



Solicitation Information
November 14th, 2018

RFP# 7597633

TITLE: Architectural & Engineering (A&E) Design Services: Feasibility Study for the Renovation of 55 Colorado Avenue, Warwick, RI for the Rhode Island Board of Elections

Submission Deadline: Wednesday December 12th, 2018 at 11:30 am (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: Yes

MANDATORY: Yes

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

DATE: Wednesday, November 28th, 2018 at 10:00 am

LOCATION: 55 Colorado Avenue, Warwick, Rhode Island

Questions concerning this solicitation must be received by the Division of Purchases at Max.Righter@purchasing.ri.gov no later than **November 29th, 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, Senior Buyer

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

Note to Applicants:

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

THIS PAGE IS NOT A BIDDER CERTIFICATION COVER FORM

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SECTION 1. INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Administration / Division of Capital Asset Management & Maintenance (DCAMM) is soliciting proposals from qualified firms to provide Feasibility Study Services for the renovation of the property Located at 55 Colorado Avenue, Warwick, RI for re-use by the Rhode Island Board of Elections (RIBOE), 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. The Office of Diversity, Equity & Opportunity may be contacted at, (401) 574-8670 or via email Dorinda.Keene@doa.ri.gov

13. Feasibility Studies shall integrate the requirements of R.I. General Laws, § 37-24 The Green Building Act and reflect integration of these requirements in all professional fees and cost estimates.
14. Notification for Architectural/Engineering Services in accordance with RI General Laws §5-1 and §5-84:
 - a. Persons or firms practicing architectural and/or engineering services in the State of Rhode Island must be registered with the Rhode Island Division of Design Professionals and possess a current Certificate of Authorization in accordance with Rhode Island General Laws.

- b. A copy of a current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for the individual(s) who would perform work on the project must be included behind the front page of each copy of the proposal.
- c. The Division of Design Professionals can be contacted as follows:

Department of Business Regulation
Division of Design Professionals
1511 Pontiac Avenue (Bldg. 68-2)
Cranston, RI 02920
Tel: 401-462-9530
Fax: 401-462-9532
Website: www.bdp.state.ri.us

- d. Proposals that fail to include the required current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for individuals shall be determined to be non-responsive to the solicitation.
15. Please note that this is a project with sensitive security information. The vendor will be required to enter into an agreement to keep all information strictly confidential and adhere to document distribution protocols. The selected vendor for the project, and sub-consultants shall:
- a. Be required to have a complete criminal background check performed. The selected vendor is required to furnish a list of all persons who will be performing work under the Contract and shall designate which persons will be performing work at the project site. Such list shall include the full name and date of birth of each person listed. As deemed necessary, the State reserves the right to request that any listed individuals, provide a State issued Driver's License; State issued Identification Card or Passport. Further, the vendor shall provide the State with updates to such list throughout the duration of the project to include any new employees or agents who will be performing work under the Contract. The State, at its discretion may decide that anyone with a criminal history will not be allowed to work at the project site.
 - b. Pursuant to the above, the vendor shall not utilize any employees who are not included on the above-referenced list. Further, the vendor shall immediately remove any employee, sub-consultant or agent performing services under the Contract if it becomes known to the vendor that such person may pose a potential security threat or danger. The vendor's failure to comply with the requirements, shall be considered a material breach of the Contract, upon where the Contract may be terminated, at the sole discretion of the State, without any further compensation to vendor.

SECTION 2. BACKGROUND

The property located at 55 Colorado Avenue consists of 6.47 acres, and was purchased by the State of Rhode Island Department of Transportation (RIDOT) in 2013. Planning is underway to subdivide the acreage, with the RIDOT retaining 2.76 acres. The remaining 3.71 acres will be available for the RIBOE inclusive of a 47,500 SF building. The building was originally constructed in 1973 for United Printing, Inc. It provided commercial services including printing, mailing, pre-press, file proofing, compiling, plate making, offset printing and bindery. The structure is a simple, single story industrial style building, comprised of a brick-faced office, fronting a warehouse constructed of concrete masonry units. Please see Attachments A and B.

Rhode Island Board of Elections (RIBOE):

The RIBOE has jurisdiction over elections, voter registration and campaign finance. It is responsible for implementing, monitoring and enforcing federal and state law as they apply to election and election related activities conducted in Rhode Island. Among the Federal Laws are: the Federal Voting Assistance Act, the Voting Accessibility for the Elderly & Handicapped Act, the Voting Rights Act of 1965, the National Voter Registration Act, the Higher Education Amendments Act of 1998 and the Help America Vote Act of 2002. Title 17 of the Rhode Island General Laws sets forth the election, voter registration duties, campaign finance duties and responsibilities of the Board. In addition, the RIBOE adopts rules and regulations and issues directives as it deems necessary to carry out the purpose and objectives of the election and campaign finance laws of Rhode Island. The RIBOE is also the Custodian of the State's voting equipment and the maintenance, preparation, testing and delivery of voting equipment and election related forms and supplies.

