



## Solicitation Information

9 March 10

**RFP # 7323513**

**TITLE: Lease of Camp Pastore, Charlestown, RI**

**Submission Deadline: 2 April 10 @ 11:00 AM (Eastern Daylight Time)**

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 23 March 10 @ 12:00 Noon (Eastern). 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.

<b>PRE-BID MEETING:</b>	<b>Yes, A voluntary pre-bid meeting will be held on 24 March 10, at 10:00 am. at Camp Pastore, 230 Kings Factory Road, Charlestown, RI</b>
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<b>SURETY REQUIRED:</b>	<b>No</b>
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<b>BOND REQUIRED:</b>	<b>No</b>
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**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**

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Environmental Management/ Division of Planning and Development is soliciting bids in accordance with the terms of this Request and the State's General Conditions of Purchase, available on the internet at [www.purchasing.ri.gov](http://www.purchasing.ri.gov), from a firm or firms capable of developing, managing and operating land and buildings at Camp Pastore, located in Charlestown, Rhode Island, as a seasonal or year-round waterfront conference and/or recreational facility offering overnight camping amenities with the goal of enhancing public recreational opportunity and providing additional revenue potential for the State of Rhode Island

#### INSTRUCTIONS AND NOTIFICATIONS TO OFFERERS:

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.

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. The "Official" time clock is in the reception area of the Division of Purchases.

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 ventures, cooperative proposals and partnerships, or subcontractors will be allowed, provided that their roles are clearly indicated in the OFFERER's 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 bidder(s).*

Offerers 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 upon request, once an award has been made.

Offerers should be aware of the State's MBE requirements, which addresses the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253. Visit the website at <http://www.mbe.ri.gov>.

Equal Employment Opportunity (RIGL 28-5.1)

§ 28-5 1-1 Declaration of policy – (a) Equal opportunity and affirmative action towards its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment opportunity Office, at 222-3090.

Subcontracts are permitted, provided that their use is clearly indicated in the Offerer's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

If you wish to seek to do business with the State of Rhode Island, you must register and utilize the E- Verify Program. Please refer to [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify) or the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov) for more information.

RIGL 37-13-3 1 State public works contract apprenticeship requirements \* (a) Notwithstanding any laws to the contrary, all general contractors and subcontractors who perform work on any public works contract awarded by the state after passage of this act and valued at one million dollars (\$1,000,000) or more shall employ apprentices required for the performance of the awarded contract. The number of apprentices shall comply with the apprenticeship council of the department of labor and training.

Offerers are advised that reimbursable expenses, to 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 a 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.

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 selected Vendor will provide services for a period of five (5) years, *renewable at the sole option of the State for a maximum of one (1) additional five (5) year periods*. **This contract or license agreement allows the State to escape from the contract in the event that the selected vendor does not meet our expectations or that the state determines that the property is suitable for alternate public use)**

PRE-RESPONSE QUESTIONS / MEETING:

A voluntary pre-bid meeting will be held on 24 March 10, at 10:00 am. at Camp Pastore, 230 Kings Factory Road, Charlestown, RI

Questions, in **Microsoft Word Format**, 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 the date & time indicated on page 1 of this solicitation. Please reference **LOI/RFP #** on all correspondence.

Responses to questions received, if any, will be provided, as an Addendum to this RFP, and posted on the Rhode Island Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). 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) 574-8100.*

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 solcitation..** Responses (a clearly marked original plus five **(5)** copies) should be mailed or hand-delivered in a sealed envelope marked “RFP # 7323513: Camp Pastore” 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 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 will 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)**

## **DESCRIPTION OF SERVICES TO BE PROVIDED**

### *Background:*

Camp Pastore is located in Charlestown, Rhode Island. The property was acquired by the state to facilitate open space and recreation. In 1986, the property was transferred to the Rhode Island Department of Mental Health Retardation and Hospital (MHRH) to develop a group home due to the deinstitutionalization movement at the time and to operate a day camp program. The group home was developed on a portion of the property and the remainder of the land has been used to facilitate a summer day camp for people with disabilities. In 2009, the property was transferred back from MHRH to DEM.

The subject parcel is 48 acres of developed and undeveloped land bordering the eastern edge of Watchaug Pond and the southeastern border of Burlingame State Park in Charlestown, RI. Access to the property is off Kings Factory Road which is a town owned and maintained public road. A map and photos of the site appear in Appendix A of this RFP.

