

SOLICITATION INFORMATION

04/26/04

LOI #B03732

**TITLE: A&E SERVICES/DESIGN & INSTALLATION OF
NEW CHILLED WATER SUPPLY –
DEPARTMENT OF CORRECTIONS**

OPENING DATE AND TIME: 5/10/2004 – 2:30 PM

PRE-PROPOSAL CONFERENCE: YES DATE: Monday, 5/3/04 TIME: 9:00 AM

MANDATORY: YES

LOCATION: 2nd Floor Conference Room, Maximum Security, 1375 Pontiac Ave., Cranston, RI

AGENCY CONTACT: Art Fillo (401) 462-3066

SURETY REQUIRED: NO

BOND REQUIRED: NO

Vendors must register on-line at the State Purchasing Website at www.purchasing.state.ri.us to be able to download a Bidder Certification Cover Form which must accompany each offer.

NOTE TO VENDORS:

No offer will be considered that is not accompanied by a completed and signed RIVIP generated Bidder Certification Cover Form.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

**PETER S. CORR
CHAIRMAN
ARCHITECTURAL/ENGINEERING/CONSULTANT SERVICES SELECTION COMMITTEE**

PSC/pab
Solicit.doc

NOTICE

THERE MAY BE ADDITIONAL ADDENDA TO THIS BID/RFP AT ANY TIME BEFORE THE OPENING DATE AND TIME.

THE DIVISION OF PURCHASES WILL NOT BE NOTIFYING BY MAIL OF ANY SUCH ADDENDA.

IT IS THE VENDOR'S RESPONSIBILITY TO CHECK AND DOWNLOAD ANY AND ALL ADDENDA.

AN ADDENDUM TO A BID/RFP IS LISTED AS THE BID NUMBER WITH AN "A" AND THE NUMBER OF THE ADDENDUM FOLLOWING; FOR EXAMPLE, **3025A1** INDICATES ADDENDUM #1 HAS BEEN ISSUED FOR BID 3025. **3025A2** INDICATES ADDENDUM #2 HAS BEEN ISSUED. YOU MUST CLICK ON ALL OF THESE LISTINGS TO GET THE COMPLETE PACKAGE.

IF NOT BIDDING ON ANY ITEM, DO NOT RESPOND, IN ANY WAY, TO THE DIVISION OF PURCHASES.

DISCLAIMER

While the State of Rhode Island intends to maintain continuous access to this Website, from time to time access to information and/or documents may be interrupted or prevented either because of site problems, user problems or Internet problems. Not all access difficulties can be resolved by the State of Rhode Island since some access failures may be due to the type of computer or communication equipment and services employed by the Website User. However, it is the State's policy to provide a Help Desk (401) 222-2142 ext. 134 during regular business hours to assist Users in identifying and overcoming access problems.

To assure maximum access opportunities for Users, solicitations shall be posted on the RIVIP for a minimum of seven days and no amendments shall be made within the last five days before the date an offer is due. Vendors are cautioned that the competitive nature of their offers could be affected if their submissions do not include all amendments. For this reason, vendors are advised to revisit all solicitations to which they intend to respond five days prior to the due dates. If access to solicitations on the Website has been severely curtailed, it shall be the policy of the State to extend the due date of affected solicitations.

In some cases (e.g., road construction) copies of plans and specifications which cannot be offered on-line are issued with a requirement for a refundable deposit. In such instances, in addition to announcements provided on the RIVIP, vendors on the known lists of plans and specifications depositors will receive direct notification of amendments.

Except when access to the Website has been severely curtailed and it is determined by the Rhode Island State Purchasing Agent that special circumstances preclude extending a solicitation due date, requests to mail or fax hard copies of solicitations will not be honored.

When the result of an Internet solicitation of registered vendors is unsuccessful (no offers, one offer which exceeds the estimated cost) the State of Rhode Island will cancel the original solicitation and resolicit the original offer directly from vendors. The Purchasing Agent reserves the right to solicit offers from unregistered vendors as well as registered vendors.

INVITATION FOR LETTERS OF INTEREST
ARCHITECTURAL/ENGINEERING SERVICES
LOI NO. B03732

NOTE: THIS INVITATION FOR LETTERS OF INTEREST CONTAINS NEW PROVISIONS AND INSTRUCTIONS. PLEASE READ CAREFULLY.

FAILURE TO COMPLY WITH SUBMITTAL INSTRUCTIONS CONCERNING RHODE ISLAND REGISTRATION MAY DISQUALIFY YOUR OFFER.

Letters of Interest are hereby solicited by the Architectural/Engineering/Consultant Services Selection Committee on behalf of the Department of Corrections, and must be received at the Division of Purchases, One Capitol Hill, Providence, R.I., 02908-5855, ATTN: Mr. Peter S. Corr, Associate Director/Purchasing Agent on or before **Monday, May 10, 2004 at 2:30 p.m.** for emergency mechanical engineering design services for the design and installation of a new chilled water supply and return system (if necessary) to replace the failed system at the Medium Security Facility on West Road in Cranston, Rhode Island. The feed/return systems will entail approximately 3200 linear feet of metal piping and laterals comprising of approximately 1200 feet of metal piping.

REQUIREMENTS FOR THE PROPOSED PROJECT ARE: To evaluate the current failed system and investigate possible use of existing hot water lines for chilled water use and related equipment for delivery of either, and design a new chilled water supply and return system, if necessary. Provide alternatives and cost estimates to the Department of Corrections. Develop designs and bid specifications for alternative selected, assist in bid evaluation and provide construction administration services through project closeout.

Scope of work for this project is provided herein. **Respondents are advised that they must download and submit the three-page Bidder Certification Cover Form with their submittal** at <http://www.purchasing.ri.gov>.