Staffing requirements for the BOE are unique as the FTE's are approximately 12 to 18; however the seasonal and emergency staffing requirements increase to upwards of 225 personnel, revolving around election calendars. The decrease in number of personnel may take place over months, following an election season. The RIBOE currently occupies 22,500 SF of space at 50 Branch Avenue and 20,000 SF of space for storage at the Cranston St. Armory, for a total of 42,500 SF of space. Preliminary square footage needs are approximately 70,000 SF, housed in a single location. While this agency does need to be accessible for public interface, there is a significant amount of secure space required, due to the election management system, ballot storage and voting equipment.

Please note that “Attachment A: Inventory of Existing Buildings” included as part of this RFP and summarizes information above.

The focus of the Feasibility Study effort will be:

1. The feasibility and benefit of renovating and possibly expanding the existing building for the State of Rhode Island Board of Elections (BOE).

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

General Scope of Work

This Feasibility Study effort is focused on identifying an approach to the development of the property located at 55 Colorado Avenue for the RIBOE in an effort to consolidate the agency into one location. The final product sought is a report with existing condition information, recommendations, conceptual design options and cost estimates. Project meetings and summits will occur throughout the process, requiring consultant preparation and delivery of presentations via Powerpoint in public forums.

Key agencies participating in this planning and study effort shall include the Department of Administration, Division of Capital Asset Management and Maintenance, Office of Management and Budget, Board of Elections, Office of Energy Resources, Department of Transportation, and the Department of Information Technology.

The parcel information for development at 55 Colorado Avenue is as follows:

Map 282, Lot 175
55 Colorado Avenue, Warwick, RI
3.71 Acres (after sub-division)
47,520 gross square feet of existing building

Specific Activities / Tasks

Part I: Facility Assessment of 55 Colorado Avenue

- A. Review information contained in DCAMM's recently completed Facility Condition Assessment report.
- B. Prepare executive summary for the location including building data, floor plans site plan, photographs and planning issues.
- C. Provide Asbestos and Lead Inspection for the property.
- D. Provide Phase I Environmental Site Assessment for the property.
- E. Provide Class I Site Surveys for the property with grades and contours at one (1) foot intervals.
- F. Provide Boundary Survey of the property.
- G. Provide Geotechnical information for the property (site borings and soils reports).
- H. Document, evaluate and provide recommendation for existing utility infrastructure and note utility upgrades for the property including but not limited to: electric, water, sewer/OWTS, availability of natural gas, and telecommunications.
- I. Develop existing conditions drawings of the property (Floor Plan, Roof Plan and Exterior Elevations).
- J. Prepare assessment of facility with respect to capacity, condition, quality, and construction type.
- K. Provide evaluation and recommendations for the building, including architectural, structural, seismic, wind, mechanical, electrical, plumbing, fire protection, security, information technology, communications, code, ADA and energy.

Part II: Programming

- A. Inventory existing spaces and parking at buildings occupied by the Board of Elections. (**Attachment A: Inventory of Existing Properties.**)
- B. Meet with agency leadership to develop projections of future space and parking needs to meet the projected growth of agency, staff, public, meeting needs, storage needs and any special requirements.
- C. Develop a new space program for the Board of Elections including public, private and secure circulation, public areas, office space, storage space, conference rooms, training space, vehicle space, mechanical, electrical, plumbing, fire protection, IT, security, parking requirements and special requirements.
- D. Obtain approval from the user agency leadership on the proposed program.

Part III: Feasibility and Conceptual Plans

- A. Test the proposed space program with parking layouts in the existing building with any additions if necessary. Provide volumetric study of the existing building with proposed addition. Provide two different options.
- B. For each option, plan and indicate major site element locations such as generator(s), HVAC equipment, dumpsters, security gates, secure parking and public parking etc.
- C. Provide analysis of pros and cons of each test.
- D. Obtain approval from the agency leadership on options prior to finalizing conceptual design and site layout for cost estimating.
- E. In addition to existing and proposed plans, provide one (1) high quality computer generated perspective rendering in ¾ view of the building exterior. No interior renderings are required.

