



**Solicitation Information
October 19, 2018**

RFP# 7597583

TITLE: Feasibility Study for the Henry Barnard School at Rhode Island College

Submission Deadline: November 27, 2018 @ 11:00 AM (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: YES

MANDATORY: NO

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: October 26, 2018 @ 9:00 AM (ET)

LOCATION: Rhode Island College Campus, 600 Mount Pleasant Avenue, Providence RI 02908. Report to Welcome Center. Room 402

Questions concerning this solicitation must be received by the Division of Purchases at doa.purquestions3@purchasing.ri.gov no later than **October 31, 2018 @ 5:00 PM (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

Gary P. Mosca, 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 College (RIC), is soliciting proposals from qualified firms to provide Feasibility Study for the Henry Barnard School 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.

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.
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.

SECTION 2. BACKGROUND

Rhode Island College is undertaking a feasibility study for the Henry Barnard School building. The feasibility study will determine the needed improvements to make the facility an energy efficient, twenty-first century facility to meet the needs of students, faculty, and staff.

In addition, a review of security measures shall be conducted and recommendations made to implement measures to improve the security of students, staff, and faculty.

Henry Barnard School – Henry Barnard School is approximately 81,433 square feet. The building was constructed in 1958. The building floor plans are attached to this RFP. The building’s primary function is to serve as an elementary school (Pre-K – 5th Grade). The

building also has a 2nd floor with several RIC college level classrooms. In addition, one of the campus data centers is also located on the 2nd floor.

The building includes classrooms, offices, a gymnasium, and a lunch room and kitchen. The building was rated to be in poor condition in the 2010 RIC Master Plan facilities assessment. The facilities assessment is attached to this RFP. Another assessment was conducted in 2017. This is also provided as an attachment to this RFP.

The exterior features of the school include playgrounds, a recreation/sports area, a loading area, and a student pickup/drop-off area. All interior and exterior elements of the school shall be part of this feasibility study.

This project is unique in that the elementary school is within a college campus. Recommended improvements must take this into consideration (i.e. traffic, parking, safety of pre-K and elementary aged students, etc.).

It is envisioned that the focus of the study will be on consideration of appropriate renovations to make building upgrades that will result in a modernized building that fully complies with the rules and regulations of the Rhode Island Department of Education and is also reflective of current trends in both pre-K and elementary education. The new or renovated facility must be fully compliant with current and anticipated fire, life safety, and ADA codes. The study should also include a review of building security and recommendations for security improvements consistent with measures being taken in similar facilities and which take advantage of technologies available.

Please note that participation in the feasibility study is NOT a guarantee that the architectural design contract for the facility will be awarded to the firm preparing the feasibility study.

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

General Scope of Work

The feasibility study consultant will be commissioned to provide a complete feasibility study, including:

1. The consultant shall conduct a detailed facilities condition assessment. Examination of current space and physical infrastructure (i.e. HVAC, ventilation, hazardous materials, building envelope, structural, roof, electrical, plumbing, etc.) to support renovations. The assessment shall provide a complete review of all building elements and equipment and provide an assessment of the condition and remaining useful life. Provide a recommended improvement plan with prioritized improvements and costs for each improvement (prepared by independent cost estimator).
2. RIDE standards (School Building Authority) – Consultant shall develop recommendations that meet the Rhode Island Department of Education standards and/or guidelines for new or renovated pre-k and elementary schools.
3. School Security Measures – Conduct a review of the building security measures currently in place at Henry Barnard School. Make recommendations for security enhancements based on current measures being used in similar schools in the country and based on current available technologies. Measures to be investigated shall include but not be limited to cameras, door access control, manual lock-down and electronic lock-down systems, and the implementation of new policies/procedures.
4. The feasibility consultant will provide a cost estimate for a complete building renovation and security measures. The security measures shall be provided as a separate cost estimate. The consultant will also explore cost effective alternative re-use options for the facilities that will enhance the program. The cost estimates shall include all anticipated project hard and soft costs. The cost estimates shall be prepared by an independent cost estimator. Cost shall be developed with consideration to a phased renovation where portions of the building remain occupied during construction and/or provision of temporary space for offices and classrooms.
5. Phasing Plan –Prepare a construction phasing plan. Plan must assume that the school must remain operational throughout during the school year.
6. Design & Construction Schedule – Develop a design and construction schedule which includes provision for RI State Bidding and Code Review times.
7. The feasibility study consultant will prepare a summary report to assist Rhode Island College in seeking funding for this project.

