



**Solicitation Information
March 1, 2018**

**RFP#
7590559**

TITLE: New Construction or Large Renovation of a Public Building Complying with the Rhode Island Commercial Stretch Code

Submission Deadline: Thursday May 31, 2018 at 11:00 AM (Eastern Time)

**PRE-BID/ PROPOSAL CONFERENCE: NO
MANDATORY:**

If YES, any Vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory Pre-Bid/ Proposal Conference. The representative must register at the Pre-Bid/ Proposal Conference and disclose the identity of the vendor whom he/she represents. A vendor's failure to attend and register at the mandatory Pre-Bid/ Proposal Conference shall result in disqualification of the vendor's bid proposals as non-responsive to the solicitation.

**DATE: NA
LOCATION: NA**

Questions concerning this solicitation must be received by the Division of Purchases at Thomas.bovis@purchasing.ri.gov no later than **May 1, 2018 at 4 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 Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to

BID SURETY BOND REQUIRED: No

PAYMENT AND PERFORMANCE BOND REQUIRED: No

**Thomas Bovis
Interdepartmental Project Manager**

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

Note to Applicants:

Proposals received without a completed RIVIP Bidder Certification Cover Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION COVER FORM

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SECTION 1. INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Office of Energy Resources (“OER”), is soliciting proposals from qualified firms to receive up to \$500,000.00 in funding from OER to support the design and construction of either a new municipal building or a large-scale renovation on an existing municipal building, in compliance with the Rhode Island Commercial Stretch Code (www.energy.ri.gov/policies-programs/lead-by-example/rhode-island-stretch-codes), in accordance with the terms of this Request for Proposals (“RFP”) and the State’s General Conditions of Purchase, which may be obtained at the Division of Purchases’ website at www.purchasing.ri.gov. This funding is made available thanks to Rhode Island’s participation in the Regional Greenhouse Gas Initiative (RGGI).

The initial contract period for grant funds is expected to begin approximately August 1, 2018 for one year. Contracts may be renewed for up to two additional twelve (12) month periods based on vendor performance and project completion timeline. Projects expected to require more than three years to complete, are not eligible. For the purpose of this RFP, “municipal building” is defined as any building that is and will continue to be owned by a municipality or public school district for the foreseeable future. Only new building construction projects larger than five thousand (5,000) gross square feet of occupied or conditioned space that also meet the building type requirements of the Rhode Island Commercial Stretch Code; or building renovation projects larger than ten thousand (10,000) gross square feet of occupied or conditioned space that also meet the building type requirements of the Rhode Island Commercial Stretch Code are eligible for this solicitation.

This is a Request for Proposals, not a Request for Quotes. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to cost; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this solicitation, 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 RFP are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP may be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP or for providing oral or written clarification of its content, shall be borne by the vendor. The State assumes no responsibility for these costs even if the RFP is cancelled or continued.

4. Proposals are considered to be irrevocable for a period of not less than 180 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 in the proposal.
6. 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. 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.
7. The purchase of goods and/or services under an award made pursuant to this RFP will be contingent on the availability of appropriated funds.
8. Vendors are advised that all materials submitted to the Division of Purchases for consideration in response to this RFP may be considered to be public records as defined in R. I. Gen. Laws § 38-2-1, *et seq.* and may be released for inspection upon request once an award has been made.

Any information submitted in response to this RFP that a vendor believes are trade secrets or commercial or financial information which is of a privileged or confidential nature should be clearly marked as such. The vendor should provide a brief explanation as to why each portion of information that is marked should be withheld from public disclosure. Vendors are advised that the Division of Purchases may release records marked confidential by a vendor upon a public records request if the State determines the marked information does not fall within the category of trade secrets or commercial or financial information which is of a privileged or confidential nature.

9. 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.
10. By submission of proposals in response to this RFP vendors agree to comply with R. I. General Laws § 28-5.1-10 which mandates that contractors/subcontractors doing business with the State of Rhode Island exercise the same commitment to equal opportunity as prevails under Federal contracts controlled by Federal Executive Orders 11246, 11625 and 11375.

