



Solicitation Information
3/6/18

RFP# 7590562

TITLE: Center General Water Infiltration Mitigation Project

Submission Deadline: 3/28/2018 AT 2:30PM

PRE-BID/ PROPOSAL CONFERENCE:
MANDATORY: YES

If YES, any Vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory Pre-Bid/ Proposal Conference. The representative must register at the Pre-Bid/ Proposal Conference and disclose the identity of the vendor whom he/she represents. A vendor's failure to attend and register at the mandatory Pre-Bid/ Proposal Conference shall result in disqualification of the vendor's bid proposals as non-responsive to the solicitation.

DATE: 3/14/18 AT 1PM

LOCATION: DLT Center General Complex, 1511 Pontiac Ave., Cranston RI. Meet at front doors.,

Questions concerning this solicitation must be received by the Division of Purchases at doa.purbidinfo@purchasing.ri.gov no later than 3/16/18 at 5pm (EST). Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

BID SURETY BOND REQUIRED: NO

PAYMENT AND PERFORMANCE BOND REQUIRED: NO

David A. Cadoret, Chief Buyer

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Proposals received without a completed RIVIP Bidder Certification Cover Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION COVER FORM

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SECTION 1. INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Administration Division of Capital Asset Management and Maintenance (“DCAMM”), is soliciting proposals from qualified firms to provide Architectural and Engineering Services for the renovations of the Department of Labor and Training Center General - Water Infiltration Mitigation Project, in accordance with the terms of this Request for Proposals (“RFP”) and the State’s General Conditions of Purchase, which may be obtained at the Division of Purchases’ website at www.purchasing.ri.gov.

The initial contract period will begin approximately April 30, 2018 for two years.

This is a Request for Proposals, not a Request for Quotes. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to cost; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this solicitation, other than to name those offerors who have submitted proposals.

Instructions and Notifications to Offerors

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this RFP are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP may be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP or for providing oral or written clarification of its content, shall be borne by the vendor. The State assumes no responsibility for these costs even if the RFP is cancelled or continued.
4. Proposals are considered to be irrevocable for a period of not less than 180 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated in the proposal.
6. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Subcontracts are permitted, provided that their use is clearly indicated in the vendor’s proposal and the subcontractor(s) to be used is identified in the proposal.
7. The purchase of goods and/or services under an award made pursuant to this RFP will be contingent on the availability of appropriated funds.

8. Vendors are advised that all materials submitted to the Division of Purchases for consideration in response to this RFP may be considered to be public records as defined in R. I. Gen. Laws § 38-2-1, *et seq.* and may be released for inspection upon request once an award has been made.

Any information submitted in response to this RFP that a vendor believes are trade secrets or commercial or financial information which is of a privileged or confidential nature should be clearly marked as such. The vendor should provide a brief explanation as to why each portion of information that is marked should be withheld from public disclosure. Vendors are advised that the Division of Purchases may release records marked confidential by a vendor upon a public records request if the State determines the marked information does not fall within the category of trade secrets or commercial or financial information which is of a privileged or confidential nature.

9. 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.
10. By submission of proposals in response to this RFP vendors agree to comply with R. I. General Laws § 28-5.1-10 which mandates that contractors/subcontractors doing business with the State of Rhode Island exercise the same commitment to equal opportunity as prevails under Federal contracts controlled by Federal Executive Orders 11246, 11625 and 11375.

Vendors are required to ensure that they, and any subcontractors awarded a subcontract under this RFP, undertake or continue programs to ensure that minority group members, women, and persons with disabilities are afforded equal employment opportunities without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability.

Vendors and subcontractors who do more than \$10,000 in government business in one year are prohibited from engaging in employment discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability, and are required to submit an "Affirmative Action Policy Statement."

Vendors with 50 or more employees and \$50,000 or more in government contracts must prepare a written "Affirmative Action Plan" prior to issuance of a purchase order.

- a. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation.
- b. Vendors further agree, where applicable, to complete the "Contract Compliance Report" (<http://odeo.ri.gov/documents/odeo-eeo-contract-compliance-report.pdf>), as well as the "Certificate of Compliance" (<http://odeo.ri.gov/documents/odeo-eeo-certificate-of-compliance.pdf>), and submit both documents, along with their Affirmative Action Plan or an Affirmative Action Policy Statement, prior to issuance of a purchase order. For public works projects vendors and all subcontractors must submit a "Monthly Utilization Report" (<http://odeo.ri.gov/documents/monthly-employment->

utilization-report-form.xlsx) to the ODEO/State Equal Opportunity Office, which identifies the workforce actually utilized on the project.

For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail at Krystal.Waters@doa.ri.gov.

