



Solicitation Information
May 3, 2019

RFP# 7598791.

TITLE: Engineering Design Services for new pier for research vessel at URI Bay Campus

Submission Deadline: May 29, 2019, 11 AM EST

PRE-BID/ PROPOSAL CONFERENCE: Yes

MANDATORY:

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: May 9, 2019 at 1 PM

LOCATION: Conference Room 218 South Ferry Road University of Rhode Island Oceanography Building, South Ferry Road, Narragansett RI

Questions concerning this solicitation must be received by the Division of Purchases at Thomas.bovis@purchasing.ri.gov no later than **May 15, 2019 4 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

Thomas Bovis, Interdepartmental Project Manager

Note to Applicants:

- Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov
- 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 University of Rhode Island (“University”), is soliciting proposals from qualified firms to provide engineering and related design services for a new pier for a research vessel at the Narragansett Bay Campus in accordance with the terms of this Request for Proposals (“RFP”) and the State’s General Conditions of Purchase, which may be obtained at the Division of Purchases’ website at www.purchasing.ri.gov.

The initial contract period will begin approximately June 2019 and extend through December 2022 based on vendor performance and the availability of funds. This engagement includes design, permitting, bidding assistance, and construction administration services

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-eco-contract-compliance-report.pdf>), as well as the "Certificate of Compliance" (<http://odeo.ri.gov/documents/odeo-eco-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 Vilma Peguero at the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail at ODEO.EOO@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. Architectural and Engineering Services:

- a. Persons or firms practicing Engineering and/or Architectural Services in the State of Rhode Island must possess a proper registration and Certificate of Authorization in accordance with Rhode Island General Laws.
- b. A copy of the current RI Certificate of Authorization for the firm and current Rhode Island registrations(s) for the individual(s) who would perform the work must be included behind the front page of each copy of the proposal.
- c. The Board of Design Professionals can be contacted as follows:

Division of Design Professionals
1511 Pontiac Avenue
Cranston RI 02857

Phone: (401) 462-9530
Fax: (401) 462-9532
<http://www.bdp.state.ri.us/>

- d. The respondent's Proposal will be disqualified and removed from consideration if the proposal fails to include the required current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s).

SECTION 2. BACKGROUND

The University of Rhode Island (URI) is the State's public learner-centered research university. We are a community joined in a common quest for knowledge. The University is committed to enriching the lives of its students through its land, sea, and urban grant traditions. URI is the only public institution in Rhode Island offering undergraduate, graduate, and professional students the distinctive educational opportunities of a major research university. Our undergraduate, graduate, and professional education, research, and outreach serve Rhode Island and beyond. Students, faculty, staff, and alumni are united in one common purpose: to learn and lead together. Embracing Rhode Island's heritage of Independent thought, we value: **Creativity and Scholarship, Diversity, Fairness, and Respect, Engaged Learning and Civic Involvement, and Intellectual and Ethical Leadership.**

As one of the nation's premier academic oceanographic institutions, the University of Rhode Island's Graduate School of Oceanography (GSO) educates marine scientists, students, policymakers, business leaders and citizens and helps develop the knowledge and skills necessary to address present and future marine challenges. This mission is accomplished through an integrated program of research, education and public outreach. Field and ship-based observations, including time-series studies coupled with laboratory work and modeling, provide a comprehensive approach to studying coastal and blue water oceans throughout the world.

Project Background:

The URI Bay Campus is located on the western shore of Narragansett Bay in Narragansett, Rhode Island. The waterfront facilities consist of a fixed pier, constructed circa 1963 with numerous improvements completed in 1978, 1992, 1997, 2011, and most recently in 2015 following damage sustained during Hurricane Sandy. The pier consists of an L-shaped reinforced concrete deck supported by timber piles and framing. The pier provides a staging and work platform to load and offload research equipment. Vessel mooring and berthing is supported via two steel berthing dolphins while two mooring dolphins are located south of the pier and accessible via pedestrian walkways. Currently, the 185' R/V Endeavor is homeported at the pier. URI was recently awarded a new ship from the National Science Foundation to replace the Endeavor. This ship is currently under construction and expected to arrive at the URI Bay Campus in the fall of 2021. This project is to design a new pier to support this new ship over its expected 40-year operation taking into account not only the current conditions experienced at the site, but the sea level predicted to occur over the next 40 to 50 years. Additionally, the pier should be able to moor additional vessels and support the research activities of the URI faculty.

The new National Science Foundation ship will be a Regional Class Research Vessel with a 199-foot length overall (LOA). Additionally, a visiting vessel such as the R/V Neil Armstrong, a 238-ft LOA research vessel operated by the Woods Hole Oceanographic Institute, could temporarily berth at the pier. The improvements include installation of either a moon pool in the pier deck and/or a 2-ton capacity jib crane for raising and lowering equipment into the bay. Additionally, a small structure to house research instruments analyzing the Narragansett Bay seawater will be built on the pier deck. The design of the pier abutment, ship and building utilities, and structural support of seawater intake lines for the campus aquariums is also included in the scope of this project.

