



**Solicitation Information**

28 June 06

**LOI # BO6489**

**TITLE: Improvements to Emergency Response Building - Dawley State Park,**

**Submission Deadline: 24 July 06 @ 11:15 AM**

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 **7 July 06 @ Noon (Eastern Time)**. Please reference the RFP / 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**

**Jerome D. Moynihan, C.P.M., CPPO  
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**

## SECTION 1 – INSTRUCTIONS AND NOTIFICATIONS TO OFFERERS:

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Environmental Management is soliciting proposals for Improvements to Emergency Response Building at Dawley Park, Exeter, RI from qualified OFFERERS, and in accordance with the terms of this Request for Letters of Interest/Proposals (LOI/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](http://www.purchasing.ri.gov)

To access the State's General Conditions of Purchase, enter our website, click on RIVIP, then click on General Information and then click on Rules and Regulations. Once the Rules and Regulations are displayed, scroll to the bottom of the page and double click on Appendix A, which contains the State's General Conditions of Purchase.

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. The State also reserves the right to award this project based on pricing alone.

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 is to be considered 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 OFFERER'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/Request for Proposal 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 website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI.

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 at <http://www.rimbe.org>

Awards resulting from this Request will be subject to the State's General Conditions of Purchase, which are available through the Internet at [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us). 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.* **(Your contract period will be left up to you. This 1 year contract with two 2 year options allows the State to escape from the contract in the event that the selected vendor does not meet our expectations)**

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 **LOI# B06489** on all correspondence.

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

Letters of Interest or Requests for Proposals to provide the required services must be received by the Division of Purchases **on or before the date & time indicated on page one of this solicitation.** Responses (a clearly marked original plus three (5) copies

should be mailed or hand-delivered in a sealed envelope marked “LOI B06489:Dawley State Park” to:

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

*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. (Please be advised that Fedex/UPS do not always arrive by 10:30 am, you would be smart to send your submission to arrive at least one day early)*

### 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 [www.purchasing.ri.gov](http://www.purchasing.ri.gov))
- A statement of experience describing the Offeror’s background, qualification, and experience with similar projects and all information described elsewhere in this solicitation.
- A completed and signed W-9 Form downloaded from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)
- In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CDRom or Diskette). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested.

## SECTION 2 – SCOPE OF WORK

### BACKGROUND AND PURPOSE

The Project is located at two building sites in the Arcadia Management Area in the town of Exeter and is owned by the State of Rhode Island, Department of Environmental Management.

The Dawley Park building is located on RI route 3 (New London Turnpike) at the entrance to Teft Hill Trail in the town of Exeter. The building is currently unused but has been recently made watertight by replacing the roof shingles, adding new windows, insulation, and other improvements. There is electrical service to the building and a new ISDS has been installed. The building and surrounding area is planned to be used by

RIDEM Division of Emergency Response for meetings during an emergency and for storage of related equipment.

The Beach Pond facility is located on RI route 165 (Ten Rod Road) at the Connecticut boarder. The building was built in 1985 and consists of a Men's and Women's toilet and changing rooms, a life guard Station and storage room. The building area is approx. 1300 sf. And of standard wood frame construction with cedar siding and trim. The roof consists of fiberglass class 'A' shingles.

### GENERAL DESCRIPTION

The Department is seeking the services of an Architect to prepare documents meeting all federal, state, and local codes, guidelines, and regulations to upgrade and improve both the Dawley Park Facility and the Beach Pond Facility. It is the intent of the RIDEM to hand over architectural drawings and specifications to a competent builder for construction of these facilities using common construction techniques. The Beach Pond facility will be bid as an alternate.

- The Architect shall provide those services necessary to establish site-related limitations and requirements for the Project
- The Architect shall provide those services necessary to prepare Schematic Design Documents consisting of drawings and other documents illustrating the general scope, scale and relationship of Project components for approval by the RIDEM. Designs will be conceptual in character and based on the requirements developed under program requirements developed with RIDEM.
- The Architect shall provide Schematic Design Documents, the Design Development Documents consisting of drawings, specifications and other documents to fix and describe the size and character of the entire Project.

**SITE 1 - Dawley Park Building :** Provide architectural/ engineering services as follows:

Interior Design. Existing block building to be used for meetings by emergency response personnel of up to fifteen (15) people.

