



**Solicitation Information**  
**23 August 05**

**LOI # B05528**

**TITLE: Vocational Technical School Buildings Existing Conditions Reports**

**Submission Deadline: September 22, 2005 at 1:40 pm**

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at [questions@purchasing.state.ri.us](mailto:questions@purchasing.state.ri.us) no later than September 9, 2005 at 4:00 pm (Eastern Time). Please reference the LOI # 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.

**SURETY REQUIRED: No**

**BOND REQUIRED: No**

**Pre-Bid Conference: Yes Mandatory: No Date: September 8, 2005 at 9:00 am**

**Location: Department of Administration Building, Training Room "A" Ground Level**

**William J. Anderson, C.P.M. Administrator of Purchasing Systems**

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

**NOTE TO VENDORS:**

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

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

The State of Rhode Island owns and has responsibility for the maintenance of seven regional vocational technical high school facilities. These buildings may not meet current fire/life/safety codes and may have deferred maintenance items requiring prompt attention. In some cases work has been identified and funding made available for the completion of this work. In other instances, it is unclear if a professional assessment of existing needs has been completed. Priority projects need to be identified and described for all facilities to successfully comply with all applicable fire/life/safety codes.

Funding, in an amount of approximately \$15 Million has been made available to upgrade the fire/life/safety and security status of these regional facilities and to conduct other high priority maintenance. Approximately \$4.5 Million of these funds have already been committed to emergency repairs.

The Rhode Island Department of Administration, Office of Purchases, on behalf of the Department of Elementary and Secondary Education, requests Letters of Interest from qualified firms and organizations to evaluate existing conditions in seven vocational technical high school buildings and related facilities including:

- Review data developed by a number of parties including but not limited to the local school department, the Department of Administration's Division of Capital Projects and Facilities Management, the local and State Fire Marshals.
- Review and update existing conditions buildings and facilities reports on seven area vocational/technical schools. Format reports as required in Appendix A.
- Develop a ranking system to prioritize the work needed on each facility.
- Develop a scope of work for each prioritized project.
- Develop engineering and bidding packages and documents for each project included in final, approved scope of work.

The seven vocational/technical facilities are further described in Appendix B.

This solicitation, and subsequent award, is governed by the State's General Conditions of Purchase, which is available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). The Conditions of purchase can be accessed by clicking on RIVIP, then General Information, then Rules and Regulations. The General Conditions are located at the bottom of the page.

The scope of work is described herein.

#### INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

Potential offerors are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

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 Request will be rejected as being non-responsive.

The state reserves the right to award to one or more offerer.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

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

Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and may not be considered.

An original Letter of Interest plus three (3) copies, including Standard Form 330 (available on the Purchasing Website), 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); 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)

It is intended that an award pursuant to this request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontractors are permitted, provided that their use is clearly indicated in the offeror's proposal, and that the subcontractor(s) proposed to be used are identified in the proposal.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the selected vendor(s).*

Bidders are advised that all materials submitted to the State of Rhode Island for consideration in response to this Letter of Interest will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

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 LOI

The offeror should be aware of the State's Minority Business Enterprise (MBE) requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator, at (401) 222-6253 or visit the website <http://www.mbe.ri.gov>

**SERVICES COVERED BY THIS REQUEST INCLUDE, BUT ARE NOT LIMITED TO:**

- Development a work plan that ensures seven pre-identified vocational technical school facilities meet current Rhode Island State building code, fire code, life safety requirements, ADA compliance and, energy code.
- Conducting a professional analysis of the scope, content and quality of any prior existing conditions report(s) on each of seven regional vocational and technical school facilities.
- Conducting a professional analysis of priority projects and needs as submitted by staff of the Rhode Island Department of Administration, Division of Capital Projects and Facilities

Management, The Rhode Island Department of Elementary and Secondary Education and the staff of each of the seven vocational technical schools.