Vendors are required to ensure that they, and any subcontractors awarded a subcontract under this RFP, undertake or continue programs to ensure that minority group members, women, and persons with disabilities are afforded equal employment opportunities without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability.

Vendors and subcontractors who do more than \$10,000 in government business in one year are prohibited from engaging in employment discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability, and are required to submit an "Affirmative Action Policy Statement."

Vendors with 50 or more employees and \$50,000 or more in government contracts must prepare a written “Affirmative Action Plan” prior to issuance of a purchase order.

- a. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation.
- b. Vendors further agree, where applicable, to complete the “Contract Compliance Report” (<http://odeo.ri.gov/documents/odeo-eeo-contract-compliance-report.pdf>), as well as the “Certificate of Compliance” (<http://odeo.ri.gov/documents/odeo-eeo-certificate-of-compliance.pdf>), and submit both documents, along with their Affirmative Action Plan or an Affirmative Action Policy Statement, prior to issuance of a purchase order. For public works projects vendors and all subcontractors must submit a “Monthly Utilization Report” (<http://odeo.ri.gov/documents/monthly-employment-utilization-report-form.xlsx>) to the ODEO/State Equal Opportunity Office, which identifies the workforce actually utilized on the project.

For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail at Krystal.Waters@doa.ri.gov.

11. 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. This is a requirement only of the successful vendor(s). For further information, contact the Secretary of State at (401-222-3040).
12. In accordance with R. I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1 it is the policy of the State to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs) and to support the fullest possible participation of small disadvantaged businesses owned and controlled by persons with disabilities (Disability Business Enterprises a/k/a “DisBE”)(collectively, MBEs, WBEs, and DisBEs are referred to herein as ISBEs) in the performance of State procurements and projects. As part of the evaluation process, vendors will be scored and receive points based upon their proposed ISBE utilization rate in accordance with 150-RICR-90-10-1, “Regulations Governing Participation by Small Business Enterprises in State Purchases of Goods and Services and Public Works Projects”. As a condition of contract award vendors shall agree to meet or exceed their proposed ISBE utilization rate and that the rate shall apply to the total contract price, inclusive of all modifications and amendments. Vendors shall submit their ISBE participation rate on the enclosed form entitled “MBE, WBE and/or DisBE Plan Form”, which shall be submitted in a separate, sealed envelope as part of the proposal. ISBE participation credit will only be granted for ISBEs that are duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity or firms certified as DisBEs by the Governor’s Commission on Disabilities. The current directory of firms certified as MBEs or WBEs may be accessed at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php>. Information regarding DisBEs may be accessed at www.gcd.ri.gov.

For further information, visit the Office of Diversity, Equity & Opportunity's website, at <http://odeo.ri.gov/> and see R.I. Gen. Laws Ch. 37-14.1, R.I. Gen. Laws Ch. 37-2.2, and 150-RICR-90-10-1. The Office of Diversity, Equity & Opportunity may be contacted at, (401) 574-8670 or via email Dorinda.Keene@doa.ri.gov

13. Bid Surety Bond – Vendors responding to this RFP must furnish, with their bid proposals, either a bid bond from a surety licensed to conduct business in the State of Rhode Island or a certified check payable to the State of Rhode Island in the amount of five (5%) percent of the vendor's cost proposal. (*Vendors for Rhode Island Department of Transportation highway and bridge projects must furnish, with their bid proposals, a bid bond from a surety licensed to conduct business in the State of Rhode Island. Certified checks are not permitted for these projects.*) An attorney-in-fact who executes a bond on behalf of the surety must provide a certified current copy of the power of attorney. A successful vendor who fails to submit the additional documentation required by the tentative letter of award and/or fails to commence and pursue the work in accordance with the contract awarded pursuant to this solicitation may forfeit, at the discretion of the State Purchasing Agent, the full amount of the bid surety as liquidated damages. The State will retain the bid surety of all vendors until the earliest of: (i) the issuance of the Purchase Order; (ii) the 61st day following the proposal submission deadline; or (iii) the rejection of all proposals.
14. Payment and Performance Bond - The successful vendor must furnish a 100% payment and performance bond from a surety licensed to conduct business in the State of Rhode Island upon the tentative award of the contract pursuant to this solicitation.