Part IV: Cost Estimates

- A. Each option should receive costs estimates including remediation, demolition, rehabilitation, and new construction.
- B. Estimates should include any required site infrastructure.
- C. Estimates should reflect the projected Total Project Costs (budget) including hard construction costs, utilities, A/E fees, commissioning fees, furniture, signage, artwork, accessories, percentage for public art through RISCA at 1% of hard construction costs, computers, radio equipment, security equipment, AV equipment, ballistic resistant and hardened materials upcharges, contingencies, escalation, testing and inspection fees, permit fees and other costs that the Design Agent deems relevant to the Total Project Cost.
- D. Research and present available energy incentives, equipment, rebates and grants in collaboration with the State of RI Office of Energy Resources and utility companies.

Part V. Deliverables and Schedule

- A. A professionally written and packaged report including:
 - 1. Project Team

2. Executive Summary
3. Facility Assessment results
4. Programming and Parking Overview with break-out of existing and proposed square footages as well as existing and proposed parking
5. Conceptual Building Designs
6. Conceptual Site Designs
7. Cost Estimates
8. Appendices with all base documentation ie. Asbestos and Lead Inspection Reports, Phase I Environmental Site Assessments, Class I Site Surveys, Boundary Survey, Geotechnical Information, Utility infrastructure Evaluation, Existing Conditions Drawings, and Employee Interview/Survey Results.

B. Schedule for Feasibility Study:

1. Facility Assessment to be completed no later than 1 months from issuance of Purchase Order.
2. Programming and Parking Analysis to be completed no later than 2 months from issuance of Purchase Order.
3. Feasibility and Conceptual Plans with Renderings to be completed no later than 3 months from issuance of Purchase Order.
4. Draft Feasibility Study with Cost Estimates to be completed no later than 4 months from issuance of Purchase Order.
5. Final Feasibility Study with Cost Estimates to be completed no later than 6 months from issuance of Purchase Order.

SECTION 3.1: ADDITIONAL TERMS AND CONDITIONS

1. The successful respondent shall be solely responsible for meeting all terms and conditions specified in this RFP, and any resulting contract. The use of any subcontractors or other vendors must receive prior approval by the State. A contract, based on standard A.I.A. forms will be developed by the Division of Purchases and DCAMM which incorporates a final work plan and schedule. The selected Respondent must agree to provide all deliverables by the dates established in the final work plan and schedule.
2. The selected respondent shall be required to appoint a representative from their firm who will act as their project manager and who will be responsible for seeing that all services are performed in the final work plan and schedule. The selected Respondent shall not change its designated representative during the project without prior written consent from DCAMM.
3. Due to the public nature of this project, the successful firm will be required to appear before various authorities including, but not limited to State and local fire code officials; State and local building code officials, State Property Committee, transportation and environmental officials, as well as legislative oversight committees. Fee proposals shall be adequate to allow complete participation of the project manager and other key principals in these essential processes.
4. The selected Respondent shall be allowed to invoice monthly based on the percentage of work completed.

5. **Payment Schedule:** Payments shall be made monthly in proportion to services performed so that compensation shall aggregate to the following percentages at the completion of each phase of work:
 - Facility Assessment: 20%
 - Programming and Parking Analysis: 40%
 - Feasibility and Conceptual Plans with Renderings: 60%
 - Draft Feasibility Study with Cost Estimates: 80%
 - Final Feasibility Study with Cost Estimates: 90%
 - Closeout and Final Presentations: 100%
 - Five percent (5%) retainage shall be held on all expenses, with the exception of reimbursable expenses until project close out.
6. **Drawings:** Existing drawings are available in AutoCAD format. All new drawings shall be submitted in hard copy as well as Revit and PDF formats. Feasibility Study drawings shall be in Revit LOD 200. Reports and all documentation of existing conditions shall be submitted in hard copy and CD. Revit models shall be made available by the successful Respondent to their project team including all disciplines.
7. All Revit, AutoCAD, Microsoft Excel, Word, Access, InDesign, report images and Powerpoint files as part of the Feasibility Study endeavor, shall be turned over to DCAMM for use by the State. The respondent shall organize all supporting files by location for final electronic deliverable.
8. Please provide six (6) hard copies and three (3) electronic CD versions of all deliverables: including Draft Feasibility Study and Final Feasibility Study.
9. **Reimbursable expenses:** Only the actual reimbursable expenditure will be paid. When authorized in advance in writing by the Division of Capital Asset Management and Maintenance, reimbursable expenses shall be paid based on verified costs plus a fee not to exceed four percent (4%). Transportation, parking, meals, alcohol, travel incidentals, PPE, Codes/Standards written material, telephone expenses, computers, tablets, software, cameras and other electronic expenses are not considered reimbursable expenses under this RFP.
10. **Cancellation for convenience:** The State reserves the right to cancel, for its convenience, any and all contracts that are entered into as the result of this award and the selected Respondent shall have no claim to any reimbursement for lost work or profits and shall have only a claim for work done until the date of cancellation for convenience. The State shall provide seven (7) days' notice of any cancellation.
11. **Respondent de-scoping:** The selected Respondent shall make their project principals and all key engineering staff and/or consultant(s) available for de-scoping.
12. The professional cost estimator required for cost estimates shall NOT be an employee of the selected Respondent and shall NOT be a regular employee of a construction firm.