- Development of a ranking and rating system to prioritize all projects identified and to participate with the State in the ranking of projects. Projects shall be ranked based on the need of all facilities to comply with fire/life/safety codes and closely related asset protection concerns.
- Development of a “scope of work” for prioritized projects.
- Development of engineering and bidding packages and documents for each project included in final, approved scope of work.
- Enter into standard AIA agreement for complete A&E services.

## Schedule

LOI announcement:	August, 2005
Short list selection:	September, 2005
Firm selection:	October, 2005
Work starts:	October, 2005
Completed needs assessments and final projects selected:	November, 2005
Bidding and Engineering packages commence:	November, 2005
Construction bidding:	December, 2006
Construction awards:	January, 2006

Due to the nature of the school year, all major construction projects that have a high likelihood for disruption of the school atmosphere will be conducted during school vacations.

The selected Contractor will provide services for a period of one (1) year, renewable at the sole option of the State for a maximum of two (2) additional twenty-four (24) month periods.

Interested firms and organizations should submit Letters of Interest containing the following information:

- Description of the Offeror’s corporate background and experience with similar projects;
- Resumes for all proposed project staff;
- Additional staff or services as may be available through subcontractors, subsidiaries, or corporate partners;
- Listing of three references, from clients or organizations that may be contacted and for whom similar work has been done;

Questions, in **Microsoft Word Format**, concerning this solicitation may be e-mailed to the Division of Purchases at [questions@purchasing.state.ri.us](mailto:questions@purchasing.state.ri.us) no later than the date & Time indicated on page 1 of this solicitation. Please reference the LOI #B05528 on all correspondence. 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.

Responses to questions received, if any, will be provided, as an Addendum to this LOI, and posted on the Rhode Island ([www.purchasing.state.ri.us](http://www.purchasing.state.ri.us)). It is the responsibility of all interested offerors to download the information. *If technical assistance is required to download, call the Help desk at (401) 222-2142, ext. 134.*

Letters of Interest to provide the services covered by this Request must be received by the Division of Purchases **on or before September 22, 2005 at 1:40 pm (EDT)**. Responses (**a clearly marked original plus three (3) copies**) should be mailed or hand-delivered in a sealed envelope marked "LOI NUMBER : "Vocational Technical School Buildings Existing Conditions Reports" to:

By Courier or Mail:

RI Dept. of Administration  
Division of Purchases, 2<sup>nd</sup> floor  
One Capitol Hill  
Providence, RI 02940-6528

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

## **RESPONSE CONTENTS**

Responses must include the following:

- A completed and signed three-page RIVIP generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet home page at <http://www.purchasing.state.ri.us>,
- A statement of experience describing the Vendor's background, qualification, and experience with and for similar projects, and all information described earlier in this solicitation.
- A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page.

## **EVALUATION CRITERIA**

Responses will be evaluated in two parts. Part one will require the technical submission and will be evaluated on the following criteria:

1. Competence to perform the desired services by virtue of the experience of the offeror in providing similar services, and the qualifications and experience of the staff who would be assigned to perform the services (35points)
2. Ability to perform the services expeditiously, as reflected by current workload and the availability of an adequate number of personnel (25 points);

3. Past performance, as reflected by the evaluation of customers for whom similar work has been performed, including but not limited to other state agencies, ability to meet deadlines, and control of costs (20 points);

All firms must receive a minimum score of 60 points on the technical submission. Offers not scoring at least 60 points will not be considered further.

A Technical Review Committee will review all submissions. After review, one or more firms may be invited to present to the committee and answer questions. A “short list” of finalists will be developed and each finalist firm will be given one week to present a sealed cost proposal to the Division of Purchases.

The cost proposal shall indicate the number and type of professionals to be employed and the hourly rate, including overhead, for each. The cost proposal will also list the total fixed cost for the entire project. The cost proposal will represent 20 points for a possible total score of 100 points.

Notwithstanding the above, the State reserves the right to accept or reject any or all offerors, to award on the basis of cost alone, and to act in its best interest. The State also reserves the right to make one or more awards as a result of this solicitation.