SECTION 2. BACKGROUND

A stretch code is a building code or compliance pathway that is more aggressive than base code. Also known as "reach codes", stretch codes can be either voluntary or mandatory. Their main purpose is to help buildings achieve higher energy savings and implement advanced building practices.

In February 2018, Rhode Island's first voluntary Stretch Codes were made available to private and public building construction and renovation projects. The codes were developed with the assistance of subject matter experts and were vetted through a public comment process.

Rhode Island's Stretch Codes are meant to be used on a voluntary basis to guide the construction and/or renovation of buildings that use less energy, have less negative impact on the environment, and achieve higher levels of occupant health and comfort. New building construction and large-scale renovation projects are also encouraged to use the Stretch Codes to help maximize the financial incentives available from National Grid's Energy Efficiency Programs.

As directed in Governor Gina Raimondo's Lead by Example Executive Order (EO 15-17: www.governor.ri.gov/documents/orders/ExecOrder15-17.pdf), the Office of Energy Resources worked with its state partners and other stakeholders to develop the state's first voluntary Stretch Codes.

This Request for Proposals is aiming to support the construction or large-scale renovation of a municipal building, here defined as any building that is and will continue to be owned by a municipality or public school district for the foreseeable future, that will comply with Rhode Island's current Commercial Stretch Code. OER

is offering funds for applicable projects to incentivize first-movers and to promote the voluntary use of State Stretch Codes which will improve the energy efficiency and environmental impact of our buildings.

All Stretch Code documents can be viewed at: www.energy.ri.gov/policies-programs/lead-by-example/rhode-island-stretch-codes.

A total of \$500,000.00 in grant funds has been made available by the Office of Energy Resources, pursuant to the state's 2017-B Plan for the Allocation and Distribution of Regional Greenhouse Gas Initiative Auction Proceeds (RGGI Plan) (<http://www.energy.ri.gov/documents/rggi/2017%20Plan%20Items/2017-B%20Final%20Plan.pdf>). These funds are available to assist with the design and construction costs associated with a municipal building that is in compliance with the state's Commercial Stretch Code. One or more awards may be made by the Office of Energy Resources through this RFP, although the total amount of all awards made shall not exceed \$500,000.00.

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

General Scope of Work

The selected vendor(s) will receive a grant of up to \$500,000.00 to assist with the design and construction of a municipal building that complies with Rhode Island's Commercial Stretch Code. Compliance with the Commercial Stretch Code must be verified by a Third-Party Commissioning Authority as described in the Rhode Island Commercial Stretch Code. If selected for grant funding, the following tasks will be required of the vendor.

Specific Required Tasks

1. Provide OER with a copy of the final, executed contract(s) between the vendor and municipality, public school district, or other appropriate entity for the design and construction of the building project.
2. Design the building or renovation project to meet the requirements of the Commercial Stretch Code. Supply building designs and a statement signed by a professional engineer certifying that the designs meet the Rhode Island Commercial Stretch Code requirements to OER. The selected vendor(s) must work with National Grid during the design process if the building is or will be located in National Grid's service territory. Collaborating with National Grid will help to streamline access to energy efficiency program incentives.
3. Provide monthly, written reports and relevant pictures to OER describing the status of the design and building process and overall project budget and expenses. Exact report formats will be determined in collaboration with the selected vendor(s). Agreed upon information and pictures from the reports will be posted publicly on OER's website. Reports will be required to describe any hurdles or difficulties encountered with respect to complying with the Rhode Island Commercial Stretch Code.
4. Ensure that a third-party verifies the project's compliance with the Rhode Island Commercial Stretch Code as described in the Stretch Code document. Final verification documents must be shared with OER.
5. Invoice OER for grant funds when specified project stages have been completed. An invoice timeline will be determined in collaboration with the selected vendor(s), however, it is expected that approximately 25% of grant funds will be released when the project designs are complete and verified to comply with the Rhode Island Commercial Stretch Code and shared with OER. The remaining grant funds will be released after a third-party verifies the completed project's compliance with the Rhode Island Commercial Stretch Code.