SECTION 4: PROPOSAL

A. Technical Proposal

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

1. Staff Qualifications (0-20 Points)

- a. Respondent shall demonstrate depth of experience with feasibility study planning.
- b. Respondent shall demonstrate that the proposed project team includes LEED Accredited Professionals with a depth of experience in energy efficiency programs and renewable energy systems.
- c. Respondent shall demonstrate that the Project Manager and consultants are experienced in space planning for office and storage use.
- d. Respondent shall demonstrate that the Cost Estimator is familiar with projects of this nature.

2. Capability, Capacity, and Qualifications of the Offeror (0-20 Points)

- a. Respondent shall demonstrate expertise in facilities assessments (conditions evaluations, Code, Energy, ADA, and facility security evaluations etc.) and in determining whether or not a building is advantageous for re-use.
- b. Respondent shall demonstrate expertise in the renovation of existing buildings and in creating additions for existing buildings.
- c. Respondent shall demonstrate expertise in programming to determine the correct size of a building.
- d. Respondent shall demonstrate expertise in site re-development.

3. Work Plan (0-30 Points)

- a. Respondent shall submit a Work Plan and Schedule which reflects timetable to complete the Feasibility Study.
- b. Work Plan shall demonstrate a detailed understanding of the project goals and objectives, breakdown of all key tasks, schedule (including meetings, workshops, presentations, draft deliverables, review periods and final deliverables).

NOTE: As part of the Technical Proposal, all Respondents shall utilize and complete Standard Form 330 Part I and Part II. The form is available on the Division of Purchases web site.

B. Cost Proposal

Provide a cost proposal to include the following:

- a) Professional Fee Proposal. This will be evaluated (Respondents that met minimum of 55 points in the Technical Proposal) on the following criteria (will represent 30 points max):
 - i. The Professional Fee proposal shall be submitted in a **separate, sealed envelope**.
 - ii. The Professional Fee proposal shall be submitted as a Lump Sum price. The price must be provided on the attached Fee Proposal Form. This shall be a fixed fee (dollar amount), which includes, as a separate line item, an allowance for expected reimbursables of \$12,000.00.
 - iii. The Professional Fee proposal shall indicate the number and type of professionals to be employed and the hourly rate, including overhead, for each and shall include full services as listed in this RFP including all deliverables for all phases of the project.
- b) All services described in this RFP must be included in the proposal, with **no exclusions** and a lump sum fixed fee (dollar amount) must be provided, or the proposal shall be rejected as being non-responsive.

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 55 (78.6%) out of a maximum of 70 points to advance to the cost evaluation phase. Any technical proposals scoring less than 55 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 55 points or higher will have the cost proposals evaluated and assigned up to a maximum of 30 points in cost category bringing the total potential evaluation score to 100 points. After total possible evaluation points are determined ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

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

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

Criteria	Possible Points
Staff Qualifications	20 Points
Capability, Capacity, and Qualifications of the Offeror	20 Points
Work Plan	30 Points
Points	70 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:

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

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 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 # 7597633** 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

c. Proposals shall include the following:

- a. One completed and signed RIVIP Bidder Certification Cover Form (included in the original copy only) downloaded from the Division of Purchases website at www.purchasing.ri.gov. *Do not include any copies in the Technical or Cost proposals.*
- b. One completed and signed Rhode Island W-9 (included in the original copy only) downloaded from the Division of Purchases website at <http://www.purchasing.ri.gov/rivip/publicdocuments/fw9.pdf>. *Do not include any copies in the Technical or Cost proposals.*

- c. Two (2) completed original and copy versions, signed and sealed Appendix A. MBE, WBE, and/or Disability Business Enterprise Participation Plan. Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation. *Do not include any copies in the Technical or Cost proposals.*
 - d. Technical Proposal - describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The technical proposal is limited to six (6) pages (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request).
 - a. One (1) Electronic copy on a CD-R, marked "Technical Proposal - Original".
 - a. One (1) printed paper copy, marked "Technical Proposal -Original" and signed.
 - b. Four (4) printed paper copies
 - e. Cost Proposal - A separate, signed and sealed cost proposal reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
 - f. One (1) Electronic copy on a CD-R, marked "Cost Proposal -Original".
 1. One (1) printed paper copy, marked "Cost Proposal -Original" and signed.
 - g. Four (4) printed paper copies
- d. 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:
 - e. Vendor's name
 - f. RFP #
 - g. RFP Title
 - h. Proposal type (e.g., technical proposal or cost proposal)
 - i. 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# 7597633**” 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