A Technical Review / Evaluation Committee will present written findings, including the results of all evaluations, to the Architectural, Engineering and Consulting Services Selection Committee, which will forward to The Director of the Department of Administration/ Chief Purchasing Officer. The Director of Administration / Chief Purchasing Officer who will make the final award decision.

## **Appendix A:**

### **Existing Conditions Report Required Format**

- A. Executive Summary – a one to two page summary, in bullet form (if possible) of major findings including rehabilitation feasibility and estimated cost. Major conclusions and professional recommendations regarding rehabilitation, hazard mitigation, structural and mechanical systems, fire/ life/ safety, barrier free access and site characteristics.
- B. Overview – A one to two page description of building history, square footage, lay out, major dimensions, usable space and other pertinent factors including foreseeable potential impediments to building best use .
- C. Site Assessment
  1. Overview – Brief description of site characteristics
  2. Drainage – Brief description of drainage and related structures
  3. Water – Proximity and suitability of utility
  4. Sewer – Proximity and suitability of utility
  5. Parking – Analysis of parking lot improvement needs
  6. Other pertinent factors affecting rehabilitation potential, as determined by the State.

#### D. Architectural/Mechanical

A brief analysis of the condition, utility and needs of each of the following structures and systems:

1. Fire/life/safety code compliance status
2. Barrier free access issues
3. Waterproofing systems
4. Integrity of doors, windows, exterior and load bearing walls, roofing materials and structures
5. Exterior and interior finishes
6. Electrical systems and fixtures
7. Emergency energy supply systems and fixtures
8. Plumbing systems and fixtures
9. HVAC systems and equipment
10. Energy conservation measures and issues
11. Kitchens or other specialized space uses
12. Public and common areas
13. Lavatory facilities
14. Elevators
15. Other conditions of concern affecting building use, as determined by the State.
16. Building Security Systems

#### E. Use of Source Materials

If source documents exist and engineering studies have been completed within a reasonable timeframe, as determined by the State, it is expected that these original documents will be updated rather than requiring that new studies and analyses be completed from scratch without regard to prior efforts.

#### F. Non-Salvageable Items

When it is clear and obvious that a building system or systems are of little or no value and deemed not salvageable by the engineer, then the assessment should indicate so and exhaustive studies of these systems are not required beyond a simple, brief professional opinion.

#### G. Cost Estimate.

A cost estimate for each facility, which will bring it into compliance with current Rhode Island State building code, fire code, life safety requirements, ADA compliance and energy codes. A professional cost estimator should be used. The lack of a professional cost estimator will reduce your potential score for this criteria.

#### H. Exhibits

1. Annotated photographs and other evidence demonstrating key findings
2. Floor plans

**Appendix B:  
Existing Facility Information**

**Career Technical Education Centers**

	Chariho	Cranston	East Providence	Newport	Providence	Warwick	Woonsocket
Contact Information	Susan Chandler 364-6869 Dan Cartier 364-6869 ext. 2080	Jean Campbell 270-8070	Charles B Rocha 435-7815	Joseph Martins 849-3608 Paul Fagan 849-3608	Dominic Spera 278-2850 Mark Dunham 456-9136	Joe Crowley 734-3150	Andrew Riley 767-4662
Location	459 Switch Rd, Wood River Junction 02894	100 Metropolitan Ave Cranston 02920	1998 Pawtucket Ave, East Providence 02914	15 Wickham Rd, Newport 02840	91 Fricker St. Providence 02903	575 Centerville Rd Warwick 02886	400 Aylsworth Ave, Woonsocket 02816
Average Student Census	320	635	350	561	503	325	439
Faculty FTEs	14	21	22	12	19	15	32
Administrative Staff	1	18	2	9	15	11	2
Date of Construction	1967	1976	To Be Determined	Renovated 1972	1970	1972	1974
Gross Square Footage	46,000 (39,572)	37,770	43,400 (43,110)	36,515 (28,676)	79,000	44,500	45,000
As Built documents Available	partial	partial	partial	partial	partial	partial	partial
Existing Condition(s) Report(s) Available	partial	partial	partial	partial	partial	partial	partial