Deliverables:

- Facilities Condition Assessment with recommended improvements and cost estimates.
- Provide proposed floor plans for complete building renovation for 21st Century elementary school and associated cost estimate prepared by independent cost estimator
- Security Review and Recommendations with cost estimate
- Draft and Final Reports which included narratives and all of the above.

Duration of Services and Tentative Schedule:

Consultant engaged
Draft Report with cost estimate

Approx. January 15, 2019
April 15, 2019

6.0 PROPOSALS

Proposal submission shall include:

- Scope of Services – Provide a summary of the scope of services to be provided.
- Project Approach and Schedule – Provide a written description of the approach your firm will take in order to conduct this study.
- Schedule – Provide a detailed proposed project schedule from date of award. Improve upon schedule presented herein where feasible. Demonstrate that firm has capacity to complete the project on schedule.
- Project Team – Provide a list of employees and firms anticipated for the project, including the person who will be the primary contact for the Owner.
- Fee – Provide a complete breakdown of the fee for the design, using the enclosed form of this RFQ. Billing will be based on the break out provided on the Fee proposal. Provide rate schedule sheet, including for sub-contractors.

7.0 ADDITIONAL INFORMATION

- The Architect 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. The Architect shall not change its designated representative during the performance of the services without prior written approval by the Owner.
- A work plan will be developed by the Architect for approval by the Owner. The selected firm must agree to provide all deliverables by the dates established in the Contract. The final work plan shall be in support of achieving the contractual timeline.
- The building in this project is occupied during the design and construction process. The Architect and their staff and sub-Architects shall be required to abide by any rules, regulations or requirements set forth by the occupants including but not limited to hours of professional service.
- The Owner reserves the right to cancellation for convenience upon giving seven (7) days' notice in writing. The Architect and their sub-Architects shall only have claim for work performed to the cancellation date and no claim for lost profits or bid opportunities.
- The Division of Purchases requires that billings for work performed are submitted on vendor hourly rates. This project, however, is a fixed fee project and the fixed fee accepted by the Owner will cover all deliverables as outlined in the scope of services.
- Any work requested beyond the identified scope of services shall be per current on call services purchase order rates with a 4% markup.

SECTION 4: PROPOSAL

A. Technical Proposal

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

1. **Staff Qualifications** – Provide staff resumes/CV and describe qualifications and experience of key staff who will be involved in this project, including their experience with programming and design at pre-K and elementary schools, as well as at institutions of higher education. The offerors shall demonstrate expertise in the design of buildings, building systems, and other appropriate disciplines. Knowledge of all local and national building, fire safety, and electrical codes is mandatory. **Project team shall include a consultant or staff with particular expertise in school security for pre-K and elementary schools.** Describe how the project will be managed and include the names and resumes of all key personnel who would work on project.
2. **Capability, Capacity, and Qualifications of the Offeror** - Please provide a detailed description of the Vendor's experience, including experience in designs for higher education. A list of relevant client references must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided. The offerors will be evaluated on their demonstrated experience in performing similar studies and designs. Offerors shall have at least 10 years of experience in the design of buildings. Offerors must have experience providing planning and design for pre-k and elementary schools, as well as institutions of higher education. Offerors should demonstrate successful completion of at least 3 similar projects with demonstrated satisfactory work as verified by a reference for each of these projects. Offerors shall have experience working with and obtaining design approvals the Rhode Island Building Commissioner's office and Rhode Island State Fire Marshall's office and be able to demonstrate that such they have obtained such approvals in a timely manner.
3. **Project Plan:**

