



**Solicitation Information  
October 25<sup>th</sup>, 2018**

**RFP# 7597602**

**TITLE: A&E Design Services for the Rhode Island Medical Examiner's Office**

**Submission Deadline: November 26<sup>th</sup>, 2018 at 11:00 am**

**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: Monday November 5<sup>th</sup>, 2018 at 10:00 am**

**LOCATION: 50 Branch Ave, Providence RI 02904  
Main Entrance**

Questions concerning this solicitation must be received by the Division of Purchases at [max.righter@purchasing.ri.gov](mailto:max.righter@purchasing.ri.gov) no later than **November 7<sup>th</sup>, 2018 at 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**

Max Righter, Buyer II

Applicants must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://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 existing building at 50 Service Avenue in Providence, RI to house the RI Office of Medical Examiner, 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](http://www.purchasing.ri.gov).

The initial contract period will begin approximately March 1, 2019 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](mailto: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](http://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](mailto:Dorinda.Keene@doa.ri.gov)

## SECTION 2. BACKGROUND

The State of Rhode Island owns a 25,000 square foot, two-story building at 50 Branch Avenue in Providence that is currently occupied by the Board of Elections. The Board of Elections will be moving to a new location and the building will be vacated. We intend to renovate the building for use by the Medical Examiner’s Office. A recent feasibility study confirmed that the building with a small second floor addition and the site are appropriate for this use.

The building was built in 1930 for the White Motor Company. Historical significance includes a granite mile marker incorporated into the front facade that designates one mile to the Old State House on Benefit Street. During design, consult with the RIHPHC, however it is our understanding that their primary concern is the granite mile marker. The 35,000 SF site consists primarily of the building and an asphalt parking lot.

The State of Rhode Office of the Medical Examiner is currently located in the Chapin Building in Providence, RI. The Office of State Medical Examiner promotes healthy and safe communities by determining cause and manner of

death for approximately 1,100 persons per year through investigation of the medical records, witness interviews, law enforcement records, and when necessary inspection of the scene of death, body inspection or autopsy of the body. The Medical examiner assumes jurisdiction over all deaths due to or suspected of being due to:

- Infectious disease that may represent a threat to public health or safety.
- Suspected or known homicidal, suicidal, accidental or undetermined causes including all deaths due to trauma or other external forces such as drugs or chemicals.
- Natural, nuclear, biological, chemical or other mass casualty event.
- And all deaths of individuals under 18 years of age or occurring in custody.

## 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 50 Branch Avenue Building in Providence, 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 building in question is currently occupied, however the Board of Elections will be moving to another facility before construction begins.
3. The design must fit within the total project budget and must be detailed so that any construction change orders, if required, will not exceed the **project budget of \$15,000,000.00** including all hard and soft costs.
4. The construction plans must show all existing conditions, detailed and accurate locations of all existing building conditions, 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. Refer to the attached Construction Documentation Drawing Set Minimum Standards for a more detailed listing. It is anticipated that at a minimum, architectural, MEP, Civil, Hazardous Materials Testing, and Structural disciplines will be required to complete the project.
5. The following summarizes the space needs of the RI Medical Examiner's Office:

Projected Functional Area	Gross SF
Sally Port	3,000
Funeral Waiting	200
Soiled Holding	155
Clean Supply	155
Agent Office	280
Field Equipment	205
Receipt and Release	280
Digital X-Ray	565
Decomposition Cold Room	275

Freezer	80
Decomposition Autopsy	815
Cart Wash	110
Slide, block, specimen	760
Cold Room	1750
Autopsy	1870
Mechanical	1025
Mass Casualty	560
Freezer	380
Bone Storage	280
HistoPrep Room	280
Toxicology Freezer	280
Pink Offices	310
Janitor's Sink	45
Locker Room	1115
Storage	680
Vestibule	285
Corridors	4265
Administrative Work	515
Business Office	325
Break Room	195
Office Manager	160
Case Worker	160
Investigators Offices	625
Senior Investigator	185
Administrator	295
Resident	390
Contract Physician	205
Assistant Medical Examiner	610
Medical Examiner	420
Family/Consult	110
Family Waiting	220
Toilets	470
Vertical Circulation	1015
Classroom	510
Conference	370
Records Storage	350
Mother's Room	90