11. In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State. This is a requirement only of the successful vendor(s). For further information, contact the Secretary of State at (401-222-3040).
12. In accordance with R. I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1 it is the policy of the State to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs) and to support the fullest possible participation of small disadvantaged businesses owned and controlled by persons with disabilities (Disability Business Enterprises a/k/a “DisBE”)(collectively, MBEs, WBEs, and DisBEs are referred to herein as ISBEs) in the performance of State procurements and projects. As part of the evaluation process, vendors will be scored and receive points based upon their proposed ISBE utilization rate in accordance with 150-RICR-90-10-1, “Regulations Governing Participation by Small Business Enterprises in State Purchases of Goods and Services and Public Works Projects”. As a condition of contract award vendors shall agree to meet or exceed their proposed ISBE utilization rate and that the rate shall apply to the total contract price, inclusive of all modifications and amendments. Vendors shall submit their ISBE participation rate on the enclosed form entitled “MBE, WBE and/or DisBE Plan Form”, which shall be submitted in a separate, sealed envelope as part of the proposal. ISBE participation credit will only be granted for ISBEs that are duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity or firms certified as DisBEs by the Governor’s Commission on Disabilities. The current directory of firms certified as MBEs or WBEs may be accessed at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php>. Information regarding DisBEs may be accessed at www.gcd.ri.gov.

For further information, visit the Office of Diversity, Equity & Opportunity’s website, at <http://odeo.ri.gov/> and *see* R.I. Gen. Laws Ch. 37-14.1, R.I. Gen. Laws Ch. 37-2.2, and 150-RICR-90-10-1. The Office of Diversity, Equity & Opportunity may be contacted at, (401) 574-8670 or via email Dorinda.Keene@doa.ri.gov

SECTION 2. BACKGROUND

PROPERTY DESCRIPTION:

The Center General Complex in the Pastore Government Center in Cranston, RI is home to the offices of the State of Rhode Island Department of Labor and Training, the Department of Business Regulation and the Office of the Health Commissioner. The Center General Complex is a series of six interconnected 3-story masonry buildings (Buildings #68, #69, #72, #71, and #70) built from 1890 to 1908 and a 3-story masonry building (Building #73) built in 2000. In 2000, the five older buildings underwent renovations and the newest sixth building was built. In addition, in 2000 a series of older buildings were demolished. Since then, projects completed include new roofs on some of the buildings. Future projects under separate contracts include new windows and doors and planned roof repairs on the remaining structures.

HISTORY/BACKGROUND

The fully occupied ground floors of the five original masonry buildings are partially below grade with water from saturated soils penetrating through the stone and brick foundations and concrete floor slabs into the occupied space.

There is a very high ground water table at this site roughly between 2' below grade to seasonally at the ground surface, as reported by the Building and Grounds Officer and as observed in the elevator pits. The storm water drainage system installed in 2000 does not address the saturated soil condition and may not adequately address the site storm water flows. It appears the building occupants are working in a space with impaired indoor air quality due to the high moisture levels.

1. **Storm water:** Drainage patterns and storm water management at the site have undergone various changes over time resulting in the current acute condition. The Center General buildings were shielded from upstream runoff and groundwater flow by a series of buildings that were demolished to below grade in 2000. The site had a network of catch basins that tied into a combined sewer system that fed into the municipal system. In 1974 a new separate storm water system was installed; parts of that 43-year-old system remain today. In 2000, additional storm water collection, distribution and an expanded retention pond was constructed along Pontiac Avenue. However, the storm water system does not address the high groundwater table and the saturated soil condition outside of the foundation walls and under the building slab.
2. **Site Soils:** The Center General Complex sits on a relatively flat area at the base of the Pastore Center along the side of "Slate Hill." The 2016 Geotechnical Report prepared by GZA for the DOA Parking lot just west of the Center General confirms that as the name suggests, the site is underlain by RI Formation bedrock. The presence of bedrock, the location and U-shape of the buildings at the base of the Pastore Campus, and likely limited pervious nature of the site soils combine to create the acute condition of saturated soils outside of the foundation walls and local high water table elevations.
3. **Foundation Walls and Floor Slabs:** The old stone and brick foundation walls and concrete floor slabs lack an adequate water and thermal barrier. There are numerous penetrations through the foundation walls and it can credibly be assumed that the mortar joints need repointing, and some stone needs replacing. The interior face of the masonry is deteriorating, floor finishes are not adhering properly, and wall finishes are deteriorating from excess moisture penetration.
4. **Building #72 Courtyards:** In the year 2000, a semi-circular corridor was built on the north side of building #72 that created 2 outdoor courtyards to the NE and NW of building #72. The construction included removing the 2 storm drains that managed the storm water in these areas. The occupied floor space of building #72 is over 5' below the courtyard grade. Storm water fills the courtyards and does not drain properly sometimes filling the courtyard 2' above grade or 7' above the occupied floor level of building #72. Access to the courtyards is extremely limited with limited space to work.
5. **Roof Drainage:** Four of the six buildings have large pitched roofs with no gutters; storm water from these roofs falls directly onto a concrete splash pad or grass areas at the base of the buildings. The RIHPHC has expressed a negative opinion of installing gutters on these buildings; we do not intend to install building gutters. Two of the buildings have flat roofs with interior drains.