- Provide at least three (3) work stations, one (1) with some privacy.
- Garage to have heat and power.
- Exterior electric outlet for ER trailer
- 2 frost proof water spigots
- Provisions for emergency power by portable generator
- Heating to be hydronic, oil fired.
- Oil tank to be 275 gal. by Roth. ER to supply
- No air conditioning required
- Provide an up to date voice/data, alarm system coordinate with RIDEM Information Management Unit.

New Storage Building Steel structure approximately 30 ft x 60 ft. for storage of boats, trailers and other miscellaneous equipment.

- Building to have 3 - 12' x 12' electrically operated overhead doors.
- No heat required.
- Provide skylights.

- Security alarm.
- Building to be prefabricated metal equal to Morton Bldgs.

Site Work Site work should include the following:

- Good access for truck with 26 ft. trailer.
- Fenced area with gates for security.
- Parking for Management Area users-6 cars?
- Gate to Teft Hill Trail
- Night lighting
- Provisions for antenna
- Paved parking and access roads
- Landscaping
- New well to produce a minimum of 5 gpm. Provide option for casing
- Remove all unnecessary small buildings etc

### **SITE 2 - Beach Pond Facility**

Upgrade the building to current fire and building codes, ADA guidelines, Green Building Design, and RIDOH water supply regulations.

Including but not limited to:

#### Exterior

- New roof shingles, flashing and underlayment
- Remove and close off all skylights
- Determine the cause of and repair all siding, soffits and trim that are in poor condition

#### Interior

- Total reconditioning of the Toilet Rooms, Changing Rooms, and Lifeguard Office including all utilities.

### **PROJECT KEY COMPONENTS**

#### Construction Documents Services

The Architect shall provide those services necessary to prepare, from the approved Design Development Documents, Construction Documents consisting of Drawings, Specifications and other documents setting forth in detail the requirements for construction of the Project and bidding and contracting for the construction of the Project. Prepare construction drawings originals on 24" x 36" Mylar sheets with a 1 1/4" binder margin and a 1/2 margin on the other three sides.

#### References:

References may be viewed by appointment at the office of Planning and Development, 235 Promenade Street, Providence, RI 02908, (401) 222-2776.

*Recreational Facility Improvements at Dawley Park, EXE 5618, 10/21/2004 , Caputo and Wick, Ltd.*

*Beachpond Sanitary Building, EXE 4821, 1/1/1985, Mallozzi Assoc.*

*Beachpond Sanitary Building, Proposed Sewage Disposal System, ARC 4525, 12/1/1982, Gordon Archibald.*

Potential Permits, Compliances, Coordination:

RIDEM

Planning & Development

Fish & Wildlife

RI Department Of Health

Installation of a new water supply and a public bathroom.

Building Commissioner

Approval of plans and specifications prior to bid.

Town Of Exeter

Town approval to proceed with the project in general.

The successful OFFERER shall be solely responsible for meeting all terms and conditions specified in the Request for LOI or Proposal, and any resulting contract. The use of any subcontractors or other vendors must receive prior approval by the State. The Rhode Island Department of Administration shall reserve the right to clarify the terms and conditions of any proposal submitted. The OFFERER recommended for this award will be notified by the Department of Administration. A contract will be developed in cooperation with the Rhode Island State Department of Administration and the award recipient that will incorporate a final work plan and schedule.

REQUIRED FORMAT

OFFERERS are required to submit an original (**Clearly marked as “ORIGINAL”**) and (5) copies of their Letters of Interest/Requests for Proposal in a ring binder divided into sections as described below. Failure to comply with this format will be grounds for rejecting the proposal.

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 OFFERER 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 OFFERERs 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 Sub-Committee will review all submissions. After review, one or more OFFERERs may be invited to present to the sub-committee and answer questions. A “short list” of finalists will be developed and each finalist OFFERER will be given two weeks 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.

Part One Submission Requirements:

Experience of the OFFERER and project principals

Describe the OFFERER’s general experience as well as its experience and qualifications with projects of a similar size, scope and use. Identify the Project Manager, other consultants as well as other members of the project team. Include Standard Form 330 (**available on the Purchasing Website**) in this section.