Total = 27,225 GSF

6. The parking lot at 50 Branch Avenue currently does not provide adequate space to accommodate the peak employee demand. During these times, employees and building users are forced to seek additional parking on adjacent privately owned land. The parking area should be repaired, existing drainage should be examined, and mitigate the drainage and parking issues to the greatest extent possible.
7. The majority of concrete wall caps along the exterior parapet wall are severely deteriorated and are allowing water to penetrate the masonry assembly below. These caps should be replaced in their entirety, appropriately flashed, and the damaged areas of masonry below should be cleaned and repointed. Windows and doors should be replaced. Existing window openings that have been infilled with light wood framing and exterior grade plywood should have this framing removed and replaced with brick or concrete masonry units or windows. Of the entire exterior envelope, the roof is in the worst condition, and in need of immediate replacement. The existing tar and gravel membrane should be removed along with any insulation and replaced with new insulation, a non-ballasted membrane, and provided with adequate slope to drainage. Commensurate with the roof replacement, overflow scuppers will need to be installed through the existing parapets to comply with current building code.
8. The building will require updating to meet current ADA standards. The facility will require a new elevator and second stairwell means of egress.
9. The exterior masonry walls should be repointed and/or new exterior insulated cladding installed.
10. There may be hazardous materials in the building that must be remediated.
11. The entire mechanical and plumbing systems should be replaced to provide heating, cooling, and ventilation and DWV plumbing. The electrical system will require significant upgrades including the primary and distribution systems. The building will require a new whole building generator. A central

system of building automation and controls must be considered for installation in addition to any heating and cooling upgrades. Interior lighting should be replaced with high efficiency LED's, as it may be eligible for utility company rebates on a per-fixture basis. If plumbing fixture controls should be used for low-flow and automatic sensors to meet minimum water conservation standards. Consider the following HVAC options for the building:

- Dedicated Outdoor Air System (DOAS) with a parallel terminal system such as Radiant Ceiling Panels, Variable air volume system, heat pumps or fan coil units.
  - Split System Heat Pumps on exterior walls with outside air supply.
  - Split System AC Units with outside air and HW heating System.
  - Fan Coil Units 4 pipe system with a boiler and chiller, with ERV for 100% outside air.
12. Any proposed upgrades to the building should include life safety and fire prevention system upgrades. The existing fire alarm should be made addressable, and sprinklers should be installed throughout the facility. Though the building has not been cited for violations by state building or fire officials, given its use and occupancy it is very likely that the installation of a full fire sprinkler system would be mandatory in conjunction with any proposed renovation work. A security system should be installed building-wide, and cameras should be installed where necessary.
  13. Design the project using the following codes: RI Building Code, RI Stretch Code for Commercial Construction, and the RI Green Construction Code, and FM Global.
  14. The project is to work within a Project Management Accounting System such as Procore Software.

### **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 the Office of Medical Examiner and all necessary site visits.

#### **Deliverables:**

1. Architectural, MEP, remediation, 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.
5. 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 the Office of Medical Examiner.

#### **Deliverables:**

1. Plans, details, schedules, and sections including all dimensions and showing 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. Outline technical specifications.
4. 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 Office of the Medical Examiner.

#### **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 including the following:

1. Existing Site Map dated 7/26/2013.
2. Facility Condition Assessment Report dated 9/28/2016.
3. We do not have copies of the original building plans. 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.

### **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.
- 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.
- 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 symbols and nomenclature shall be consistent from drawing to drawing and drawing to specification.
- All schedules shall be coordinated with the drawings and the specification.
- All equipment shall be indicated and connected to a source.
- All existing and new construction must be differentiated.

**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.

**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.

**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.

**Plumbing Drawings shall indicate the following:**

- All work done by the Plumbing Subcontractor shall include all water, gas, air, vacuum, sanitary and storm wastes, and accessories. Site utilities shall be indicated on the utility drawings.
- Plumbing work, other than site work, shall not be combined on the same sheets with the Fire Protection, HVAC, Electrical, or other drawings except with the prior approval of DCAMM.
- Trapping and venting of all plumbing fixtures including floor drains.
- Water and gas supply sources, storm water and sanitary discharge mains.
- All piping shall be carefully sized, and all sizes shall be indicated on the drawings and riser diagrams. Indicate all direction of flow and pitch on piping.
- All accessories, valves, and fixtures, including all drinking fountains, grease traps for kitchen waste, and all necessary panels, identified as to type and size. Acid waste and vents for laboratories conforming to the requirements of the latest issue of the State Plumbing Code.
- Plumbing Legend and/or graphical symbols on the first sheet of the plumbing drawings in accordance with the National Standards Institute ANSI
- Plumbing riser diagrams for structures two or more stories in height above ground level.
- Domestic water booster pumps, boiler feed water, meter location, hose bibs.
- Hot water storage tanks, piping material, hanger details.
- Back flow preventers in accordance with requirements of the local water authority.
- Clean-outs in accordance with the RI State Plumbing code.