6. Work with OER to create a case study to be posted publicly on OER's website about the building after construction is complete.
7. Guarantee OER's access to the building's utility usage and cost data for a minimum of five (5) years after construction completion.
8. Provide OER with a life-cycle cost analysis for the final, completed project. Expected energy cost savings over the lifetime of the building must be described.
9. Provide OER with annual reports on specified Regional Greenhouse Gas Initiative (RGGI) metrics. Exact report formats will be determined in collaboration with the selected vendor(s). However, these annual reports will at a minimum include data on expected annual and lifetime energy savings, RGGI dollars expended, and expected annual and lifetime CO2 emission reductions from the project(s).

SECTION 4: PROPOSAL

A. Technical Proposal

Narrative and format: The proposal should address specifically each of the following elements:

1. **Staff Qualifications** – Provide staff resumes/CV and describe qualifications and experience of key staff who will be involved in this project, including their experience in the field of building design, construction, and/or building construction management. Knowledge and previous use of green building certification programs, the International Green Construction Code, and other advanced building energy practices, must be noted.
2. **Capability, Capacity, and Qualifications of the Offeror** - Please provide a detailed description of the Vendor's experience as a design, construction and/or construction management firm, especially in Rhode Island. A minimum of three (3) relevant client references must be provided, including client names, addresses, phone numbers, dates of service and type(s) of service(s) provided.

To be eligible for a grant from this solicitation a vendor must already be contracted, or been issued a tentative award, to design and manage/oversee the construct of either a new municipal building or a large-scale renovation on an existing municipal building. A copy of the executed contract between a municipality, public school district, or other appropriate entity, and the vendor must be attached to the vendor's submitted Technical Proposal; or a copy of the tentative award letter from a municipality, public school district, or other appropriate entity must be attached.

Proposals from vendors with experience using National Grid's energy efficiency programs, especially the new construction program, shall be strongly preferred. Vendors likely to have the opportunity to use Rhode Island's Commercial Stretch Code for other, future projects in Rhode Island, will also be preferred.

3. **Work Plan** - Please describe in detail the scope of the proposed building project including details about the expected and/or current use of the building (preference will be given to buildings that are open to the public); provide an estimated timeline for project completion (building projects expected to be completed in under two (2) years will be given preference) and an project team organization chart; and give detailed explanations on how the vendor(s) will ensure that all required tasks are completed.

4. **Approach/Methodology** – Clearly describe the methodology to be used to guarantee compliance with the Rhode Island Commercial Stretch Code. What procedures will be used to ensure compliance? What pathway will likely be followed to comply with the Stretch Code? Preference will be given to projects that will utilize National Grid’s available technical assistance, and will use a third-party to verify compliance during multiple stages of construction.

B. Cost Proposal

Detailed Budget and Budget Narrative: Provide a description (no longer than two (2) pages) of how the requested grant funds will assist the project and how other grants, incentives, or other funding sources will be leveraged or used to meet the overall financial need of the project.

Provide a completed cost proposal form (see Appendix B).

C. ISBE Proposal

See Appendix A for information and the MBE, WBE, and/or Disability Business Enterprise Participation Plan form(s). Bidders are required to complete, sign and submit these forms with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.

SECTION 5: EVALUATION AND SELECTION

Proposals shall be reviewed by a technical evaluation committee (“TEC”) comprised of staff from State agencies. The TEC first shall consider technical proposals.

Technical proposals must receive a minimum of 60 (85.7%) out of a maximum of 70 points to advance to the cost evaluation phase. Any technical proposals scoring less than 60 points shall not have the accompanying cost or ISBE participation proposals opened and evaluated. The proposal will be dropped from further consideration.

Technical proposals scoring 60 points or higher will have the cost proposals evaluated and assigned up to a maximum of 30 points in cost category bringing the total potential evaluation score to 100 points. After total possible evaluation points are determined ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

The Division of Purchases reserves the right to select the vendor(s) or firm(s) (“vendor”) that it deems to be most qualified to provide the goods and/or services as specified herein; and, conversely, reserves the right to cancel the solicitation in its entirety in its sole discretion.