Appendix B

Solicitation #: 7597633

Solicitation Title: **Architectural & Engineering (A&E) Design Services: Feasibility Study for the Renovation of 55 Colorado Avenue, Warwick, RI for the Rhode Island Board of Elections**

BID FORM

To: The State of Rhode Island Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill, Providence, RI 02908-5855

Bidder:

Legal name of entity

Address (street/city/state/zip)

Contact name

Contact email

Contact telephone

Contact fax

1. **BASE BID PRICE**

The Bidder submits this bid proposal to perform all of the work (including labor and materials) described in the solicitation for this Base Bid Price (*including the costs for all Allowances, Bonds, and Addenda*):

\$ _____

(base bid price *in figures* printed electronically, typed, or handwritten legibly in ink)

(base bid price *in words* printed electronically, typed, or handwritten legibly in ink)

- **Allowances**

The Base Bid Price **includes** the costs for the following Allowances:

No. 1: **Reimbursable Expenses** \$ **12,000.00**

Total Allowances: \$ **12,000.00**

Appendix B

Solicitation #: 7597633

Solicitation Title: **Architectural & Engineering (A&E) Design Services: Feasibility Study for the Renovation of 55 Colorado Avenue, Warwick, RI for the Rhode Island Board of Elections**

- **Bonds**

The Base Bid Price **includes** the costs for all Bid and Payment and Performance Bonds required by the solicitation.

- **Addenda**

The Bidder has examined the entire solicitation (including the following Addenda), and the Base Bid Price **includes** the costs of any modifications required by the Addenda.

All Addenda must be acknowledged.

Addendum No. 1 dated: _____

Addendum No. 2 dated: _____

Addendum No. 3 dated: _____

Addendum No. 4 dated: _____

Addendum No. 5 dated: _____

Addendum No. 6 dated: _____

2. **ALTERNATES** (Additions/Subtractions to Base Bid Price)

The Bidder offers to: (i) perform the work described in these Alternates as selected by the State in the order of priority specified below, based on the availability of funds and the best interest of the State; and (ii) increase or reduce the Base Bid Price by the amount set forth below for each Alternate selected.

Check "Add" or "Subtract."

N/A

Appendix B

Solicitation #: 7597633

Solicitation Title: Architectural & Engineering (A&E) Design Services: Feasibility Study for the Renovation of 55 Colorado Avenue, Warwick, RI for the Rhode Island Board of Elections

3. UNIT PRICES

The Bidder submits these predetermined Unit Prices as the basis for any change orders approved in advance by the State. These Unit Prices include all costs, including labor, materials, services, regulatory compliance, overhead, and profit.

Unit Price No. 1: Cost per square foot to add \$_____ /SF
or deduct measured building
space

Unit Price No. 2: Soil boring per foot of depth \$_____ /Foot

Unit Price No. 3: Rock boring per foot of depth \$_____ /Foot

Unit Price No. 3: Unit price for test pits for \$_____ /Per Pit
storm water design where
required.

4. CONTRACT TIME

The Bidder offers to perform the work in accordance with the timeline specified below:

N/A

5. LIQUIDATED DAMAGES

The successful bidder awarded a contract pursuant to this solicitation shall be liable for and pay the State, as liquidated damages and not as a penalty, the following amount for each calendar day of delay beyond the date for substantial completion, as determined in the sole discretion of the State: **N/A**.

Appendix B

Solicitation #: 7597633

Solicitation Title: Architectural & Engineering (A&E) Design Services: Feasibility Study for the Renovation of 55 Colorado Avenue, Warwick, RI for the Rhode Island Board of Elections

This bid proposal is irrevocable for 60 days from the bid proposal submission deadline.

If the Bidder is determined to be the successful bidder pursuant to this solicitation, the Bidder will promptly: (i) comply with each of the requirements of the Tentative Letter of Award; and (ii) commence and diligently pursue the work upon issuance and receipt of the purchase order from the State and authorization from the user agency.

The person signing below certifies that he or she has been duly authorized to execute and submit this bid proposal on behalf of the Bidder.

BIDDER

Date: _____

Name of Bidder

Signature in ink

Printed name and title of person signing on behalf of Bidder
#

Bidder's Contractor Registration Number