The site contains a recreational area with an indoor facility consisting of a kitchen, restroom, fireplace and large recreational space. Other building and structures include three storage buildings/sheds, a power line, wells, septic system, a recreational field with playgrounds, a viewing dock, two parking areas, fences, picnic tables, benches, a hiking trail, and lean-to shelters with stone fireplaces. The southern most half of the parcel is wooded. Watchaug Pond is a spring and overland surface fed waterbody used for recreational purposes and is safe for fishing and swimming. A paved driveway from Kings Factory Road travels through the property to Watchaug Pond.

*Purpose:* The operator is to attend to all aspects of establishing, renting, managing and maintaining the buildings and grounds of Camp Pastore as a seasonal or year-round conference and/or recreational facility with overnight camping amenities that can be rented by individuals, groups, organizations and private parties for the purposes of conducting meetings, workshops, and special events.

The Department will enter into a contract or license agreement with the successful bidder. Typical agreements are for five (5) years with a five year option with any increases to be re-negotiated prior to the option years. Typical agreements also include a minimum annual bid plus a percentage based on gross sales. Typically 50% of minimum annual bid is payable to the State in three installments and 50% is placed in a trust account established by the vendor to pay for building and ground repairs or improvements authorized by the DEM Division of Parks and Recreation. However, the Department will consider alternative pricing strategies and structures which are more beneficial to the State. The Proposed minimum bids and percentage-based payments or alternative pricing strategies/structures should be included in proposer's Scope of Work.

Scope of Work, including but not limited to (all subject to the approval of the Department):

- Develop and improve the site to provide the services desired in this proposal

- Establish rental rates, and policies and procedures for facility rental and use, all subject to approval by the Department
- Operate and maintain facility on a daily basis, including scheduling/rentals, promotion and marketing, programming, cleaning, lawn cutting and trimming, cleaning, trash removal, etc.
- Make building and grounds repairs and/or capital improvements each year of the contract for a specified minimum amount, to be specified in the proposer's Scope of Work. The DEM/Division of Parks and Recreation must approve these repairs and improvements. All costs for improvements and repairs must be itemized and documented on a project-by-project basis and submitted to the Chief of the Division of Parks and Recreation at the completion of each project.
- Maintain liability and fire and extended insurance in the amounts required by the State with the State listed as Additional Insured.
- Comply with all local, state and federal laws and ordinances governing this facility, including obtaining and maintaining appropriate licenses from the Rhode Island Department of Health for the swimming area and operating the swimming area in compliance with the Rules, Regulations and Orders required under Rhode Island General Law 23-22-5.
- Operate a trust account to handle the rental funds and to pay for authorized building and grounds repairs and capital improvements to the property.
- Submit monthly reports to DEM outlining the status of facility rentals, including copies of bank statements for trust account.

The successful proposer will enter into a contract for services with the DEM for up to a five-year period with provision for a 180 day cancellation clause and the option for one five-year extension upon mutual consent based upon the information contained in this request for proposal and the successful proponents submission and any modifications thereto. Proposers shall include in their submissions their standard terms of engagement.

## RESPONSE CONTENTS

Responses must include the following:

1. An **R.I.V.I.P. 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).
2. A completed and signed **W-9 Form** downloaded from the RI Division of Purchases Internet home page at [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us)
3. A **Cover Letter** that includes the following:
  - A clear statement of the Proposer's interest in the lease of Camp Pastore
  - A clear and concise statement describing the proposed use of the property
  - Proposed development of or improvements to the property that will be undertaken, estimated costs of improvements and time frame to complete
  - The status of financing commitments for development and improvement of the premises, including the names of equity investors and/or sources of loan funds
  - The estimated timeframe to implement the proposal from the date of an approved contract/agreement with the Department
4. A proposed **Scope of Work** for the property that outlines the approach the bidder will take to develop and operate the facility as a conference center and/or recreational facility with overnight camping amenities, with all financial considerations, services provided, process, fee structure, etc.

5. A **List of References** familiar with the Proposer's ability to meet the proposed project, including contact information
6. A **Financial Statement** from a lender or other source of either the availability of funds and/or commitments to provide funds to implement the Scope of Work.
7. An **Insurance Statement** as evidence of the ability to obtain property and liability insurances as required by the State.
8. A list of **Experience and Qualifications**, including key personnel who will be assigned to establish and operate the business. This will include their relevant experience, qualifications, roles and responsibilities, etc.
9. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CDRom, Diskette, flash drive). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested. This CD or diskette should be included in the proposal marked "original".

