., gravestone marker point) and identify attributed information along with a photograph of each gravesite marker in the ArcGIS environment. Within the Geodatabase, GIS layers shall be organized into datasets such as Gravesite Operation, Basemap, Utilities, etc. The gravesites numbers shall be labeled appropriately within the map document for legibility. Map documents shall also be broken down by each gravesite section.

h) provide all labor, materials, manpower, tools and equipment required to implement a Cemetery Information Management System (CIMS).

i) activate and test the CIMS system before installing it, utilizing samples from the RIVMC geodatabase.

j) install and configure the system in collaboration with the RI Department of IT (DOIT).

k) utilize the newly collected ArcGIS and ESRI data.

l) include a component that will allow the users to search for and report on any feature in the RIVMC geodatabase.

m) provide training to key RIVMC staff.
n) provide quick reference, training guides.
o) demonstrate a sample of the imagery for RIVMC approval.

SECTION 4: TECHNICAL PROPOSAL

Narrative and Format: The technical proposal should address specifically each of the required elements below, as well as any recommended alternatives.

1. Staff Qualifications

   a) Please provide staff resumes and describe key qualifications and experience of the staff who will be involved in this project, especially the person having management oversight.

2. Capability, Capacity, and Qualifications of the Offeror

   Please provide a detailed description of the vendor’s experience as well as the experience of any contractors pertaining to the following:

   a) registration with the state of Rhode Island
   b) specialized experience
   c) firm capacity
   d) professional qualifications and technical competence
   e) past performance with the state
   f) geographic location experience to include site work at other cemeteries
   g) experience with projects utilizing various survey methods
   h) experience with projects utilizing GIS technology
   i) experience with projects involving GIS shapefile data
   j) experience with GPS horizontal and vertical special location data
   k) experience creating ArcGIS map documents matching photographs to database points

3. Work Plan

   a) Please describe how many employees will be assigned to this project, including daily hours for contractors and FTEs
   b) Please describe project management and expected time on site
   c) Please provide the proposed timeline and scheduled for the completion of the site survey
   d) Please provide the proposed timeline and schedule for the GIS mapping component
      i. Provide detail on ensuring GIS records, any database created, and any other sensitive data is properly secured
      ii. Provide the timeline for converting maps to GIS
      iii. Include any recommended training for GIS mapping software
   e) Please describe in detail the following elements:
      i. Intended equipment to be used
      ii. Intended order of areas for survey
iii. Intended order for photography of sites and monuments
iv. Any planned use for surveying
v. Any access needed after hours

f) Please describe the process for determining and correcting errors
g) Please describe your procedures for dispute resolution

4. Approach/methodology

a) Please describe the methodology for conducting the site survey and the gravesite layout plan, and explain any deviation from industry practices
b) Please describe the methods for identifying potentially environmentally-sensitive areas
c) Please describe any limitations in completing the GIS component
d) Please describe any limitations in ensuring the accuracy converting current RIVMC database information for the GIS component.

SECTION 5: COST PROPOSAL

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. If an alternative is recommended, please provide the cost proposal as well. Cost proposal must be in a separate sealed envelope.

SECTION 6: DETAILED BUDGET & NARRATIVE

A complete detailed budget must be submitted for each project, with the proposal and applicants must include the following categories:

a) Personnel Costs
   i. Employees/staff of your organization assigned to work on this project should be itemized in this section
   ii. Non-Employees, Consultants or Contractors assigned to work on the project are to be listed separately in the Contractual Services Category
   iii. Labor Costs shall be itemized by each individual staff member who will be working on this project
       1. Quantity should represent the annual salary divided by 2080 hours per, e.g. $72,000/2080
       2. Unit costs should represent the number of hours that the staff member will work on this project
   iv. Fringe benefits should be itemized separately by each individual staff member working on this project
       1. Unit cost should represent the applicable fringe rate percentage and entered as a 2 digit decimal, e.g. 25% as $0.25
       2. Quantity should represent the total applicable salary cost for the individual staff member.

b) Travel
   i. Budget each type of travel requested in the appropriate subcategory. Specify the purpose or destination for the travel item, unit type and the quantity of units
requested. Do not lump trips together into one amount, rather, itemize by travel type.

1. Quantity should represent the number of the specific type of travel budgeted.
2. Unit Costs should represent the specific cost for one unit of the type of travel budgeted.

**DO NOT INCLUDE TRAVEL COSTS BEING PAID FOR BY SUBRECIPIENTS, CONTRACTORS OR OTHER THIRD PARTIES**, which should be included in the Contractual Services Budget category and incorporated in the applicable Sub-grant or Contract budget item.

c) Equipment
   i. Equipment is defined as tangible property having a useful life of more than one year and a per-unit acquisition cost of $5,000 or more. Items not meeting these criteria should be itemized in the Supplies and Materials category of the budget.
   ii. Itemize each piece of equipment to be purchased for this project. Identify the item name and describe the purpose of the piece of equipment as it relates to accomplishing project goals. Also specify the quantity of items budgeted for purchased and the unit cost for each.

d) Materials and Supplies
   i. Materials and Supplies are defined as tangible property not meeting the criteria of equipment.
   ii. Itemize each item to be purchased for this project. Routine materials or supplies for your organization’s operational needs should not be included here, only those specific to the project.
   iii. Identify the item name, the purpose as it relates to accomplishing project goals, and the unit of measure being used. Also specify the quantity of the supply by type and the unit cost for each type of item.