An original Letter of Interest plus seven (7) copies, including Standard Forms 254 and 255, as well as other details including personnel, experience, and qualifications data are required. The State reserves the right to make an award or to reject any or all proposals based on what it considers to be in its best interest.

Evaluation of proposals will include consideration of competence and general experience to provide the required services; experience and qualifications of personnel; availability of personnel, equipment and facilities to perform expeditiously; past performance with respect to control of costs, quality of work, ability to meet deadlines; the submittal of a formal work plan; the fixed fee price (subject to further downward negotiation) expressed as a percent (%) of the budget estimate for the project indicated in the Scope of Work; and an hourly rate schedule by employee title for additional services that might be required beyond the original Scope of Work.

Proposers are advised that reimbursable expenses, to include sub-consultant services, that may be included in the contract award resulting from this solicitation shall not exceed architect/engineer's actual cost incurred x 1.06.

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.

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

An offeror who does not have a current Rhode Island registration for the firm and current Certificate of Authorization(s) must acknowledge non-compliance with this requirement and confirm in writing that, if selected for the project, will expedite acquisition of a Rhode Island registration(s) and Certificate of Authorization(s), the attainment of which will be required before an award will be made. The letter of acknowledgement must be included behind the front page of each copy of the Proposal.

The Board of Design Professionals can be contacted as follows:

Board for Design Professionals
One Capitol Hill (3rd Floor)
Providence, RI 02908-5860

Tel: 401-222-2565
Fax: 401-222-5744
Website: www.bdp.state.ri.us

The offeror's Proposal may be disqualified and removed from consideration if the Proposal fails to include the required current Rhode Island registration(s) and current Certificate of Authorization(s), or, in absence of these documents, to acknowledge need to acquire them prior to award if selected.

A **Mandatory** pre-proposal conference will be held at:

Date: Monday, May 3, 2004

Time: 9:00 a.m.

Place: 2nd Floor Conference Room, Maximum Security, 1375 Pontiac Ave., Cranston, RI

Agency Contact: Art Fillo Phone: (401) 462-3066

Individuals requesting services for the hearing impaired must notify 48 hours in advance of the conference date at 401-254-1345.

Peter S. Corr
Chairman
Architectural/Engineering/Consultant Services Selection Committee

STATE OF RHODE ISLAND - DEPARTMENT OF CORRECTIONS

LETTER OF INTEREST - CHILLED WATER REPLACEMENT

SCOPE OF WORK:

- Request for Letters of Interest to evaluate existing heating hot water lines for chilled water use and related equipment for delivery of either and design a new chilled water supply and return system (if necessary); to include laterals to several modules at the Medium
- - Moran Facility, West Road, Cranston, RI.
- Feed/Return System: Approximately 3,200 linear feet metal piping.
- Laterals: Approximately 1,200 linear feet metal piping.

HISTORY:

- Existing chilled water lines are PVC piping, which was installed in or around 1992 - 1993. This was the second chilled water system installed. The first being original installation in 1989. Both systems being compromised by higher than acceptable water temperatures introduced to the systems.
- In the year 2000 a failure occurred in the heating hot water system, which required the replacement of the CPVC hot water piping with steel Perma-Pipe System, 8-inch diameter on the mains with 4-inch steel laterals. It is this system that requires evaluation for dual use (heating and cooling).
- If the findings for dual use are negative, the new chilled water system design will call for "*metal piping system*".

Estimated Construction Budget: \$1,500,000.00

LOI-Medium Chilled Water

The following requirements of the Division of Purchases are additive to the agency's Scope of Work:

A. Payments to the Architect and/or Engineer

Payments on account of the architect and/or engineer's basic services shall be made monthly in proportion to services performed so that the compensation shall aggregate to the following percentages at the completion of each phase of work:

1.	Schematic Design Phase	10%
2.	Design Development Phase	30%
3.	Construction Document Phase	70%
4.	Bidding Phase	75%
5.	Construction Phase	100%

B. Reimbursable Expenses

Reimbursable expenses when authorized in advance in writing by the State will be paid to the architect and/or engineer on the basis of the architect and/or engineer's verified costs plus a fee not to exceed six percent (6%) of the total cost. Expenses shall include, but not necessarily be limited to, reproductions, postage and handling of drawings, specifications and other documents, excluding reproductions for the office use of the architect and the architect's consultants, and expense of any additional insurance coverage or limits, including professional liability insurance, requested by the owner in excess of that normally carried by the architect and the architect's consultants. Sub-consultant services and other approved reimbursable expenses shall also be paid at actual cost incurred plus 6% markup.

C. Energy Efficiency

Energy efficiency is an important consideration. If appropriate to the design of this project, the architect and/or engineer will collaborate with Narragansett Electric Company to achieve any cost reductions possible from Narragansett Electric Company's rebate program for energy efficient design.

D. Project Construction Cost

1. The architect and/or engineer shall prepare and design the project so that it may be constructed at a cost not to exceed one hundred ten (110) percent of the amount of funds available for the project.

2. The architect and/or engineer shall not be paid any additional compensation whatsoever in the event that it is necessary to revise in whole or in part, any of the drawings or project manual(s) after the receipt of bids that may be in excess of funds available for the project. Such additional work shall be at the architect's and/or engineer's sole expense.

E. Retainage

Five (5) percent retainage shall be held by the agency's contract management department until project closeout. Project completion is defined as: construction is finished, the punch list is done, all of the project closeout documents and manuals have been submitted, and "as built" plans in both hard copy and electronic format are received.

F. Mercury Reduction and Education Act – Rhode Island General Law, Chapter 23-24.9

The Architect/Engineer shall comply with provisions of this Act and make every effort to specify non-mercury containing products whenever non-mercury containing products are available as a suitable alternative.

END OF SCOPE OF WORK