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. Failure to comply with this format may be grounds for rejecting the proposal.

#### **EVALUATION CRITERIA**

Proposals will be evaluated by DEM Lease Management Committee staff, subject to review and approval of the Director of DEM and the State Properties Committee, to be evaluated on the following criteria:

- Responsiveness to the RFP - The Proposer demonstrates that he/she meets all the terms and conditions of the RFP and has submitted and properly completed all of the required documentation. (15 Points)
- Merits of the Proposal - The Proposer has clearly demonstrated that the proposed use of the property complies with the Department's desire to enhance recreation and to generate revenue. (35 Points)
- Financial – The Proposer's demonstrates the financial commitment and capability to begin operating the facility within a definitive timeframe and to fulfill the terms of an agreement. (25 Points)

- Experience and Qualifications – the Proposer demonstrates that the firm and staff to be assigned are capable of completing the proposed developments to the site and operating a viable business as proposed. (25 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.**

**APPENDICES:**

Appendix A – Property Map and Photos

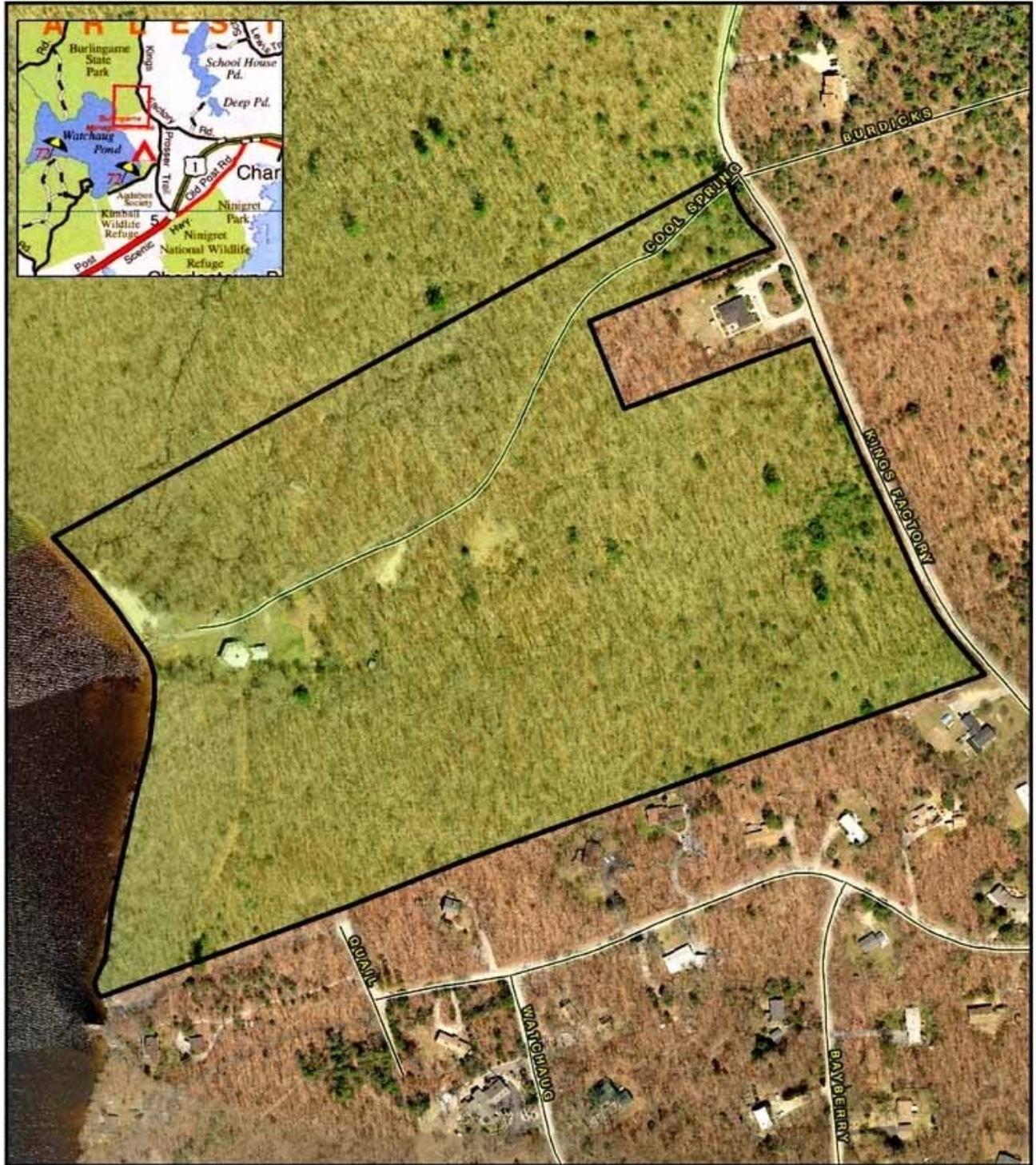
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# **Appendix A**