Deficiencies:

1. Impaired indoor air quality with the likely presence of mold.
2. Sustained groundwater infiltration through the foundation walls and floor slabs that both threaten the structural stability of the foundation walls and create high moisture levels on the inside of the building creating unacceptable conditions for occupied space.
3. Approximately 2' of Standing water after rain events in the two open courtyards outside of building #72 and standing water between buildings #71 and #73.
4. Continual pumping of groundwater at the bottom of the two elevator shafts to avoid flooding the lowest level of occupied space.
5. Damaged interior floor and wall finishes due to high moisture levels in the concrete floor substrate and the stone walls.
6. The Chief Engineer reports that the 2-HW and 2-CW heating lines running between buildings #73, #70 and #71 need to be replaced; other site utilities may need to be replaced as well.
7. Some of the sidewalks must be replaced.
8. The site grades improperly direct storm water towards the buildings.
9. Mechanical, Electrical, and Plumbing units should be replaced and relocated.

These deficiencies threaten the health and Safety of building occupants, threaten the structural longevity of the building foundations, and create additional maintenance burdens to manage the water problem.

INTENT

To maintain occupied space in the lower levels, the anticipated solution will likely include:

1. Excavation and installation of a complete foundation drainage system.
2. Installation of an effective water and thermal barrier along the building foundations and slabs.

3. Installation of surface features along the dripline to properly convey storm water into the collection systems.
4. Remediation and repair of interior wall and floor finishes.
5. Expansion and at least partial replacement of the existing storm water system.
6. Replacement of old sewer lines, utilities, and outdoor mechanical units as necessary near the work.
7. Landscape design of the regraded areas to provide site amenities to the building occupants such as benches easy-to-maintain and site appropriate ornamental plantings and replaced sidewalks.
8. Properly sealing the existing subterranean tunnel that extends west from the west end of building #70.
9. It is our intent to use the LEED for Sites process in this project. We intend to use this as a pilot project for LEED for Sites.

Construction Budget: \$2,500,000.00

Directions to the DLT Center General Complex:

FROM THE EAST: follow interstate 95 north or south to route 37 west. Take the Pontiac Avenue exit. Bear left at the bottom of the exit onto Pontiac Avenue, heading south. Turn right at the third traffic signal onto Howard Avenue and into the Pastore Complex. Turn right at the first stop sign at West Road. The Department of Labor and Training is the large stone building on the right, behind the yellow maintenance building. There is ample parking.

FROM THE WEST: follow interstate 295 north or south to route 37 east. Take the Oaklawn Avenue exit (route 2 south). At the first traffic signal, turn left into the complex onto Howard Avenue. At the first stop sign, turn left onto West Road. DLT is the large stone building on the right, behind the yellow Maintenance building. There is ample parking.

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

General Scope of Work

Architectural and Engineering Services to provide construction plans and specifications, testing, bid and construction phase services for the renovations to the Center General Complex in Cranston, RI.

Specific Activities / Tasks

1. The Lead A&E Firm will appoint a project manager who shall be responsible for all communications related to the project and who will be responsible for seeing that all services are performed within the agreed upon time limits and meet the needs of the Owner.
2. The buildings in question are occupied. The A&E firms and their staff and sub-contractors shall include in the design provisions to complete the work with the building occupants and with minimal disturbance to the occupants.
3. The construction plans must show all existing conditions, detailed and accurate locations of all site utilities, edges of pavement, curbing, location of all building foundations, bench marks and elevation reference, property lines and any ROW's. The plan must make provisions for side slopes, structural supports, water control, utilities, and features. It is critical that the final design is drawn to enough level of detail so that the contractor can build the project with minimal change orders and questions; the Owner is not providing a budget for construction change orders that exceed 2.5% of the base bid price.
4. Prepare design plans and specifications in two phases to accommodate funding of the work in out-year budgets.

Anticipated Project Phases:

Project Phases:

Schematic Design Phase "SD": Schematic Design services include the necessary site and building testing, surveys, drafting and calculations to define the design to the 30% level to solve the identified problems. Include (2) meetings with DCAMM and DLT and all necessary site visits.

Deliverables:

1. Building and Site Plans and sections including overall dimensions and enough detail to describe the work to the 30% level and per the standards listed in Attachment "A".