Project Plan

This section shall describe the OFFERER’s understanding of the State’s requirement, including the result(s) intended and desired, the approach and/or method to be employed, and a Work Plan for accomplishing the results proposed. The description of approach shall discuss and justify the approach proposed for each task, and the technical issues that will or may be confronted at each stage and steps taken to assure that the project conform to time and financial constraints

References

Select a minimum of three projects and provide principal contacts, including all contact information for projects similar in size and scope to the proposed project. References will be contacted by members of the selection sub-committee to provide all required information. Please see evaluation criteria below relating to references.

Part Two Submission Requirements:

OFFERERs short-listed as finalists will be expected, within two weeks of their selection, to provide a cost proposal. The cost proposal shall include a budget and

narrative for the project that includes the OFFERERs cost or fee structure for this project and the cost methodology used for all expenses related to the project and to provide justification for each line item. Any items that may represent costs outside of industry standards should be explained.

Provide a Work Plan description that shall include a detailed proposed project schedule (by task and sub-task), a list of tasks, activities and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each and the attributable deliverables for each. Please list the level of effort to be committed to this project by each assigned staff or consultant in hours per week for the duration of the project. List the percentage of work to be completed by the OFFERER and the percentage to be completed by outside consultants.

### *GENERAL PLANNING REQUIREMENTS*

**(Please insert your General Planning Requirements here, if necessary)**

Tasks

**(Please insert your task list and short descriptions here.)**

The vendor must complete all tasks listed throughout this request within the time frame specified in the final work plan, schedule and in the resulting contract.

Deliverables

The OFFERER must provide a tentative timetable to complete the following deliverables. The OFFERER must agree to provide all deliverables by the dates established in the final work plan and schedule in any resulting contract:

1. The development of a plan for each component of this project, including but not limited to:

**(Please insert the individual components of the plans (deliverables) for this project here)**

The successful vendor shall be solely responsible for meeting all terms and conditions specified in this request, their proposal and any resulting contract. Subcontracts must be approved by the State; however, it is the responsibility of the selected vendor to supervise and monitor the work performed by the subcontractor.

The successful vendor must agree to provide the contract deliverable by the dates established in the final work plan and schedule.

Project Continuation

At the sole option of the State, the successful vendor may be requested to provide full Architectural and Engineering Services in addition to the Project Scope of Work.

### Evaluation Criteria

**(The Criteria listed below is based upon the standard criteria listed earlier in this document. If you use your own criteria, you will need to identify the areas upon which you will be basing your evaluation)**

#### Phase One

##### Experience of Agency and Project Principals –35 Points

Does the OFFERER have experience with projects of a similar size, scope and use?

Does the Project Manager and each consultant assigned to the project have the background and experience necessary for a successful project?

Are staff and consultants assigned to this project experienced with projects of similar size, scope and use?

Does the Project team appear able to incorporate program goals and criteria into their work?

##### Project Plan –25 Points

Did the OFFERER analyze, interpret and discuss issues presented by the project in a manner likely to meet the needs of the client and other customers and end users?

Does the proposed program and design appear sensitive to budget and time constraints?

Does the plan address relevant design and program issues?

Does the plan include a discussion of value engineering and/or applicable standards?

Does the designer identify both constraints and opportunities posed by this project?

Is the project timeline and schedule achievable (not overly optimistic or needlessly long)?

##### References – Past Performance – 20 Points

Were the references provided of a similar size, scope and use to the proposed project?

Did the OFFERER's final project provide a good design and program fit?

Did the OFFERER identify problems and issues in a timely and complete manner?

Were technical, budget and aesthetic issues fairly balanced with a good outcome resulting?

Did the OFFERER adequately research relevant design and program issues?

Was the OFFERER's design process characterized by effective communication, clear graphic and verbal presentations and appropriate inclusion of all designated stakeholders?

Did the project come in on time and on cost?

Did the OFFERER contribute to overruns?

Were there an excessive number of change orders?

Budget (Phase two) – 20 Points

Does the OFFERER have a history of delivering projects on time and on budget?

Is the OFFERER able to make reliable cost estimates?

Does the budget submission fairly represent standard industry costs for similar projects?

Is the design proposal responsive to the established project budget?

Does the Project Manager appear able to work creatively to achieve program goals within budget constraints?

Is the staff to be assigned to the project, including a project manager, sub-contractors, engineers and others, identified including FTE and/or hourly effort? Does the level of effort for each appear adequate?

Does staffing and hours projected by each assigned staff correspond with the schedule?

**END**