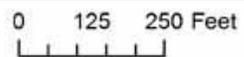
## **Request for Proposal #7323515**

### **Camp Pastore, Charlestown, RI**

#### **Property Map and Photos**



Title:	
Scale:	
Date:	02/09
Drawn by:	paj



*This map was created for informational, planning and guidance use only. It is a general reference, not a legally authoritative source for the location of natural or manmade features. Proper interpretation of this map may require the assistance of appropriate professional services. The cartographic representations depicted have not been verified by a RI Registered Professional Land Surveyor and are not intended to be used in place of a survey. The producer makes no warranty, express or implied, related to the accuracy, reliability, completeness, or currentness of this map.*

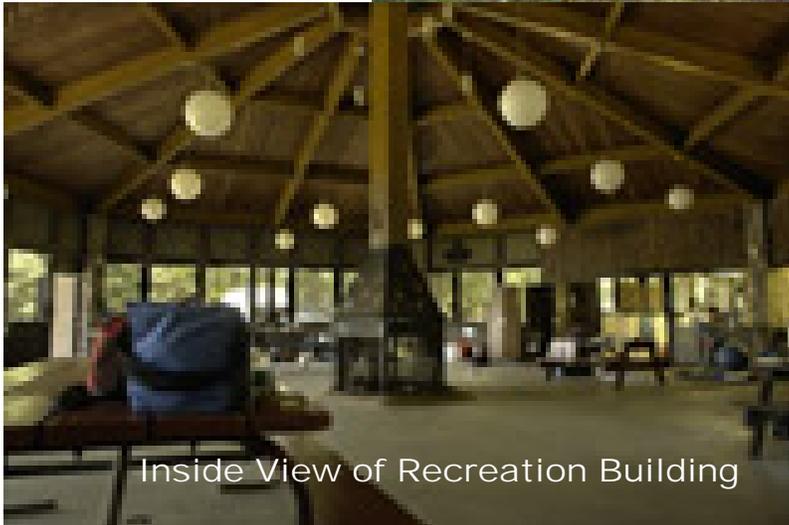




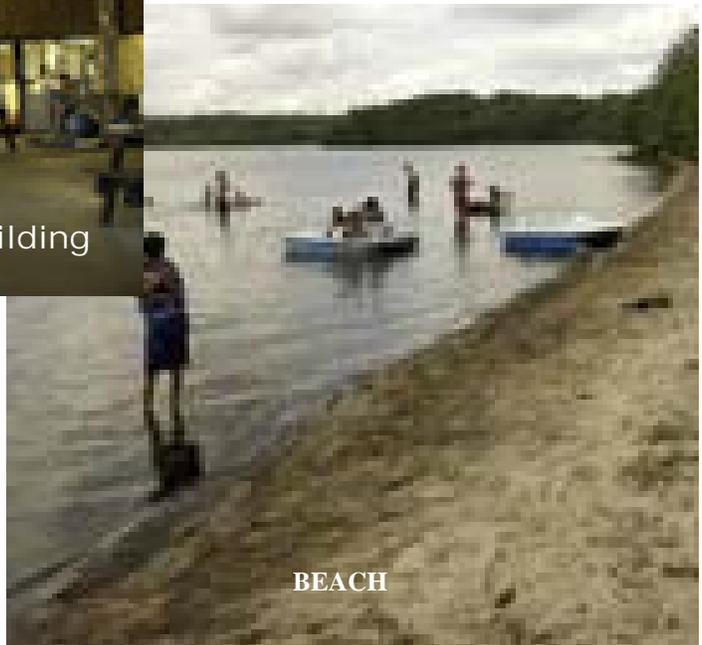
Paved driveway facing west to Watchaug Pond



Recreation Building



Inside View of Recreation Building



BEACH



Storage Building



Lean to Shelter



Brick Fireplace at Lean to