



**Solicitation Information
December 19, 2005**

LOI# B05916

**TITLE: Construction Management/General Contracting Services
Mathias Building Renovations, Cranston, RI**

Submission Deadline: 28 Dec 05 @ 10:00 AM (EST)

PRE-BID/ PROPOSAL CONFERENCE: Yes Date: 23 Dec 05 Time: 10:00 AM Mandatory: Yes Location: Mathias Bldg, Pastore Government Complex, Cranston RI
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For directions to the Pre-proposal meeting, contact Arn Lisnoff @ 401 222-8216

SURETY REQUIRED: No BOND REQUIRED: Yes

**Vendors must register on-line at the State Purchasing Website at
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

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I. INSTRUCTIONS AND NOTIFICATIONS TO OFFERERS

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Children, Youth and Families, is soliciting proposals for construction management/ general contracting services (CM/GC) from qualified

OFFERERS, and in accordance with the terms of this Letter of Interest (LOI) / Request for Proposal (RFP) and the State's General Conditions of Purchase. This solicitation, and subsequent award, is governed by the State's General Conditions of Purchase, which is available at www.purchasing.ri.gov

The scope of work is described herein.

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considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.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

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 OFFERERS 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 Request For Proposals 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 / RFP.

The offerer 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.rimbe.org>

LOI / RFP responses to provide the services covered by this Request must be received by the Division of Purchases **on or before DATE AND TIME expressed on p[age one of this solicitation]**. Responses (an original plus three (3) copies) should be mailed or hand-delivered in a sealed envelope marked "LOI#: **Construction Management/General Contracting Services (MATHIAS BUILDING, UNIT 3)**" to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or 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.

II. SCOPE OF WORK

A. Project Description

The Mathias Building, located on the Pastore Government Center in Cranston, Rhode Island, was constructed in 1957. The 65,000 square foot building, mostly single story structure, serves as a hospital unit for patients requiring long-term care. A 12,000 square foot unit in the Mathias Building, currently unoccupied, has been selected as the temporary location for the Girls' Unit of the State Training School. It is anticipated that the DCYF will house the Girls' Unit in this facility for between two and three years.

The existing Building is classified as an I-2 use group, and housing the Girls in this facility will require a change of use to I-3. **Planning for this project is well underway, but the allowable time for construction is very short. DCYF must begin to occupy this facility by January 27, 2006.**

The State of Rhode Island is seeking a construction manager who can begin immediately (January 3, 2006) and manage all code work and physical plant rehabilitation through the hire of qualified trade contractors or through the self-performance of part and/or all of the necessary work.

B. Scope of Service

- Prepare, as needed, in cooperation with The Department of Administration, Division of Capital Projects and the Project Architect(s), scope of work packages for specific design-build trades.
- Obtain sub-contractor price competition through bids or other pre-approved mechanisms.
- Coordinate sub-contractors in their capacity as design-builders.
- Hire, as necessary, sub-contractors, trade contractors and other licensed professionals for specific code and outfitting work.

Anticipated sub contractors include, but are not limited to, plumbers, electrical trades, fire/life/safety trades, sprinkler trades, HVAC trades, security equipment, detention screens and glazing, interior fit-out and finish carpentry trades.

Specific Work that must be accomplished includes, but is not limited to:

Fire Life Safety: Improve the fire alarm system to meet current code. Replace all existing sprinkler heads with detention grade heads. A scope of work will be made available for this purpose.

Plumbing: Minor fixture installation and repair. A limited scope of work will be made available for this purpose.

Electrical: Provide new panel board with secure enclosure. Install new detention grade interior lighting. Install new wiring as required. A partial scope of work will be made available.

HVAC: Install detention grade HVAC supply and returns as indicated. Install and/or improve, as needed, existing ductwork, air-handlers, and controls. A scope of work will be made available.

Glazing: Install polycarbonate sheet over existing operable sash in public areas and detention screens in sleeping rooms. A scope of work for will be made available.

Interior fit out: Miscellaneous interior partitions and GWB ceilings, new doors and hardware. A partial scope of work is available.

Telecommunications: Install adequate telephone lines and data terminals. A partial scope of work will be made available.

Site: Provide a temporary wood walkway until weather permits new sidewalks and paving.

Security: Install a security system of a type and design pre-approved by the state. A partial scope of work will be made available.

Due to time constraints some sub-contractors may be already working on select projects above. The job of the GM/GC will be to organize existing work with scheduled work in order to bring the job in on time.

Since the occupancy of this building is essential to construction of the new Youth Development Facility, we anticipate cooperation and prompt review from the State Building Commissioner and the State Fire Marshall. Notwithstanding time constraints, our primary concern is for the safety and security of the individuals in State custody.

C. Pre-Submittal Meeting

A **mandatory** Pre-Submittal Meeting will be held on DATE, TIME AND PLACE. Listed on page one of this solicitation.

D. Schedule

The overall schedule is as follows:

RFP Release	December 19,2005
Pre-submittal Meeting	December 23,2005
Proposals Due	December 28,2005
Selection Announced	December 29,2005
Contract Executed at Departmental Level	December 30,2005
Construction Start	January 3, 2006
Construction Finish	January 27, 2006

III. GUIDELINES FOR SUBMITTALS

A. Provide a project team plan that includes a description of the following:

- An organizational chart identifying individuals assigned to this project with working titles for each proposed individual.
- Current assignments of all named staff and schedules for completion of their current assignments.

B. Provide a communications plan that includes a description of the following:

- Describe how you will obtain and evaluate the quality of trade sub contractors. Describe any alternative methods you may use to guarantee price competition among sub-contractors.
- Describe how the information and conditions provided in both your and the subcontractors submissions will be monitored to ensure the continued validity of the facts and conditions provided by you and construction subcontractors.

C. Provide a Staffing Plan, which includes a description of the following:

- Describe the sources to be used by CM/GC and construction subcontractors for obtaining personnel.
- Describe your craft labor capabilities and project staffing plan

D. Provide a strategic project approach summary and timetable that comports with the overall project schedule included herein.

- Discuss your firm's approach in providing successful Construction Management/General Contracting services based on prior experience including cost, schedule and quality effectiveness. Include specific examples of actual products (estimates, progress reports, schedules,

constructability reviews, value engineering studies, forms, general conditions budgets, organizational structures, etc.).

- Describe construction work CM/GC has capability to competitively bid and self-perform, including qualifications to do such.
- Describe CM/GC's quality certification and control programs. Describe how you will ensure that the project will be delivered successfully as a quality project on time and within the budget.
- Describe CM/GC's environmental program (such as use of recycled materials, indoor air quality capabilities, hazardous waste reduction, etc.

E. Project Background and Success

- Provide a list of previous experience relevant to this project with owner and architect references for each. The State may, at its discretion, contact references and/or conduct independent performance analysis on projects on which the firm has worked.
- Select your three (3) most relevant projects/programs, completed within the last 5 years, and provide, at a minimum, the following:
 - the project/contract name
 - description of services provided
 - overall construction cost of project, as applicable, including initial contract value and change orders including reasons for change orders
 - key assigned in-house staff (name and title)
 - subcontractors used in the performance of the contract
 - reference(s) for Owner and Architect
 - project safety record/ Conformance with OSHA Standards
- All references submitted shall be current for projects listed. Provide Owner and Architect references. References will be considered current if the party's name, current position/title, and position/title held at the time for which the recommendation is being sought are provided; telephone numbers must be current as of December 15, 2005.

F. Timeliness

Please describe for each of the above projects how timely delivery occurred. In general, Construction Management/General Contracting work is seen as successful if it is on time, on budget, and of acceptable quality. Timeliness is

generally based on completion by the originally published date and is indicated by a Certificate of Occupancy.

G. Budget Considerations

Please describe, for the above projects, examples of how you accomplished any or all the above cost control services. Similar to timeliness, being on budget historically means the work was completed within the originally identified available budget. For purposes of this RFP, the State is interested not only in being within budget but also in the respondent's ability to address and implement the following issues as well:

- conceptual estimating
- value analysis
- alternate solutions
- scope reduction that maintains project function
- cost/benefit analysis
- staff savings

H. Quality and Acceptability

Please discuss how your Construction Management/General Contracting services helped achieve owner satisfaction with regard to project quality and acceptability on your project examples. Construction quality has the obvious traditional connotations (workmanlike, in compliance with the specifications, normal standard of care, etc.). Demonstrate for the above project examples how an acceptable level of quality was achieved.

I. Claims

Based on your experience and above project examples, please address how you intend to reduce claims and facilitate claim resolution at all levels and among all parties.

J. Current Workload

Clearly indicate the current workload of the Rhode Island office. Include the project(s) name(s), the services(s) being provided, the percent complete, and the estimated amount of time to complete those projects. Set this information in the context of total available resources of the Rhode Island office.

K. Additional Information

This category is included for other items presented by the offerer. Inclusions may include standard firm promotional literature, testimonials, awards, corporate

memberships in professional organizations or sponsorships, additional project/contract histories, etc.

IV. EVALUATION CRITERIA

An LOI technical review committee will rank respondents on a numeric scale using the evaluation criteria contained below. Qualifications shall equal 80 percent of the firm's final ranking. Once a qualification scoring is complete, cost proposals will be considered and factored at 20 percent into the final ranking. The committee will evaluate RFP responses and make recommendations to the Division of Purchases and the Director of Administration. Decisions of the Department of Administration shall be final. Evaluation Criteria Include:

- A. Overall Qualification of Firm and Key Staff (20 Points)
- B. Experience with Similar Projects (20 Points)
- C. Management Plan (20 Points)
- D. Timeliness (20 Points)
- E. Cost (20 points)

V. FINALISTS

- Offerers, to be considered as finalists, must score a minimum of sixty points on the technical proposal. Offerers failing to meet this minimum qualification or who do not have the requisite experience as described above, or who cannot bring the project in on time, will not receive further consideration.

A. Cost Proposals

- A Cost Proposal shall be accompanied with sufficient detail to clearly identify the fee for service and include a detailed schedule of estimated reimbursable and non-reimbursable costs. For the purposes of this proposal a base fee should be calculated based on the performance or management of approximately \$400,000. (Four Hundred Thousand Dollars) of estimated total project value. A straight percentage of the cost of work is not an acceptable value; however, a reimbursement based on a percentage allowance on the cost of subcontracted work in excess of the base figure is allowable. The Cost Proposal should be prepared independently in accordance with the following:
 - Any specific services requested in the RFP and its appendices that are not included should be clearly identified. Exclusion of any required service may result in the Proposal being found non-responsive.

- Provide a CM/GC staff schedule, indicating proposed staff by name, position, hours per week and terms of service estimated on the project upon which the fee is based. Reasonable overtime cost are allowable to bring the project in on schedule.
- Detailed estimate of reimbursable costs including breakdown of direct salaries and payroll fringes for on-site CM/GC personnel associated with the services. Reimbursables shall be provided at direct cost plus five percent.
- Detailed estimate of non-reimbursable expenses (included in fee).

Due to the time frame and complexity of this solicitation, the Chief Purchasing Office has made a written determination that competitive sealed bidding is not practicable and that competitive negotiation will be employed. In addition, the Chief Purchasing Officer has made a written determination that there is adequate justification to enter into a cost reimbursement contract and that a construction management contract should be used.

VI. TERMS AND CONDITIONS

A. Right of Rejection

The State reserves the right to reject any Cost Proposal not prepared in the above manner. Proposals that exceed the available funds may be rejected outright but the State reserves the right to negotiate a reasonable fee for service within the available funds.

B. Binding Proposal

The fee proposal is a binding offer to perform the services associated with the Statement of Work described in this RFP. Estimated reimbursables will be used for qualifications reference purposes only, and not considered as a cost consideration in proposal evaluation. The State, at its sole option, reserves the right to negotiate a cost adjustment based on scope clarification subsequent to selection and prior to contract execution.

The final fee amount and scope of work may be negotiated at the State's sole discretion.

C. Construction Monitoring Team

- A construction project monitoring team, meeting twice weekly, will be established comprised of representatives of the Firm including, at minimum, the project manager(s).

- Any and all products, systems, methods, and procedures developed, as a result of the final agreement reached by the State and the successful vendor shall remain the exclusive property of the State.

D. Contract Awards

- This RFP document, the CM/GC contract document, and any written addenda issued prior to the submittal of proposals, and written clarifications prior to the interview, shall serve as the only basis for proposals.
- Offerers, by submitting this proposal, accept that minor changes by the State to the exhibited contract and its exhibits, which do not adversely affect the respondent, shall not be cause for withdrawal or modification of the amounts submitted herein. Exceptions to the RFP documents and/or modification of the proposal may render the proposal non-responsive.
- Upon due consideration and review of this document along with its appendices, written addenda, and written clarifications, the respondent does hereby submit the proposal for Construction Management/General Contracting fees, consistent with the schedules provided in the Statement of Work. Respondents are hereby advised that it is the State's desire to accelerate design and construction schedules where reasonably possible, without adverse cost impact.

END