2. Results of site and building investigations.
3. Building Investigations including mold, lead, moisture, and asbestos testing.
4. Structural Inspection of the building foundations and floor slabs.
5. Submit all Permits including RIHPHC and the RI Department of Health.
6. Preliminary Construction Cost Estimate.

Design Development Phase “DD”: Design development services use the initial design documents from the schematic phase and take them one step further. This phase lays out civil, landscape, structural, and any mechanical, electrical, plumbing, and architectural details. Include (2) meetings with DCAMM and DLT.

Deliverables:

1. Site Plans and sections including all dimensions and including enough detail to describe the work to the 60% level and per the standards listed in Attachment “A”.
2. Results of any further site and/or building testing.
3. All required permits including RIHPHC and RIDOH.
4. Outline technical specifications.
5. Detailed construction cost estimate itemized for each part of the work.

Construction Documents Phase “CD”: Once the owner and vendor are satisfied with the documents produced during DD, the vendor moves forward and produces drawings with greater detail. These drawings typically include specifications for construction details and materials. Once Construction Documents (CDs) are satisfactorily produced, the vendor delivers the stamped, signed documents to the owner, for permitting and bidding. This phase results in the contractors’ final estimate of project costs Include (2) meetings with DCAMM and DLT.

Deliverables:

1. AutoCAD plan set of the construction drawings.
2. RI State Building Code Commission and RI State Fire Marshall Approval Letters to go out to bid.
3. Updated Detailed Construction Cost Estimate.

Bid Phase: The first step of this phase is preparation of the bid documents to go out for public bid. The bid document set includes an advertisement for bids, instructions to bidders, the bid form, bid documents, the owner-contractor agreement, labor and material payment bond, and any other sections necessary for successful price bids. The owner, with the help of the vendor, evaluates the bids and selects a winning bid.

Construction Administration Phase “CA”: CA services begin with the initial contract for construction and terminate when the final certificate of payment is issued. The vendor’s core responsibility during this phase is to help the contractor to build the project as specified in the CDs as approved by the owner. Questions may arise on site that require the vendor to develop sketches or respond to requests for information (RFIs). Different situations may require a Change Order to complete the project.

Deliverables:

1. Attendance at bi-weekly construction progress meetings.
2. Shop Drawing reviews.
3. Response to RFI’s from the contractor.
4. Production of SK drawings as required.
5. Redesign as required to correct any design deficiencies and to offset any cost increases that would result.
6. Progress inspections of the work as it is being constructed.
7. Contractor Progress Payment reviews.
8. 128 Forms for the RI Building Code Commission.
9. Punch List.

Owner Supplied Information: DCAMM will provide the Vendor with all existing plan information. Gathering of additional information resulting from incomplete data will be the responsibility of the Vendor.

Reimbursibles: The Vendor will be responsible for all costs associated with postage, client invoices and other related forms and/or correspondence. The vendor should include an allowance of \$2,000 for printing costs.

Preliminary Schedule:

Design: May 2018 to December 2018

Pricing:

Vendors are requested to provide pricing in the following format:

1. Provide a lump-sum price for the work described above.
2. Provide an hourly breakdown of the above lump-sum price per primary and secondary roles.
3. Carry an allowance of two thousand dollars (\$2,000.00) for anticipated project reimbursables. Reimbursables will be limited to a 4% mark-up above initial cost.

Construction Documentation Drawing Set Minimum Standards**Project Manual**

The following shall be considered and provided as needed when documenting Standard Specifications:

- Test reports, asbestos, lead, hazardous materials, and borings.
- Utility back charges if required.
- Factory finishes or field applied finishes (usually in the painting section).
- The extent of demolition; the standard is that abatement work occurs first, then utility disconnects, and then general Contractor demolition.
- Describe the extent of the work, the materials and workmanship, and include the work under the proper Section. If any portion of the work included in a Section of the Specifications is to be performed by a trade covered by another Section, there shall be clear and distinct cross referencing between the Sections. Merely to state "by others" is not acceptable.
- Add the words "or equal" after at least three manufacturers and each acceptable trade name.
- Specify materials mined or manufactured in Rhode Island whenever possible.
- Do not use general clauses intended to be all-inclusive in lieu of complete descriptions.
- Use consistency throughout.
- Avoid such terms as "to the satisfaction of the Design Agent," "as directed by the Design Agent," "as approved," and "as required."
- Specify work in appropriate Sections per local trade authority.
- Do not use words that preclude the use of recycled materials, i.e., "virgin materials."
- Specifications must be modified to the project. Delete sections and references that do not apply. All sections must be reviewed and edited to remove products not used.