e) Contractual Services
   i. Contractual Services are defined as any agreement issued to a third party to assist with the completion of the project.
   ii. Select the appropriate agreement type. This can be in the form of a subgrant or sub/contract (which would include consultant costs), and describe the purpose as it relates to accomplishing project goals.
   iii. Itemize each contractual services cost budgeted for this project per agreement. **Do not lump multiple contractual services items into one line item.**

f) Other Direct Costs
   i. Itemize any additional costs that do not appropriately fit within any budget category listed above.
ii. Identify the item name, the purpose as it relates to accomplishing project goals, and the unit of measure being used (as Unit Cost). Also specify the quantity of units requested for the type of ODC.

g) Total Direct Costs

h) Total Indirect Costs
   i. Indirect Costs are defined as costs incurred for a common purpose, benefitting more than one objective project, or program, and cannot be easily assignable to the outcome, project or program specifically attaining the related benefits.
   ii. Unit Cost should represent the applicable indirect cost rate percentage and entered as a 2 digit decimal, e.g. 28% as $0.28).

i) Total Costs
   i. The final Expanded Budget will appear as follows:
      1. Budget
         a. Personnel
            i. Personnel
            ii. Labor
            iii. Fringe Benefits
         b. Travel
            i. Other Travel
         c. Equipment
            i. Equipment
         d. Materials and Supplies
            i. Materials and Supplies
         e. Contractual Services
            i. Subcontract/Contract – Per Agreement
            ii. Subgrant – Per Agreement
         f. Other Direct Costs
            i. Other Direct Costs
         g. Indirect Costs
            i. Indirect Costs
         h. Other
            i. Other
         i. Total Direct Costs
         j. Total Indirect Costs
         k. Total Costs
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 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 Office of Veterans Affairs 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:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Qualifications</td>
<td>15 Points</td>
</tr>
<tr>
<td>Capability, Capacity, and Qualifications of the Offeror</td>
<td>15 Points</td>
</tr>
<tr>
<td>Quality of the Work plan</td>
<td>25 Points</td>
</tr>
<tr>
<td>Suitability of Approach/Methodology</td>
<td>15 Points</td>
</tr>
<tr>
<td><strong>Total Possible Technical Points</strong></td>
<td>70 Points</td>
</tr>
<tr>
<td>Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 30 points *</td>
<td>30 Points</td>
</tr>
<tr>
<td><strong>Total Possible Points</strong></td>
<td>100 Points</td>
</tr>
</tbody>
</table>

*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:

\[
\text{(low bid / vendors bid) } \times \text{available points}
\]

For example: If the low bidder (Vendor A) bids $65,000 and Vendor B bids $100,000 for monthly cost and service fee and the total points available are Thirty (30), vendor B’s cost points are calculated as follows:
$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 as described below:

The vendor shall be a registered Architect/Engineering Firm. This contract requires the services of a licensed surveyor with experience in digital orthophotography, GIS and cemetery topographic mapping project(s).

The contracted surveyor shall be a key member of the team for the project and shall be required to provide drawings in AutoCAD and ArcGIS formats.

A. Experience as prime contractor to municipal/state government clients for similar projects within the last five (5) years.

   i. UNACCEPTABLE – The bidder has served as a prime contractor on less than two (2) similar municipal/state government projects.
   ii. ACCEPTABLE – The bidder has served as a prime contractor on two (2) or more, but less than four (4) similar municipal/state government projects over the last five (5) years.
   iii. ADVANTAGEOUS – The bidder has served as a prime contractor on four (4) or more, but less than six (6) similar municipal/state government projects over the last five (5) years.
   iv. HIGHLY ADVANTAGEOUS - The bidder has served as a prime contractor on six (6) or more similar municipal/state government projects over the last five (5) years.

B. Experience of the firm’s proposed project manager with projects of similar scope.

   i. UNACCEPTABLE – The bidder’s proposed project manager has less than two (2) years or more of experience with projects of a similar scope.
   ii. ACCEPTABLE – The bidder’s proposed project manager has two (2) years or more, but less than four (4) years of experience with projects of a similar scope.
   iii. ADVANTAGEOUS - The bidder’s proposed project manager has had four (4) years or more, but less than six (6) years of experience with projects of a similar scope.
   iv. HIGHLY ADVANTAGEOUS - The bidder’s proposed project manager has had six (6) years or more experience with projects of a similar scope.

C. Experience of other proposed managerial, professional and senior technical personnel with projects of similar scope.
i. UNACCEPTABLE – More than ½ of the proposed bidder’s project team have less than two (2) years of experience with projects of a similar scope.

ii. ACCEPTABLE – Less than ½ of the proposed bidder’s project team have less than two (2) years of experience with projects of a similar scope.

iii. ADVANTAGEOUS - More than ½ of the proposed bidder’s project team have less than two (2) years of experience, but less than four (4) years of experience with projects of a similar scope.

iv. HIGHLY ADVANTAGEOUS - More than ½ of the proposed bidder’s project team have less than four (4) years of experience, but less than six (6) years of experience with projects of a similar scope...

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.

SECTION 8: PROPOSAL SUBMISSION

Please reference RFP # 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 four (4) copies) should be mailed or hand-delivered in a sealed envelope marked “RFP# 7551526” 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 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](http://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](http://www.purchasing.ri.gov).

3. A separate Technical Proposal describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The Technical Proposal is limited to six (6) pages (this excludes any appendices). Also include references for three past projects comparable to the site survey and GIS mapping requested above, including current email and telephone contact information. As appropriate, resumes of management and key staff that will provide services covered by this request.

4. A separate, signed and sealed Cost Proposal reflecting the lump sum fee, hourly rate, or other fee structure, proposed to complete all of the requirements of this project.

5. 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. Only 1 electronic copy is requested and it should be placed in the proposal marked “original”.

**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](https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf)