RHODE ISLAND DEPARTMENT OF TRANSPORTATION / DIVISION OF HIGHWAY & BRIDGE MAINTENANCE

ACQUISITION OF REAL PROPERTY FOR A CENTRALIZED FACILITY FOR HIGHWAY/BRIDGE MAINTENANCE VEHICLES

RFP # 7598682

PROPOSAL REQUIREMENTS AND SPECIFICATIONS

TABLE OF CONTENTS

	PAGE(S)
I. **PROPOSAL SUBMISSION REQUIREMENTS**	
PROPOSAL FORMAT	3
❑ FORMAT	3
❑ TRANSMITTAL LETTER	3-4
❑ PROPERTY OWNER BACKGROUND	4
❑ PROPOSAL CONTENT	5
❑ SPECIAL CONDITIONS	5
❑ PROJECT SCHEDULE	5-6
❑ PROPOSAL DUE DATE	6
❑ OTHER RULES	6-7
➢ PRESENTATION	6
➢ AMENDMENT	7
➢ COST OF PREPARING PROPOSAL	7
➢ ACCEPTANCE OF PROPOSAL	7
➢ DISPOSITION OF PROPOSAL	7
➢ PROPOSAL RULES FOR WITHDRAWAL	7
▪ REVIEW COMMITTEE	7-8
❑ EVALUATION OF PROPOSALS	8
❑ PHASE 1-EVALUATION OF MANDETORY REQUIREMENTS	8
❑ PHASE 2-EVALUATION OF TECHNICAL ELEMENTS	8
❑ PHASE 3-EVALUATION OF COSTS	8-9
❑ PHASE 4-SELECTION BY STATE	9
▪ PROPOSAL AWARD	9
▪ CONTRACT	9
▪ NON-APPROPRIATION OF FUNDS	9
▪ NON-EXCLUSIVENESS OF REMEDIES	9-10
▪ RHODE ISLAND LAWS	10
II. PROPOSAL SPECIFICATIONS	
▪ OVERALL FACILITY REQUIREMENTS	10-11
▪ TESTING AND INSPECTIONS (SUCCESSFUL PROPOSER)	11

The State of Rhode Island Department of Administration request proposals from interested parties for the purpose of acquiring a building or buildings containing between approximately 30,000-75,000 square feet on one (1) parcel or lot of land with adequate on-site parking that will be suitable to store heavy trucks and equipment associated with Highway & Bridge Maintenance Operations. The building or buildings offered must be located in either Providence County or Kent County with access to major highways and adequate area to stage work crews assigned to these operations.

I. PROPOSAL SUBMISSION REQUIREMENTS

PROPOSAL FORMAT

FORMAT

The outside cover of the package shall contain the following sections:

- Transmittal Letter
- Corporate Background

TRANSMITTAL LETTER

The transmittal letter shall be in the form of a standard business letter and is required to be signed by an individual authorized to legally bind the proposer. The letter shall include:

- A statement indicating that the offeror is a corporation or other legal entity authorized to do business in the State of Rhode Island.

- A Warranty of Authority indicating that the individual whose signature appears on the company's proposal has the authority to bind the corporation contractually to the extent of the commitment sought by the specifications set forth. This Warranty of Authority may be in the form of a corporate resolution.

- A statement of compliance with applicable statutes. The offerors shall abide by and comply with all relevant state and federal anti-discrimination, equal opportunity, contract compliance and rehabilitation statutes and regulations.

If the offeror deviates from the detailed specifications and requirements contained herein, the transmittal letter should identify and explain these deviations. The State reserves the right to reject any proposal containing such deviations or to require modifications before acceptance.

***The State of Rhode Island will only entertain proposals received from the principal owner of the property offered. The State of Rhode Island will not pay any brokerage fees in connection to this transaction.**

PROPERTY OWNER BACKGROUND

If the property owner is an entity (Corporation**,** limited liability company, partnership, etc.) provide the following:

Type entity
Name of entity
Date entity was created
List entity owners (if the entity owner is anther entity, provide same information as noted above. If the owner is an individual, provide the information noted below for individuals.

If the Property owner is an individual, provide the following:
Person's name
Person's address

PROPOSAL CONTENT

The submitted proposal shall include the following information related to the property offered.

1) The offering price for the property submitted in response to this Request for Proposals.
2) A copy of the property deed. (Metes and bounds description)
3) A full narrative description of the building, land, improvements and equipment.
   - This narrative should include information relating to the age of the building, roof, major mechanical systems, and equipment that will be included in the sale.
4) A comprehensive listing of the age and condition of the building's major mechanical systems.
5) Exterior and interior photographs of the property.
6) A copy of the tax assessor's plat map showing the property location.
7) A site plan that clearly shows the property boundary lines, the location of the building and the parking lot area.
8) A floor plan showing existing conditions with each section of the building marked up.
9) A plan showing the location of all available utilities.
10) A complete checklist indicating the property's conformance to the facility specifications highlighted on **page 10 of this document**.
11) Identify all existing leases (including information relative to the termination dates) or occupant arrangements and provide explanation as to how these arrangements would impact the State's ability to occupy the building.
12) A detailed description of any environmental issues/problems on the subject property.
13) Any other property information deemed pertinent by the offeror.

♦ **SPECIAL CONDITIONS**:

Initiation of Negotiations:
The negotiation commencement date with the successful proposer is contingent on the following:
a) Approval/Appropriation of funds adequate for purchase
b) State Properties Committee approval to initiate negotiations
c) Compliance with all other governing laws

Negotiating Phase
Prior to completing negotiations with the successful proposer, the State of Rhode Island has the right to perform proper due diligence to include, but not limited to, the following:
a) The Department of Transportation will secure the services of a qualified general certified real estate appraiser who will complete an appraisal of the selected property.
b) The Department of Transportation will secure the services of a qualified, licensed structural engineering firm to conduct a full structural inspection and a Facility Condition Study of the selected property.
c) The Department of Transportation will secure the services of a qualified, licensed Architectural and Engineering firm to conduct an Environmental Assessment of the selected property.
d) A representative of the Office of the State Fire Marshal will conduct a fire code inspection of the selected property.
e) A representative of the State Building Commission will conduct a building code inspection of the selected property.

Final Negotiations
a) The State of Rhode Island will negotiate a final sale price with the successful proposer based on the results of the above-referenced approvals and reviews.
b) The State Properties Committee must grant final approval of the property acquisition.

PROJECT SCHEDULE

Phase I:	Date and Time
Pre-Proposal Conference:	**March 22, 2019 @ 2:00 p.m.** Location: One Capitol Hill, Providence Conference Room "B"
Offeror questions deadline:	**March 29, 2019**
Questions and responses posted on RI Division of Purchases website:	**April 3, 2019**
Phase II:	
Proposals Due:	**April 10, 2019 @ 10:00 A.M.** **(Proposals opened and**

acknowledged only)

Phase III:
Presentation by offerors TBD after proposal submission

All questions regarding this Request for Proposals are to be **e-mailed** by 4:00 p.m. on **March 29, 2019** to:

Rhode Island Department of Administration
Division of Purchases
One Capitol Hill,
Providence, RI 02908
Thomas.Bovis@purchasing.ri.gov

All questions and responses thereto shall be posted on the Division of Purchases website (as an amendment to the subject RFP) by 4:00 p.m. on **April 3, 2019**.

Be advised that all questions and responses shall be made public and shared with all offeror's, not only the offeror making the inquiry.

PROPOSAL DUE DATE

Proposals are due no later than 10:00 a.m. on April 10, 2019. The proposals must be submitted according to the requirements detailed in this document. Any and all submissions received after such date and time shall not be accepted.

One original and five (5) copies of the submission must be sent in a sealed envelope that is clearly marked on the outside in the following manner:

Request for Proposals **# 7598682**
Department of Administration
Office of Purchases
One Capitol Hill
Providence, RI 02908

Receipt of such proposals will be opened and acknowledged only at 10:00 a.m. at:

Department of Administration
Office of Purchases
One Capitol Hill. Second Floor
Providence, RI 02908

OTHER RULES

Presentation
After the bid opening, each vendor submitting a proposal may be required to make a

presentation to the Review Committee, the Department of Administration and any other division or agency as required by the Director of the Department of Administration.

Amendment

The State reserves the right to amend requirements, as set forth, prior to the date for proposal submission. Amendments will only be distributed to those parties attending the proposer's conference or submitting questions.

Cost of Preparing Proposal

Costs for developing the submissions are solely the responsibility of the offerors**.** The State of Rhode Island will provide no reimbursement for such costs. Costs associated with any presentations will be the responsibility of the offerors and will in no way be billable to the State.

Acceptance of Proposals

All material properly submitted will be accepted by the State of Rhode Island. However, the State reserves the right to reject any and all proposals received, or to cancel this request according to the best interests of the State. Any submission that contains material irregularities, is conditional or incomplete may be rejected. The State may waive an immaterial defect, but such waiver shall in no way modify the requirements or excuse the proposer from full compliance with the specifications as set forth and other contract requirements if the proposer is awarded the contract.

Disposition of Proposals

All proposals become the property of the State of Rhode Island. The successful proposal will be incorporated into the resulting contract and will become a public record.

Proposal Rules for Withdrawal

The State will not accept any amendments, revisions or alterations to proposals after the proposal due date.

After submission of proposals, a proposal may be withdrawn by a offeror by submitting a written request for its withdrawal to Michael DiBiase, Director of the Department of Administration, and be signed by the offeror or an authorized agent of the firm. No amendments will be accepted after the submission date.

Upon submitting a proposal to this Request for Proposals, all offerors agree that any submitted proposal shall remain a valid proposal for one hundred twenty (120) days or until a contract is awarded, whichever comes first.

REVIEW COMMITTEE

The selection committee will evaluate each submission, make recommendations, and evaluate cost proposals as described below. The review committee may also retain in non-voting, advisory capacity, other non-state contractors or persons. These non-state persons will have no direct affiliation with any of the offerors.

A Review Committee will monitor the entire evaluation process to ensure impartiality and fairness and prepare a report of their evaluation for the Director of the Department of Administration. The Director will award the contract in accordance with applicable rules and regulations governing the award of State contracts.

EVALUATION OF PROPOSALS

Proposals will be evaluated, and the contract awarded in compliance with applicable Rhode Island Statutes. The State reserves the right to accept or reject any or all proposals, or any part of any proposal and to waive any defect of technicality and to advertise for new proposals where the acceptance, rejection or waiver would be in the best interest of the State.

Proposals will be evaluated based upon, but not limited to, the following criteria in no particular order of importance:

A. Compliance with all provisions of the RFP.
B. Clarity of the proposal.
C. The financial benefit to the State.
D. The programmatic benefit to the State.
E. Qualifications of the proposer to carry out all activities included in the proposal.
F. Costs to the State to effectuate occupancy and operations at the location.

Phase 1 - Evaluation of Mandatory Requirement

The purpose of this phase is to determine if each submission is sufficiently responsive to permit a complete evaluation. Proposals will be evaluated to determine if they are complete and whether they comply with the requirements stated herein. Failure to comply with the instructions or to submit a complete proposal will deem a proposal non-responsive, except that the State reserves the right to waive non-material deviations. Each proposer must meet the following mandatory requirements:

- transmittal letter
- corporate background
- representation at the pre-proposal informational conference
- response to specifications

Phase 2 - Evaluation of Technical Proposal Elements

Only those proposals determined to have complied with the requirements of Phase 1 will be evaluated. During the course of the Phase 2 evaluation, submission material will be evaluated to determine the adherence to the technical specifications set forth. The State, at this point, may make reference checks and may request presentations by proposers. However, the State reserves the right to award based solely on the written submission of the proposer.

Phase 3 - Evaluation of Costs

Each eligible proposal will also be evaluated as to the cost to the State. A determination will be

made if the submission is complete and in compliance with the scope of services. Any cost proposal in which there are significant inadequacies may be rejected.

Phase 4 - Selection by State

The Review Committee will make a report to the Director of the Department of Administration who will award the contract at his discretion. If no contract is finalized with the selected proposer within an appropriate period of time or under terms and conditions satisfactory to the Director of the Department of Administration, the Director may require (i) the Review Committee to make another recommendation, or (ii) take any other action the Director deems appropriate for the best interest of the State. If all proposals are rejected, proposers will be promptly notified.

PROPOSAL AWARD

Proposal award will be based on compliance with mandatory items, and adherence to specifications, and other items listed below. Complete and accurate responses to all items are necessary for the complete and fair evaluation of proposals. Award shall be based on, but not limited to, the factors of:

A. Compliance with all provisions of the Request for Proposals
B. Clarity of the proposal
C. The financial benefit to the State
D. The programmatic benefit to the State
E. Qualifications of the proposer to carry out all the activities included in the proposal
F. Cost

CONTRACT

The successful offeror will be required to execute a purchase and sale agreement that must be approved and signed by the State Properties Committee. Any special terms or conditions which would prevent a proposer from entering into a contract with the State must be defined as such and must be submitted with the proposal.

NON-APPROPRIATION OF FUNDS

Any contract arising out of this Request for Proposal will be subject to the State's ability to terminate in the event of the non-appropriation of funds for any fiscal year (July 1 through June 30) for the subject matter of the said agreement. The successful offeror will also be required to indemnify, save and hold harmless the State of Rhode Island, its agents and employees for any and all liability arising out of the infringement of any patent, copyright or other proprietary right arising out of the use of the subject matter of this Request for Proposal.

NON-EXCLUSIVENESS OF REMEDIES

Any right or remedy on behalf of the State provided for in any part of these specifications,

including, but not limited to any guarantees of warranty or any remedy for contractor's non-performance shall be in addition to and not a limitation of any right or remedy otherwise available by law, equity or statute.

RHODE ISLAND LAWS

The laws of the State of Rhode Island shall govern all questions as the execution, nature, obligation, instruction, validity and performance of this agreement.

II. PROPOSAL SPECIFICATIONS

OVERALL FACILITY SPECIFICATIONS/REQUIREMENTS

CATEGORY	RECOMMENDED SPECIFICATION
Location	Providence County or Kent County with access to major interstate highways
Parking	Minimum 60-80 dedicated spaces
Building(s) Type	Industrial Building to accommodate Large trucks and heavy equipment with clear span construction with an area for support staff
Overall Square Footage	Approximately 30,000-75,000 square feet
Support staff/Office area	> 2,500 square feet
Open floor space free of columns	25,000 square feet to 75,000 square feet
Zoning	Industrial
Overhead doors	Multiple with Minimum 20 ft. width and 16 ft. height
Power/Electric Service	Minimum 600 Amp 120/208 Volt
Proximity to power generation	< 15 miles to provider(s)
Local area network/Cabling	Internet and Telephone
Fire Suppression/Protection	Wet or Dry system; Alarm Connected to Fire Dept.
Heating, Ventilation, Cooling	HVAC rooftop gas-fired desirable
Heating, Ventilation, Cooling	Office & Support Area: Heated 60-68 Degrees; AC 75-85 Degrees Garage: 60 Degrees Unoccupied-65 Degrees Occupied
Accessibility	Property must be handicapped accessible
Desirables	Floor Drains for Ice/Snow melt; Separate Service area for mechanical repairs.

NOTE:

- **The property must be in total compliance with all applicable State and local building, zoning and fire codes.**
- **The property will be transferred to the State of Rhode Island with warranty covenants and free and from any and all liens and encumbrances.**

- All improvements must be in compliance with all applicable codes and requirements, including handicapped accessibility and historical preservation (if applicable).

- Load limits on all floors must withstand current building codes minimum loads for all functions. Floors need to accommodate fully loaded tandem axle dump trucks (80,000 lbs).

- The fire alarm protection system shall be provided in accordance with the latest edition of the State of Rhode Island Fire Safety Code and the requirements for detectors by the local authority having jurisdiction. All smoke detectors, heat detectors, pull stations, horn/light devices, emergency and exit lighting shall be provided, in accordance with the latest code provisions. "Grandfathered" systems are not acceptable.

- All wiring shall be concealed and shall be in accordance with National Grid Company, state/city requirements and codes. Receptacles and switches shall be a NEMA specification grade with cover plates. All branch circuit wiring shall be copper.

TESTING AND INSPECTIONS

The **successful offeror** must submit the following during the negotiation period.

1. Radon test results for all masonry buildings and building space located below ground level completed by a qualified firm licensed to conduct business in Rhode Island.

2. Lead, air and water tests completed by qualified firms licensed to conduct business in Rhode Island.

3. Asbestos investigation report completed by a qualified firm licensed to conduct business in Rhode Island.

4. Statement there is no toxic waste buried or located on site submitted by a qualified firm licensed to conduct business in Rhode Island.

5. A report from a Rhode Island Registered Professional Engineer as to the structural condition of the building.

*All tests and reports shall be at the proposed offeror's expense. And it shall be at the seller's cost to correct any deficiencies in order to maintain acceptable local, State and/or Federal Standards.