Quality Control

The Design Agent shall provide complete coordination of all drawings and specifications including those of their consultants. This coordination shall be within the architectural drawings, between the architectural drawings and specification, between the architectural drawings, specifications, and all other drawings.

The quality control review shall address, but not be limited to the space provided between the underside of the roof structure and the ceiling below, and the space between the floor structure and the ceiling below on a typical floor to eliminate the conflict of trades.

Additionally, the size of the mechanical room shall accommodate the equipment with space for access for service and future expansion. The location and size of vertical shafts for utilities and all roof top equipment shall be addressed and coordinated.

Minimal quality requirements are as followed:

- All filed sub-bid items of work shall be clearly identified on both drawings and in the specification. All trades shall be identified on their drawings only. *(For example: Plumbing roof vent stacks shall not indicate roofing work. The roof work associated with the vent stack shall be indicated on the architectural roof plan.)*
- All symbols and nomenclature shall be consistent from drawing to drawing and drawing to specification. *(For example: Do not indicate plywood and sheathing as the same specified item.)*
- All schedules shall be coordinated with the drawings and the specification.
- All equipment shall be indicated and connected to a source.
- All toilet room interior elevations showing all wall and partition mounted equipment shall be indicated. Do not use typical drawings. *(For example: Indicate toilet paper holders and handicapped grab bars.)*
- All existing and new construction must be differentiated.
- All discipline drawing sets shall indicate phasing.

Civil/Site Drawings shall indicate the following:

- Layout and location, with details, of all proposed work, including: buildings, structures, retaining walls, and other site improvements. Existing and proposed grades and contours, including: floor elevations,

existing structures and topography, survey base line, bench marks, boring and test pit locations, and site profile sections.

- Landscaping and planting, including contract limit line and storage area for construction materials.
- All utility service lines, systems and structures for electricity, gas, oil, water, steam, telephone, sanitary and storm drainage including size, composition, grades, and directions of flow. (Note: Use a separate site drawing to show utilities on projects with extensive layouts and details.) The Design Agent shall certify, in writing, to DCAMM that all applicable local and state officials have been contacted regarding each utility connection and that the department responsible for permits or connection approval has agreed to the system's use.
- Provide curb cuts to allow access for the physically handicapped. Indicate handicapped parking and signage when required to provide an accessible path of travel.
- Erosion control and sedimentation control drawings shall include: Engineering drawings, stamped by a professional engineer indicating the work Erosion control plan consistent with RIDEM's best management practices

Architectural Drawings shall indicate the following:

- Floor plans of each floor, with room and corridor dimensions, wall thickness, column locations, floor elevations, mechanical and electrical openings, door and window designations, and schedules.
- Room finish schedules that clearly designate types of finish and substrate materials and limits. Abbreviations may be used to indicate the materials.
- Roof plan showing openings, drainage, pitch, expansion joints, lightning protection, and all projections and penetrations, including equipment.
- Reflected ceiling plans, perimeter details, and support details.
- Legend of materials, abbreviations, and symbols.
- Wall sections indicating dimensions, flashing, anchorage, reinforcing, coursing, cladding, and other details showing all conditions.
- Exterior and interior elevations and cross-sections including floor to ceiling heights. Designate all materials and coordinate with the specification; use the same terminology in both places.
- Details for roofing, flashing, insulation, windows, doors, entrances, interior and exterior walls, expansion, control or construction joints, water stops, stairs, handrails, millwork, and built-in equipment.
- Locations of all major mechanical and electrical penetrations through walls and floors.
- Access provisions for servicing mechanical and electrical equipment in mechanical rooms. Provide metal walkways, catwalks, ladders, etc., as required to provide access. (Note: The installation of all metal walkways, catwalks, ladders, handrails and stairways shall be furnished and installed by the Miscellaneous and Ornamental Iron Subcontractor.)

Structural Drawings shall indicate the following:

- Coordinate the following items with the site plan: Boring plans with dates, ground elevation, water level, and bottom grades of footings and slabs.
- Foundation plan with bottom grades showing layout of all footings, walls, slabs on grade including reinforcing, grade beams, and columns; include design soil bearing pressures and live loads for each area.
- Floor and roof plans of structural systems including framing, elevation of finished floors and depressed areas, with locations and dimensions for all openings. Indicate design floor loads.
- Complete foundation wall elevation and typical sections with reinforcing, indicating location, dimensions, and grades for all footings, steps, and wall openings.
- Complete details and sections with dimensions for all construction including expansion and construction joints, reinforcing and other embedded items.
- Schedules (with dimensions) for all lintels, beams, joists, and columns.
- Unless detailed on the drawings, the following information shall appear in the general notes: class and 28-day strength of concrete for each portion, structural steel, and concrete reinforcing design stresses for each type of structural member; concrete cover for each type of structural member; shrinkage and temperature steel requirements; reinforcing laps for main reinforcing; and temperature steel, bend point, cutoff, and hook locations for all members; minimum beam and lintel bearing. Reinforcing steel fabrication shall be in accordance with most recent ACI, "Manual of Standard Practice for Detailing Reinforced Concrete." Structural steel fabrication shall be in accordance with the AISC "Manual of Steel Construction."
- Roofs shall not be dead level. They shall have a minimum slope of 1/4" per foot to roof drains. This may be accomplished by either sloping the structure or by using sloped insulation. Two roof drains are preferable to one (in case of blockage of one drain), and, if a parapet is used, relief scuppers should be employed to limit the height of water build-up.