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

Criteria	Possible Points
Staff Qualifications	10 Points
Capability, Capacity, and Qualifications of the Offeror <ul style="list-style-type: none"> • <u>Knowledge of National Grid Programs</u>: Vendor(s) having completed two (2) or more projects using National Grid’s New Construction program (<i>4 points out of 20 points</i>) • <u>Potential to Use the Stretch Code on Other Projects</u>: Vendor(s) already contracted to design one or more other commercial building projects in Rhode Island OR Vendor(s) has a historical trend of building/renovating one or more commercial buildings in Rhode Island per two years (<i>4 points out of 20 points</i>) • All other points within this category are at the discretion of the proposal evaluators 	20 Points
Work Plan <ul style="list-style-type: none"> • <u>Public Access</u>: the proposed project will be completed in a building open to the public (<i>4 points out of 20 points</i>) • <u>Timeline</u>: the proposed project timeline is reasonable and predicts project completion within two (2) years or less (<i>4 points out of 20 points</i>) • All other points within this category are at the discretion of the proposal evaluators 	20 Points
Approach Proposed <ul style="list-style-type: none"> • <u>Use of National Grid Programs/Technical Assistance</u>: the proposed project will utilize National Grid technical assistance, if applicable (<i>3 points out of 20 points</i>) • <u>Use of third-party at multiple stages of construction</u>: the proposed project will utilize a third party to verify compliance with the stretch code during multiple stages of construction (<i>3 point out of 20 points</i>) • All other points within this category are at the discretion of the proposal evaluators 	20 Points
Total Possible Technical Points	70 Points
Cost proposal*	30 Points

Total Possible Evaluation Points	100 Points
ISBE Participation**	6 Bonus Points
Total Possible Points	106 Points

***Cost Proposal Evaluation:**

The vendor with the lowest total requested grant to total project cost ratio shall receive one hundred percent (100%) of the available points for cost. All other vendors shall be awarded cost points based upon the following formula:

$$(\text{lowest grant-to-cost ratio} / \text{vendor's grant-to-cost ratio}) \times \text{available points}$$

For example: If the vendor with the lowest grant-to-cost ratio (Vendor A) requests \$100,000 in grant funds for a \$1,000,000 project (grant-to-cost ratio of 0.1) and Vendor B requests \$200,000 in grant funds for a \$1,500,000 project (grant-to-cost ratio of 0.13) and the total points available are thirty (30), Vendor B's cost points are calculated as follows:

$$0.1 / 0.13 \times 30 = 22.6$$

****ISBE Participation Evaluation:**

a. Calculation of ISBE Participation Rate

1. ISBE Participation Rate for Non-ISBE Vendors. The ISBE participation rate for non-ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of non-ISBE vendor's total contract price that will be subcontracted to ISBEs by the non-ISBE vendor's total contract price. For example, if the non-ISBE's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs, the non-ISBE's ISBE participation rate would be 12%.
2. ISBE Participation Rate for ISBE Vendors. The ISBE participation rate for ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of the ISBE vendor's total contract price that will be subcontracted to ISBEs and the amount that will be self-performed by the ISBE vendor by the ISBE vendor's total contract price. For example if the ISBE vendor's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs and will perform a total of \$8,000.00 of the work itself, the ISBE vendor's ISBE participation rate would be 20%.

b. Points for ISBE Participation Rate:

The vendor with the highest ISBE participation rate shall receive the maximum ISBE participation points. All other vendors shall receive ISBE participation points by applying the following formula:

$$\begin{aligned} & (\text{Vendor's ISBE participation rate} \div \text{Highest ISBE participation rate} \\ & \quad \times \text{Maximum ISBE participation points}) \end{aligned}$$

For example, assuming the weight given by the RFP to ISBE participation is 6 points, if Vendor A has the highest ISBE participation rate at 20% and Vendor B's ISBE participation rate is 12%, Vendor A will receive the maximum 6 points and Vendor B will receive $(12\% \div 20\%) \times 6$ which equals 3.6 points.

General Evaluation:

Points shall be assigned based on the vendor's clear demonstration of the ability to provide the requested goods and/or services. Vendors may be required to submit additional written information or be asked to make an oral presentation before the TEC to clarify statements made in the proposal.