This section shall describe the firm'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. It must include a project schedule with personnel assignments and hours associated with project tasks. Proposals must provide answers to the following questions:

- a. Does the project plan illustrate the Respondent has analyzed, interpreted and understands issues presented by this RFP?
- b. Does the project plan provide solutions for the issues presented by the project in a manner likely to meet the needs of the other client?
- c. Does the proposed project plan appear sensitive to budget and time constraints?
- d. Does the project plan address relevant design and program issues, by providing possible solutions?
- e. Does the project plan include a discussion of value engineering and LEED standards?

- f. Does the Respondent identify both constraints and opportunities posed by this project?
- g. Is there a project schedule provided by the Respondent and is that schedule achievable (not overly optimistic or needlessly long)?
- h. Is the staff to be assigned to the project, including a project manager, subcontractors, engineers and others, identified including FTE and/or hourly effort?
- i. Does the level of effort for each appear adequate?
- j. Does the Respondent describe their current workload and the availability of their personnel to perform the project, is it a feasible?

4. References:

Select a minimum of three and a maximum of five projects and provide principal contacts, including all contact information, for similar projects to the proposed project. All contact information must be confirmed and current. Include phone and email address of contact who is directly familiar and was the client contact for the project. These individuals may be contacted by members of the selection committee for further information. Proposals must provide answers to the following questions:

- a. Were the references provided related to new construction, renovations, master planning including site improvements and FF&E for projects of a similar size, scope and use to the proposed project?
- b. Did the Respondents adequately research relevant design and program issues?
- c. Was the Respondent's design process characterized by effective communication, clear graphic and verbal presentations and appropriate inclusion of all designated stakeholders?
- d. Did the Respondent identify problems and issues in a timely and complete manner?
- e. Were technical, budget and aesthetic issues resolved by the Respondents, fairly balanced resulting in a a good outcome for the client?
- f. Did the projects come in on time and in budget, if yes what was the budget and what was the number of change orders on the project?

B. Cost Proposal

The Professional Fee proposal will provide a Lump Sum Fixed Fee plus reimbursable expenses.

All work indicated in this RFP must be included in the Fixed Fee. A Lump Sum Fixed Fee must be provided or the proposal will be rejected as being non-responsive. Fee should be supported by a summary of project personnel, level of effort by labor category, hourly rates for each labor category, materials costs, reimbursable expenses, sub-consultants, and any other information required to assess the fee. Only reimbursable expenses identified in the proposal will be reimbursed.

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 45 out of a maximum of 60 points to advance to the interview and cost evaluation phase. Any technical proposals scoring less than 45 points shall not have the accompanying cost or ISBE participation proposals opened and evaluated. The proposal will be dropped from further consideration. Cost proposals will not be evaluated until after interviews. Up to 10 points will be awarded for interviews based on the quality, content, and answers to the interview questions.

Cost proposals will be 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
Staff Qualifications	15 Points
Capability, Capacity, and Qualifications of the Offeror	20 Points
Project Plan	15 Points

References	10 Points
Points	60 Points
Interview	10 Points
Cost proposal*	30 Points
Total Possible Evaluation Points	100 Points
ISBE Participation**	6 Bonus Points
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:

(Vendor's ISBE participation rate ÷ Highest ISBE participation rate

X 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.purquestions3@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 #7597583** 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

- 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

thirty (30) 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”.
- k. 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 in accordance with Section 4, Part B of this RFP.
- f. One (1) Electronic copy on a CD-R, marked “Cost Proposal -Original”.
- A. One (1) printed paper copy, marked “Cost Proposal -Original” and signed.
- g. Four (4) printed paper copies

- 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:
 - b. Vendor’s name
 - c. RFP #
 - d. RFP Title
 - e. Proposal type (e.g., technical proposal or cost proposal)
 - f. 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:
 - a. 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.
 - b. 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.
 - c. 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#7597583**” 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: MBE WBE 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