MBE, WBE, AND/OR Disability Business Enterprise Participation Plan Form:

Attached is the MBE, WBE, and/or Disability Business Enterprise Participation Plan form. Bidders are required to complete, sign and submit with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.

SECTION 4: PROPOSAL

A. Technical Proposal

Narrative and format: The proposal should address specifically each of the following elements:

1. **Architect Qualification Statement** - To demonstrate experience and qualifications provide the following:
 - Provide history of the firm, including number of years it has been in business doing general contracting; a list of representative projects with final cost, year completed and description of work.
 - Provide resumes for principals and key personnel who will be assigned to the project, including a list of relevant projects with which they were personally involved.
 - List three or more similar projects the firm has completed within the last five years. Include the date of completion, the age of the building, the cost of the project, a detailed description of the work, and a project reference with phone number.
 - Provide firm history, resume of principals, and a list of relevant projects for each subcontractor.
 - The owner reserves the right and sole discretion to determine equivalent or prior experience and the right to reject any or all bids which fail to demonstrate equivalent prior experience. The owner will contact project references, and reserves the right to reject bids based on poor performance with similar projects.
 - Qualifications will be evaluated based on similar project experience for:
 - A. Completion of at least 3 similar projects.
 - B. Size and dollar value of completed projects.
 - C. Architect's performance with similar projects. *List references for projects listed in 'a' above.*
 - D. Architect's ability to subcontract with qualified firms.
 - E. Experience of individuals assigned to the project.
2. **Schedule** - Please describe in detail, the design schedule anticipated for this project to bring the project to the construction bid phase.
3. **Approach/Methodology** – Define the methodology to be used for the renovation and repairs.

B. Cost Proposal

Vendors are requested to provide pricing in the following format:

4. Provide a lump-sum price for the work described above.
5. Provide an hourly breakdown of the above lump-sum price per primary and secondary roles.
6. Carry an allowance of two thousand dollars (\$2,000.00) for anticipated project reimbursables. Reimbursables will be limited to a 4% mark-up above initial cost.

C. ISBE Proposal

See Appendix A for information and the MBE, WBE, and/or Disability Business Enterprise Participation Plan form(s). Bidders are required to complete, sign and submit these forms with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.

SECTION 5: EVALUATION AND SELECTION

Proposals shall be reviewed by a technical evaluation committee (“TEC”) comprised of staff from State agencies. The TEC first shall consider technical proposals.

Technical proposals must receive a minimum of 60 out of a maximum of 70 points to advance to the cost evaluation phase. Any technical proposals scoring less than 60 points shall not have the accompanying cost or ISBE participation proposals opened and evaluated. The proposal will be dropped from further consideration.

Technical proposals scoring 60 points or higher will have the cost proposals evaluated and assigned up to a maximum of 30 points in cost category bringing the total potential evaluation score to 100 points. After total possible evaluation points are determined ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

The Division of Purchases reserves the right to select the vendor(s) or firm(s) (“vendor”) that it deems to be most qualified to provide the goods and/or services as specified herein; and, conversely, reserves the right to cancel the solicitation in its entirety in its sole discretion.

Proposals shall be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Architect Qualification Statement	20 Points
Schedule	10 Points
Approach/Methodology	40 Points
Total Possible Technical Points	70 Points
Cost proposal*	30 Points
Total Possible Evaluation Points	100 Points
ISBE Participation**	6 Bonus Points
Total Possible Points	106 Points

*Cost Proposal Evaluation:

The vendor with the lowest cost proposal shall receive one hundred percent (100%) of the available points for cost. All other vendors shall be awarded cost points based upon the following formula:

$$(\text{lowest cost proposal} / \text{vendor's cost proposal}) \times \text{available points}$$

For example: If the vendor with the lowest cost proposal (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly costs and service fees and the total points available are thirty (30), Vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 \times 30 = 19.5$$