SECTION 6. BLANK

SECTION 7. PROPOSAL CONTENTS

A. Proposals shall include the following:

1. One completed and signed RIVIP Bidder Certification Cover Form (included in the original copy only) downloaded from the Division of Purchases website at www.purchasing.ri.gov. *Do not include any copies in the Technical or Cost proposals.*
2. One completed and signed Rhode Island W-9 (included in the original copy only) downloaded from the Division of Purchases website at <http://www.purchasing.ri.gov/rivip/publicdocuments/fw9.pdf>. *Do not include any copies in the Technical or Cost proposals.*
3. Two (2) completed original and copy versions, signed and sealed Appendix A. MBE, WBE, and/or Disability Business Enterprise Participation Plan. Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to

be utilized on the solicitation. *Do not include any copies in the Technical or Cost proposals.*

4. 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 twelve (12) pages (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request).
 - a. One (1) Electronic copy on a CD-R, marked “Technical Proposal - Original”.
 - b. One (1) printed paper copy, marked “Technical Proposal -Original” and signed.
 - c. Four (4) printed paper copies
5. Cost Proposal - A separate, signed and sealed cost proposal reflecting the cost structure described on the cost proposal form, proposed to complete all of the requirements of this project.
 - a. One (1) Electronic copy on a CD-R, marked “Cost Proposal -Original”.
 - b. One (1) printed paper copy, marked “Cost Proposal -Original” and signed.
 - c. Four (4) printed paper copies

B. Formatting of proposal response contents should consist of the following:

- A. Formatting of CD-Rs – Separate CD-Rs are required for the technical proposal and cost proposal. All CD-Rs submitted must be labeled with:
 - a. Vendor’s name
 - b. RFP #
 - c. RFP Title
 - d. Proposal type (e.g., technical proposal or cost proposal)
 - e. If file sizes require more than one CD-R, multiple CD-Rs are acceptable. Each CD-R must include the above labeling and additional labeling of how many CD-Rs should be accounted for (e.g., 3 CD-Rs are submitted for a technical proposal and each CD-R should have additional label of ‘1 of 3’ on first CD-R, ‘2 of 3’ on second CD-R, ‘3 of 3’ on third CD-R).

Vendors are responsible for testing their CD-Rs before submission as the Division of Purchase’s inability to open or read a CD-R may be grounds for rejection of a Vendor’s proposal. All files should be readable and readily accessible on the CD-Rs submitted with no instructions to download files from any external resource(s). If a file is partial, corrupt or unreadable, the Division of Purchases may consider it “non-responsive”. USB Drives or any other electronic media shall not be accepted. Please note that CD-Rs submitted, shall not be returned.

B. Formatting of written documents and printed copies:

- a. For clarity, the technical proposal shall be typed. These documents shall be single-spaced with 1” margins on white 8.5”x 11” paper using a font of 12 point Calibri or 12 point Times New Roman.
- b. All pages on the technical proposal are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not include the cover page or table of contents) through to the end, including all forms and attachments. The Vendor’s name should appear on every page, including

attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to.

- c. The cost proposal shall be typed using the formatting provided on the provided template.
- d. Printed copies are to be only bound with removable binder clips.

SECTION 8. PROPOSAL SUBMISSION

Interested vendors must submit proposals to provide the goods and/or services covered by this RFP 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, shall not be accepted.

Proposals should be mailed or hand-delivered in a sealed envelope marked “**RFP# xxxxxx**” 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 shall not be accepted. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time shall be determined to be late and shall not be accepted. Proposals faxed, or emailed, to the Division of Purchases shall not be accepted. The official time clock is in the reception area of the Division of Purchases.

SECTION 9. CONCLUDING STATEMENTS

Notwithstanding the above, the Division of Purchases reserves the right to award on the basis of cost alone, to accept or reject any or all proposals, and to award in the State’s 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.

If a Vendor is selected for an award, no work is to commence until a purchase order is issued by the Division of Purchases.

The State’s General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded for this RFP. The State’s General Conditions

of Purchases can be found at the following URL:
<https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>.