**Heating Ventilating and Air Conditioning Drawings shall indicate the following:**

- Site Utilities on the utility drawings.
- HVAC work, other than site work, shall not be combined on the same sheets with Fire Protection, Plumbing, Electrical or other drawings except with the prior approval of DCAMM.
- The location and size of all piping and ductwork systems.
- All systems sized at all reductions, as well as all riser diagrams of piping and duct systems.
- All directions of flow, pitch on piping, and volumes for duct systems.
- Sufficient servicing and/or replacement space of all large items of equipment.
- All equipment, accessories, valves, and dampers with all necessary access panels identified as to type and size. Access panels, where required for access to valves and dampers, etc.
- All cooling system pumps, chillers, cooling towers, air handling units, ductwork systems, dampers, fan details, temperature control systems, air and hydraulic balancing equipment, and schedules.
- The cooling tower design on the drawings showing site location, elevations and floor plan of equipment layout and typical flow diagram as related to the total HVAC system.
- That adequate ventilation is provided in utility tunnels and for exterior utility tunnels on the utility drawings.
- That all fire and smoke dampers, access panels, and doors are installed in accordance with the latest edition of NFPA Code 90.A
- Mechanical room designs
- Vent pipes for safety valves, relief valves, back pressure valves and tanks shall be extended above flat roofs in accordance with all governing authorities.
- In all designs for boiler and refrigeration plants, include a complete floor plan indicating location of all major mechanical equipment and sufficient service space.
- In all designs of new and/or replacement boiler and refrigeration plants, provide a flow diagram detailing steam or hot water distribution systems, return systems, including all existing equipment and their function, as well as any proposed expansions with all necessary instrumentation and controls.

**Fire Protection Drawings shall indicate the following:**

- Fire protection drawings shall indicate standpipe systems, sprinkler systems, access panels, fire pumps, and accessories.

- Fire Protection work, other than site work, shall not be combined on the same sheets with the Plumbing, HVAC, Electrical, or other drawings except with the prior approval of DCAMM.
- Fire protection system calculations and narrative report, as required by 780 CMR, shall be provided.

**Electrical Drawings shall incorporate the following elements:**

- Indicate temporary power needs on the drawings when applicable.
- Electrical work, other than site work, shall not be combined on the same sheets with Fire Protection, Plumbing, HVAC, or other drawings except with the prior approval of DCAMM.
- General arrangement: Outline layout of each floor. Typical sections through the structure, floor and ceiling heights and elevations, and type of construction, including concrete pads shall be indicated.
- Interior lighting system: type of wiring, light fixture schedules, location and mounting heights of all fixtures, cable trays, receptacle and switch outlets, sizes and types of all lamps, conduits, all other accessories, and riser diagrams shall be indicated on the drawings. Indicate details and method of supporting electrical fixtures, cable trays, and conduits. Design Agent shall specify that all electrical lighting fixtures be supported from the building structure, and shall be independent of ducts, pipes, ceilings, and their supporting members.
- Power system: locations, types, and method of control for all motors, heaters, appliances, controllers, starters, branch circuits, feeder conductors, and conduits. Indicate riser diagrams. Show details and indicate method of supporting electrical conduit. For larger projects, thermostats and control wiring are normally covered under the HVAC contract.
- Services: location and details of all services, whether overhead or underground, feeder sizes, plans and elevations of switchgear and transformers, metering, and service switchboard arrangements, wiring and ground fault diagram, and bus ducts.
- Exterior lighting: location, size, and types of transformers, luminaries, poles, light standards, cables, ducts, and manholes, details of control equipment, and connection diagrams.
- One-line diagram indicating load in KVA, and available short circuit amperes at each transformer, switchboard, distribution panel board, branch circuit panel board, and at major pieces of equipment.
- Riser diagrams for all systems.

**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:

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 an 8% 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:

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

**\*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:

$$\begin{aligned} & (\text{Vendor's ISBE participation rate} \div \text{Highest ISBE participation rate} \\ & \quad \times \text{Maximum ISBE participation points}) \end{aligned}$$

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 [Max.Richter@purchasing.ri.gov](mailto:Max.Richter@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 # 7597602** 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](http://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”.
  4. 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:
    6. Vendor’s name
    7. RFP #
    8. RFP Title
    9. Proposal type (e.g., technical proposal or cost proposal)
    10. 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# 7597602**” 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**