

# SOLICITATION INFORMATION

10/29/04

**LOI # B04441**

**TITLE: A&E SERVICES –Athletic Performance Center and Meade Field Enhancements, University of Rhode Island**

**OPENING DATE AND TIME: Mon., Dec. 6, 2004, 2:30 p.m.**

**SITE CONFERENCE: YES      DATE: Wednesday, November 17, 2004      TIME: 1:00 p.m.**

**MANDATORY: NO**

**LOCATION: 2<sup>nd</sup> Floor Conference Room, Mackel Gym, University of Rhode Island, Kingston Campus**

**AGENCY CONTACT:      Paul DePace**

**SURETY REQUIRED: NO**

**BOND REQUIRED:      NO**

**Vendors must register on-line at the State Purchasing Website at [www.purchasing.state.ri.us](http://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**

INVITATION FOR LETTERS OF INTEREST  
ARCHITECTURAL/ENGINEERING SERVICES  
LOI NO. B04441

**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 Office of Capitol Projects at the University of Rhode Island, 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, December 6, 2004, 2:30 p.m.** for architectural/engineering/design services for the design and construction oversight of new and renovated athletic facilities in accordance with the following scope of work.

REQUIREMENTS FOR THE PROPOSED PROJECT ARE AS FOLLOWS:

1. Construction of a 13,400 square foot athletic performance center with 10,500 sf of new space and 2,900 sf of renovated space.
2. The building will be constructed of Brick, Concrete and Glass.
3. Expansion of the Academic Advising and Study Center with 6,900 square feet of renovated space located in Keaney Gymnasium.
4. Enhancements to the Athletic Training and Sports Medicine Area to improve these facilities.
5. Renovation of the second floor of Keaney Gym to include 8 coaches offices and a team meeting area.
6. Renovations to Meade Field to include the installation of a new South Plaza entry and an electronic scoreboard.

This will all be addressed in two phases. The first phase will consist of the following:

1. Preparation of a property survey showing boundaries, utilities and grades.
2. Prepare a building construction and phasing program reflecting the needs of the University.
3. Prepare multiple schemes to demonstrate alternate plans for accommodation of the program.
4. Prepare a probable construction cost estimate and a preliminary project schedule.

Phase two will consist of the following:

1. Prepare documents, cost estimates and presentation materials to comply with the needs of the University following the Design Development and Construction Documentation phases.
2. Furnish detailed cost estimates for each phase.
3. Produce construction documentation text and drawings by computer.
4. Manage review and approval of construction documents by all appropriate code authorities in conformance to the Campus Master Plan to include quality control review.
5. Provide Bidding Phase services to include a Pre-bid conference and the preparation of addenda as required.
6. Work with Building owner to review bids leading to a contract award.
7. Provide Construction phase services and supervision of the project.

8. Prepare and submit complete as-built documents, Project Manual and Contract Drawings in both hard copy and in CD Format in a manner compatible with Autocad 2000.

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 five (5) copies, including Standard Form 330, 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 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.**

**An offeror who does not have a current Rhode Island Certification of Authorization for the firm and current Rhode Island registration(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 (3<sup>rd</sup> Floor)  
Providence, RI 02908-5860

Tel: 401-222-2565  
Fax: 401-222-5744  
Website: [www.bdp.state.ri.us](http://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 Certificate of Authorization for the firm and current Rhode Island registration(s), or, in absence of these documents, to acknowledge need to acquire them prior to award if selected.**

A site conference will be held at:

Date: Wednesday, November 17, 2004

Time: 1:00 p.m.

Place: 2<sup>nd</sup> Floor Conference Room, Mackel Gym, URI, Kingston Campus

**From Route 138, enter campus at Keaney Gym Entrance. Mackel Gym is visible from this entrance.**

Agency Contact: Paul M. Depace

Phone: (401) 875-2725

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

**ATHLETIC PERFORMANCE CENTER AND MEADE FIELD ENHANCEMENTS  
UNIVERSITY OF RHODE ISLAND**

**LETTER OF INTEREST NO: B04441**

**DESCRIPTION:**

The University of Rhode Island is planning a multi-year program to upgrade its facilities, which directly affect the performance of student athletes. This work will include the construction of an athletic performance center, the expansion of the student athlete academic advising facilities, improvement to the athletic training and sports medicine capabilities, upgrade of coaching offices and modifications to historic Meade Field.