APPENDIX A. PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM

A. Proposer's ISBE Responsibilities (from 150-RICR-90-10-1.7.E)

1. Proposal of ISBE Participation Rate. Unless otherwise indicated in the RFP, a Proposer must submit its proposed ISBE Participation Rate in a sealed envelope or via sealed electronic submission at the time it submits its proposed total contract price. The Proposer shall be responsible for completing and submitting all standard forms adopted pursuant to 105-RICR-90-10-1.9 and submitting all substantiating documentation as reasonably requested by either the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to the names and contact information of all proposed subcontractors and the dollar amounts that correspond with each proposed subcontract.
2. Failure to Submit ISBE Participation Rate. Any Proposer that fails to submit a proposed ISBE Participation Rate or any requested substantiating documentation in a timely manner shall receive zero (0) ISBE participation points.
3. Execution of Proposed ISBE Participation Rate. Proposers shall be evaluated and scored based on the amounts and rates submitted in their proposals. If awarded the contract, Proposers shall be required to achieve their proposed ISBE Participation Rates. During the life of the contract, the Proposer shall be responsible for submitting all substantiating documentation as reasonably requested by the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to copies of purchase orders, subcontracts, and cancelled checks.
4. Change Orders. If during the life of the contract, a change order is issued by the Division, the Proposer shall notify the ODEO of the change as soon as reasonably possible. Proposers are required to achieve their proposed ISBE Participation Rates on any change order amounts.
5. Notice of Change to Proposed ISBE Participation Rate. If during the life of the contract, the Proposer becomes aware that it will be unable to achieve its proposed ISBE Participation Rate, it must notify the Division and ODEO as soon as reasonably possible. The Division, in consultation with ODEO and Governor's Commission on Disabilities, and the Proposer may agree to a modified ISBE Participation Rate provided that the change in circumstances was beyond the control of the Proposer or the direct result of an unanticipated reduction in the overall total project cost.

B. MBE, WBE, AND/OR Disability Business Enterprise Participation Plan Form:

Attached is the MBE, WBE, and/or Disability Business Enterprise Participation Plan form. Bidders are required to complete, sign and submit with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION
ONE CAPITOL HILL
PROVIDENCE, RHODE ISLAND 02908

MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN

Bidder's Name:
Bidder's Address:
Point of Contact:
Telephone:
Email:
Solicitation No.:
Project Name:

This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE and/or Disability Business Enterprise subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Office of Diversity, Equity and Opportunity MBE Compliance Office and all Disability Business Enterprises must be certified by the Governor's Commission on Disabilities at time of bid, and that MBE/WBE and Disability Business Enterprise subcontractors must self-perform 100% of the work or subcontract to another RI certified MBE in order to receive participation credit. Vendors may count 60% of expenditures for materials and supplies obtained from an MBE certified as a regular dealer/supplier, and 100% of such expenditures obtained from an MBE certified as a manufacturer. This form must be completed in its entirety and submitted at time of bid. **Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.**

Name of Subcontractor/Supplier:				
Type of RI Certification:	<input type="checkbox"/> MBE	<input type="checkbox"/> WBE	<input type="checkbox"/> Disability Business Enterprise	
Address:				
Point of Contact:				
Telephone:				
Email:				
Detailed Description of Work To Be Performed by Subcontractor or Materials to be Supplied by Supplier:				
Total Contract Value (\$):		Subcontract Value (\$):		ISBE Participation Rate (%):
Anticipated Date of Performance:				

I certify under penalty of perjury that the forgoing statements are true and correct.

Prime Contractor/Vendor Signature	Title	Date
Subcontractor/Supplier Signature	Title	Date

Total Project Cost, Grant Request, and Signature Page

Offeror's Name:	
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Total Project Cost. This number represents the sum of all total project costs. This value must include all costs related to the following and any other expected project costs: Site Work; Project Design; Engineering; Energy Engineering Specialist; Construction/Rehab including all materials and labor; Contingency; Financing Costs; Legal Costs; Insurance; Taxes; Utilities during Construction; Permits and Fees; Developer's Fee; Program Administration including On-site Construction Supervision, Development of Operations & Maintenance Manuals and Development of Plans & Specs; Costs for systems testing; monitoring, verification and certification; vendor profit.

Total Project Cost:	\$ _____
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Total Requested Grant Funds (maximum \$500,000):	\$ _____
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Signature of Authorized Person

Date

Printed Name, Title