**ISBE Participation Evaluation:

a. Calculation of ISBE Participation Rate

1. ISBE Participation Rate for Non-ISBE Vendors. The ISBE participation rate for non-ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of non-ISBE vendor's total contract price that will be subcontracted to ISBEs by the non-ISBE vendor's total contract price. For example if the non-ISBE's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs, the non-ISBE's ISBE participation rate would be 12%.
2. ISBE Participation Rate for ISBE Vendors. The ISBE participation rate for ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of the ISBE vendor's total contract price that will be subcontracted to ISBEs and the amount that will be self-performed by the ISBE vendor by the ISBE vendor's total contract price. For example if the ISBE vendor's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs and will perform a total of \$8,000.00 of the work itself, the ISBE vendor's ISBE participation rate would be 20%.

b. Points for ISBE Participation Rate:

The vendor with the highest ISBE participation rate shall receive the maximum ISBE participation points. All other vendors shall receive ISBE participation points by applying the following formula:

$$(\text{Vendor's ISBE participation rate} \div \text{Highest ISBE participation rate}) \\ \times \text{Maximum ISBE participation points}$$

For example, assuming the weight given by the RFP to ISBE participation is 6 points, if Vendor A has the highest ISBE participation rate at 20% and Vendor B's ISBE participation rate is 12%, Vendor A will receive the maximum 6 points and Vendor B will receive $(12\% \div 20\%) \times 6$ which equals 3.6 points.

General Evaluation:

Points shall be assigned based on the vendor's clear demonstration of the ability to provide the requested goods and/or services. Vendors may be required to submit additional written information or be asked to make an oral presentation before the TEC to clarify statements made in the proposal.

SECTION 6. QUESTIONS

Questions concerning this solicitation must be e-mailed to the Division of Purchases at doa.purbidinfo@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. No other contact with State parties is permitted. Please reference **RFP # 7590562** on all correspondence. Questions should be submitted in writing in a Microsoft Word attachment in a narrative format with no tables. Answers to questions received, if any, shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases website for any procurement related postings such as addenda. If technical assistance is required, call the Help Desk at (401) 574-8100.

SECTION 7. PROPOSAL CONTENTS

4. Proposals shall include the following:

- a. One completed and signed RIVIP Bidder Certification Cover Form (included in the original copy only) downloaded from the Division of Purchases website at www.purchasing.ri.gov. *Do not include any copies in the Technical or Cost proposals.*
- b. One completed and signed Rhode Island W-9 (included in the original copy only) downloaded from the Division of Purchases website at <http://www.purchasing.ri.gov/rivip/publicdocuments/fw9.pdf>. *Do not include any copies in the Technical or Cost proposals.*
- c. Two (2) completed original and copy versions, signed and sealed Appendix A. MBE, WBE, and/or Disability Business Enterprise Participation Plan. Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation. *Do not include any copies in the Technical or Cost proposals.*
- d. Technical Proposal - describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The technical proposal is limited to six (6) pages (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request).
- a. One (1) Electronic copy on a CD-R, marked "Technical Proposal - Original".
- a. One (1) printed paper copy, marked "Technical Proposal -Original" and signed.
- b. Four (4) printed paper copies
- e. Cost Proposal - A separate, signed and sealed cost proposal reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
- f. One (1) Electronic copy on a CD-R, marked "Cost Proposal -Original".
7. One (1) printed paper copy, marked "Cost Proposal -Original" and signed.
- g. Four (4) printed paper copies

5. Formatting of proposal response contents should consist of the following:

- 1 Formatting of CD-Rs – Separate CD-Rs are required for the technical proposal and cost proposal. All CD-Rs submitted must be labeled with:
 7. Vendor’s name
 8. RFP #
 9. RFP Title
 10. Proposal type (e.g., technical proposal or cost proposal)
 11. If file sizes require more than one CD-R, multiple CD-Rs are acceptable. Each CD-R must include the above labeling and additional labeling of how many CD-Rs should be accounted for (e.g., 3 CD-Rs are submitted for a technical proposal and each CD-R should have additional label of ‘1 of 3’ on first CD-R, ‘2 of 3’ on second CD-R, ‘3 of 3’ on third CD-R).

Vendors are responsible for testing their CD-Rs before submission as the Division of Purchase’s inability to open or read a CD-R may be grounds for rejection of a Vendor’s proposal. All files should be readable and readily accessible on the CD-Rs submitted with no instructions to download files from any external resource(s). If a file is partial, corrupt or unreadable, the Division of Purchases may consider it “non-responsive”. USB Drives or any other electronic media shall not be accepted. Please note that CD-Rs submitted, shall not be returned.

2 Formatting of written documents and printed copies:

- 2.1 For clarity, the technical proposal shall be typed. These documents shall be single-spaced with 1” margins on white 8.5”x 11” paper using a font of 12 point Calibri or 12 point Times New Roman.
- 2.2 All pages on the technical proposal are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not include the cover page or table of contents) through to the end, including all forms and attachments. The Vendor’s name should appear on every page, including attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to.
 - a. The cost proposal shall be typed using the formatting provided on the provided template.
- 2.3 Printed copies are to be only bound with removable binder clips.