- Construction of a 13,400-square-foot athletic performance center connected to the west side of Keaney Gym and the Tootell Physical Education Center, across from the soccer field. The facility, which will be used by all URI Division I student-athletes, will include 10,500 square feet of new space and 2,900 square feet of renovated space. It will house a state-of-the-art weight training room, aerobic fitness area, rehabilitation area, hydrotherapy station, and offices for training staff and strength coaches. The building, constructed of brick, concrete, and glass, will complement the architecture of the surrounding buildings, and will feature an attractive courtyard between the Keaney and Tootell facilities.
- Expansion of the Academic Advising and Study Center will provide the environment and resources needed to help URI's student-athletes achieve continued excellence in academics. Located in Keaney Gym, the Center will have 6,900 square feet of renovated space, including: a work area for academic advisors, an updated state-of-the-art computer lab with 40 workstations, tutoring rooms, and flexible spaces for use as study hall, classroom, or conference areas. The general student population will also utilize these classrooms.
- Enhancements to the Athletic Training and Sports Medicine Area will update the current athletic training and sports medicine facilities, located in Keaney Gym and be improved to house five staff offices, the head trainer's office, exam rooms, and an area for casting! orthotics. These facilities will improve strength training to prevent injuries as well as accelerate rehabilitation from injuries.
- The second floor of Keaney Gym will be renovated to include eight offices for assistant football coaches as well as the head coach's office and team meeting area
- Renovations to historic Meade Field that will include the installation of a new south plaza entry and a new electronic scoreboard. This will constitute the next phase of upgrade to the football venue following the project that is currently underway to increase and improve the seating capacity on the west and east sides of the field. The current football scoreboard, now 20 years old, will be replaced with a new LED/matrix display scoreboard with message center and advertising space.

The University will engage a competent Architectural/Engineering Team to verify the building

program, scope, schedule, and costs for this project. When funding for the project is confirmed the Architect will then provide Design Services to prepare bid documents and furnish administrative services to implement the various phases of construction.

**BACKGROUND:**

Through the hard work and commitment of its faculty, the University of Rhode Island has won its place as a leader in academic excellence among state universities throughout the nation. The University has achieved a winning record of attracting some of the brightest students in the state and region. Student-athletes have inspired all with their victories on the courts and playing fields around the country. While winning competitions, they've also been notching places on the dean's list in record numbers. It is no accident that URI has for three straight years finished second in the Atlantic 10 Commissioner's Cup rankings, a reflection of an institution's overall success in athletics. Atlantic 10 championships have become commonplace at URI. An important element to advancing the program toward achieving at the highest levels is the need to improve its athletics facilities.

Keaney Gym (1953) and the Tootell Physical Education Center (1971) —where more than 450 student-athletes train and rehabilitate, receive academic advising and support, and prepare their hearts and minds for competition—are decades old, and lack modern equipment and space. The offices of the coaching and training staff are cramped and outdated. URI's top athletes are recruited on a national level to come to Kingston. URI'S ability to attract these students depends on its ability to provide them with first-class facilities in which to sharpen their skills and enhance their performance, both athletically and academically.

The addition of the 8,000 seat Ryan Center was an important step in the campaign to bring URI's athletics facilities on par with its peers across the country. Now, further additions and enhancements must be made to ensure that the University continues to attract and retain top student-athletes. The University is planning a multiyear program to upgrade its athletic facilities.

A building committee has been appointed by the University of Rhode Island to oversee the development of this project. It is the committee's objective to be able to provide occupancy of the completed project by summer of 2006.

**ASSIGNMENT AND FEE FOR SERVICES:**

It is the University's intent to engage an architectural/engineering firm, by means of a quality based selection process, to provide full design services for the Athletic Performance Center and Meade Field Improvements. A lump sum fee for the phases of services will be negotiated, and a University form agreement will be executed.

**SCOPE OF SERVICES:**

The design team will work under the management of the University's Office of Capital Projects and Facilities Planning, and in cooperation with the University building committee, and will be charged with providing complete architectural and engineering services for the project.

**Phase I** - A partial list of specific program includes the following:

1. Prepare a property survey showing boundaries, utilities and grades performed as a reimbursable expense.
2. In consultation with the building committee, prepare a building construction and phasing program reflecting the needs of the faculty and staff.
3. From that planning program, jointly developed in consultations with the building committee, prepare one or more preliminary schemes that demonstrate possible alternate ways to accommodate the program.
4. From a final schematic design, presented with full floor plans and elevations, and approved by the building committee, prepare a probable construction cost estimate, and a preliminary project schedule.
5. Cooperate with other consultants, which the University may assign to the project including, but not limited to planners and value engineer.