SECTION 8. PROPOSAL SUBMISSION

Interested vendors must submit proposals to provide the goods and/or services covered by this RFP on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases, shall not be accepted.

Proposals should be mailed or hand-delivered in a sealed envelope marked “**RFP# 7590562**” 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 shall not be accepted. Proposals misdirected to other State locations or those not presented to the Division of Purchases

by the scheduled due date and time shall be determined to be late and shall not be accepted. Proposals faxed, or emailed, to the Division of Purchases shall not be accepted. The official time clock is in the reception area of the Division of Purchases.

SECTION 9. CONCLUDING STATEMENTS

Notwithstanding the above, the Division of Purchases reserves the right to award on the basis of cost alone, to accept or reject any or all proposals, and to award in the State's best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

If a Vendor is selected for an award, no work is to commence until a purchase order is issued by the Division of Purchases.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded for this RFP. The State's General Conditions of Purchases can be found at the following URL:
<https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>.

APPENDIX A. PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM

1. Proposer's ISBE Responsibilities (from 150-RICR-90-10-1.7.E)

1. Proposal of ISBE Participation Rate. Unless otherwise indicated in the RFP, a Proposer must submit its proposed ISBE Participation Rate in a sealed envelope or via sealed electronic submission at the time it submits its proposed total contract price. The Proposer shall be responsible for completing and submitting all standard forms adopted pursuant to 105-RICR-90-10-1.9 and submitting all substantiating documentation as reasonably requested by either the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to the names and contact information of all proposed subcontractors and the dollar amounts that correspond with each proposed subcontract.
2. Failure to Submit ISBE Participation Rate. Any Proposer that fails to submit a proposed ISBE Participation Rate or any requested substantiating documentation in a timely manner shall receive zero (0) ISBE participation points.
3. Execution of Proposed ISBE Participation Rate. Proposers shall be evaluated and scored based on the amounts and rates submitted in their proposals. If awarded the contract, Proposers shall be required to achieve their proposed ISBE Participation Rates. During the life of the contract, the Proposer shall be responsible for submitting all substantiating documentation as reasonably requested by the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to copies of purchase orders, subcontracts, and cancelled checks.
4. Change Orders. If during the life of the contract, a change order is issued by the Division, the Proposer shall notify the ODEO of the change as soon as reasonably possible. Proposers are required to achieve their proposed ISBE Participation Rates on any change order amounts.
5. Notice of Change to Proposed ISBE Participation Rate. If during the life of the contract, the Proposer becomes aware that it will be unable to achieve its proposed ISBE Participation Rate, it must notify the Division and ODEO as soon as reasonably possible. The Division, in consultation with ODEO and Governor's Commission on Disabilities, and the Proposer may agree to a modified ISBE Participation Rate provided that the change in circumstances was beyond the control of the Proposer or the direct result of an unanticipated reduction in the overall total project cost.

2. MBE, WBE, AND/OR Disability Business Enterprise Participation Plan Form:

Attached is the MBE, WBE, and/or Disability Business Enterprise Participation Plan form. Bidders are required to complete, sign and submit with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.



**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION
ONE CAPITOL HILL
PROVIDENCE, RHODE ISLAND 02908**

MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN

Bidder's Name:
Bidder's Address:
Point of Contact:
Telephone:
Email:
Solicitation No.:
Project Name:

This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE and/or Disability Business Enterprise subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Office of Diversity, Equity and Opportunity MBE Compliance Office and all Disability Business Enterprises must be certified by the Governor's Commission on Disabilities at time of bid, and that MBE/WBE and Disability Business Enterprise subcontractors must self-perform 100% of the work or subcontract to another RI certified MBE in order to receive participation credit. Vendors may count 60% of expenditures for materials and supplies obtained from an MBE certified as a regular dealer/supplier, and 100% of such expenditures obtained from an MBE certified as a manufacturer. This form must be completed in its entirety and submitted at time of bid. **Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.**

Name of Subcontractor/Supplier:					
Type of RI Certification:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Disability Business Enterprise				
Address:					
Point of Contact:					
Telephone:					
Email:					
Detailed Description of Work To Be Performed by Subcontractor or Materials to be Supplied by Supplier:					
Total Contract Value (\$):		Subcontract Value (\$):		ISBE Participation Rate (%):	
Anticipated Date of Performance:					

I certify under penalty of perjury that the forgoing statements are true and correct.

Prime Contractor/Vendor Signature	Title	Date
Subcontractor/Supplier Signature	Title	Date