**Phase II** – A partial list of specific services after funding for the project has been secured includes the following:

1. Prepare documents, progress cost estimates, and presentation materials as appropriate, to comply with University standards, applicable codes, and the University's Kingston Campus Master Plan, at the completion of each of the several phases.
  - a. Design Development Phase.
  - b. Construction Document Phase.
2. Upon request, furnish detailed cost estimates by cost consultant at each phase of the work.
3. Produce Construction Document text and drawings by computer.
4. Cooperate with other consultants, which the University may assign to the project including but not limited to commissioning engineer, value engineer, quality control consultant, construction document reviewer, and construction inspectors.
5. Manage review and approval of construction documents by all appropriate code authorities, and conformance with the University's Kingston Campus Master Plan.
6. Provide quality control review of construction documents.
7. Provide Bidding Phase services to include convening a Pre-Bid Conference, preparing Addenda as needed, and helping the Owner review bids leading to a Contract award.
8. Provide Construction Phase services to include:

- a. Submittals review.
  - b. General Contract supervision and administration.
  - c. Periodic site visits for inspection of the work for conformance to documents, documented by field reports.
  - d. Progress meeting attendance.
  - e. Contract payment application review and approval.
  - f. Maintenance of complete project record documentation.
  - g. Supervision of contract project closeout procedures.
9. Prepare and submit to the University, at project completion of the Projects, complete "As built" documents. Submit Project Manual and Contract Drawings in both hard copy format, and on CD compact discs to contain "as built" Construction Documents. Drawing material stored on discs must be compatible with AutoCAD, Release 2000.
  10. Upon request, provide Post Construction Services to insure proper commissioning of the building and systems.

#### **QUALIFICATIONS:**

1. Demonstrate a thorough familiarity with CSI 3 part specifications format and ability to produce Project Manual in that format, including the capability of and commitment to enforce consistency of specifications format from consultants contributing to the Project Manual.
2. Demonstrate credible record of delivering similar projects within budget.
3. Demonstrate credible record of delivering similar project services within schedule deadlines.
4. Demonstrate knowledge and experience in the area of sustainable and energy efficient design, life cycle costing analysis, indoor air quality issues and building and systems commissioning.
5. Demonstrate quality control program for construction documents.
6. Demonstrate working experience with computerized production of drawings and specifications.
7. Demonstrate appropriateness of design ability with examples of recent relevant or comparable type commissions with photos, renderings and slides.
8. Demonstrate current appropriate professional registration to practice architecture in the State of Rhode Island.
9. Demonstrate ability to present certificate of insurance with a limit of professional liability at \$1,000,000 with the listed insured as: The Rhode Island Board of Governors for Higher Education, The University of Rhode Island, and The State of Rhode Island

## **LETTER OF INTEREST**

An original Letter of Interest (LOI) plus five (5) copies shall be mailed or delivered to the following address with the name and number of this LOI clearly marked on each.

**Peter S. Corr  
Division Of Purchases  
One Capitol Hill  
Providence, Rhode Island 02908**

The Letter of Interest shall contain, and/or address the following:

### **Executive Summary**

The Executive Summary is intended to highlight the contents of the Letter of Interest and to provide evaluators with a broad understanding of the firm's Technical approach and ability.

### **Architects Organization and Staffing**

Include identification of all staff and all consultants proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each as well as resumes, curricula vitae, or statements of prior experience and qualification.

### **Previous Experience and Background**

- A comprehensive listing of similar recent projects undertaken and/or similar recent clients served, including a brief description of the projects.
- A description of the business background of the design agent and all consultants proposed, including a description of their financial position.

### **Ability to meet qualifications**

Include the design agent's presentation on its ability to meet the qualifications listed above, with emphasis on recent commissions.

### **Forms**

Include current copies of Federal Form No. **330**

## Fee for Service

- Present firm's approach for preparation of a fee proposal on all phases of this project.
- Present total lump sum fee proposal for service for all phases of the project for both buildings based on the following criteria:
  - Construction Cost Estimate                      \$ 4,700,000
  - Construction delivery method: public bid to general contractors
  - Athletic Performance Center and Meade Field are on two separate sites on the Kingston Campus
  - Architectural Services to include:
    - i. Phase I Planning
      - 1. Schematic design
      - 2. Estimate cost of construction
    - ii. Phase II Design and Construction Administration
      - 1. RIDEM wetlands permitting
      - 2. Full design services
      - 3. Code review
      - 4. Specialty services: geotechnical, security, lighting, tel-data, FF&E, signage
      - 5. Participation in value engineering sessions
      - 6. Construction Administration
      - 7. Survey, civil engineering, and landscape design
      - 8. Detailed cost estimating as schematic, design development, construction documents
      - 9. Participation in post construction commissioning
  - Reimbursable expenses shall be allowed at cost plus 6%
    - 1. Includes all printing of documents for bidding
    - 2. List all other proposed expenses to complete the work

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.

**ESTIMATED CONSTRUCTION COST:   \$4,700,000.00**

**END OF SCOPE OF WORK**