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

General Scope of Work

Provide design, entitlement, bidding support, and construction administration services for a new URI Narragansett Bay Pier, utilities and approach roadway to include:

Section A: Pre-schematic Design

- 1. Master Plan Review:** Review University's Narragansett Bay Master plan and associated studies for the new research vessel and consult with client, Office of Capital Projects, Campus Design, Public Safety, Facilities and Utilities, and other URI offices. Review entitlement requirements and involvement of Coastal Resource Management Council, Army Corps of Engineers, Rhode Island Department of Environmental Management, utilities, Rhode Island Building Code Commission and Rhode Island Fire Marshall. Confirm programmatic needs related to pier design including orientation into bay, pier deck elevation, loading/unloading areas, moon pool, davit, fueling operations, on-pier science laboratory, etc. Master plans and research vessel details are included in Appendix B.
- 2. Development of Options:** Along with direction from the client, Office of Capital Projects and Campus Design, develop two (2) alternative design concepts for the pier, utilities, roadway approaches and aforementioned research support facilities within our constrained TOTAL construction budget of \$9 million. Prepare internal and 3rd party cost estimating for conceptual estimates of the two (2) alternative designs.
- 3. Confirmation of Scope:** Consultant will present project alternatives to the University along with conceptual cost estimates and schedules that align with the delivery of the new research vessel. The University will work with the consultant to optimize our funding and scheduling of the projects and produce a work plan for final design of specific project components with specific scopes. University acceptance of the scopes of these pre-schematic scopes is required before moving into Final Design.

NOTE: Pre-schematic design phase will include conceptual level estimating, renderings of key features of preferred alternatives, and attendance at two meetings for public review and discussion. It is anticipated that the design team will attend work meetings with the client (Director of Facilities and Operations of Narragansett Bay Campus) and the Offices of Campus Design and Capital Projects

(via WebEx or other similar technology) on an as-needed basis to facilitate clarity and direction during the design process.

Section B: Final Design

1. Schematic Design (SD) Phase

- a. Class 1 Boundary Survey (including wetlands flagging)
- b. Utility Survey (internal URI utilities and external 3rd party utilities)
- c. Topographical Survey
- d. Soil probes and borings for permitting and ledge detection (land and marine borings required)
- e. Advance pre-schematic design concept to SD detail (based on University approved design scope authorization in pre-schematic phase).
- f. Prepare demolition, construction mobilization, and sequencing plans to address use and removal of existing pier and roadway.
- g. Preliminary coordination with all environmental agencies and all effected utilities
- h. Prepare SD level construction estimate
- i. Facilitate value engineering session with Owner to confirm final scope and conceptual construction scheduling.

2. Design Development (DD) Phase

- a. Advance SD plans to DD phase within budget and schedule constraints
- b. Finalize pier, utility, roadway, demolition and specifications to DD level
- c. Complete all entitlements and permits for submission to appropriate agencies
- d. Prepare and reconcile DD construction estimate (internal prime consultant estimate and external 3rd party estimate)

3. Construction Document (CD) Phase

- a. Advance DD plans and contract documents to CD phase
- b. Prepare and reconcile CD construction estimate (internal prime consultant estimate and external 3rd party estimate)
- c. Compile CD's into a single bid project for construction bidding, including assessment and configuration of bid alternates (adds and deducts), special provisions, scheduling requirements, and liquidated damages

Section C: Bidding and Construction Administration

1. Bidding Support

- a. Bidding support to include attendance to prebid conferences, responding to contractor questions and preparation of addenda, and analysis of all bids received
- 2. Contract Administration (CA) Support**
- a. Responding to project emails, phone calls, and misc. correspondence
 - b. Biweekly site meetings, and attendance to special site meetings as required
 - c. Change order management including review and assessment of potential change orders
 - d. Complete management of responses to requests for information (RFI's), preparation of architect (or engineers) supplemental instructions (ASI's), management and processing of all shop drawings
 - e. Project completion certification
 - f. Coordination and preparation of as-built and record drawings with contractor for University's use

Section D: At-cost and reimbursable expenses

The intent of this section is to standardize the cost of at-cost and reimbursable expenses so that the selection of the prime consultant is more accurately weighted on their experience and qualifications aligned with the scope of work. These allowances will be filled out in the attached bid form and the University will work with the selected firm to manage these costs after issuance of a purchase order, and within our overall allowance budget.

- 1. Survey:** Consultant shall engage a qualified survey company that will prepare all field data, control points, plans, and metes & bound descriptions of all work identified in this RFQ. For the purposes of this proposal the University is setting an allowance of \$25,000 for this work. After issuance of a purchase order the consultant shall solicit proposals from qualified survey firms to complete this work within the allocated allowance.
- 2. Geotechnical Services:** Consultant shall engage a qualified geotechnical company that will prepare all soil borings, probes, and soil analysis required for the construction of the pier, roadway and utilities and all other work identified in this RFQ. For the purposes of this proposal the University is setting an allowance of \$60,000 for this work. After issuance of a purchase order the consultant shall solicit proposals from qualified geotechnical engineering/soil boring firms to complete this work within the allocated allowance.
- 3. State, Federal, and utility permit fees:** Consultant shall facilitate the costs for the permitting of this project in their proposal. For the purposes of this proposal the University is setting an allowance of \$50,000 for these fees. Consultants shall consult with the University administrator

payment of these fees (CRMC, ACOE, State Fire Marshall) when plans are submitted along with the aforementioned permit applications.

4. **Cost Estimating:** Consultant shall engage a qualified cost estimating company that will prepare a comprehensive project budget (design, construction, and contingencies) required for the design and construction of the pier, roadway and utilities and all other work identified in this RFQ. For the purposes of this proposal the University is setting an allowance of \$30,000 for this work. After issuance of a purchase order the consultant shall solicit proposals from qualified cost estimating firms to complete this work within the allocated allowance.
5. **General At-Cost project expenses:** Consultant shall carry an allowance of \$10,000 for general project at-cost expenses that may include (but not be limited to) printing & reproduction, travel, software, and special fees and services required to facilitate the project.

Design and Construction Schedule

The schedule for this project is as follows:

Bid Award: June 2019

Pre-SD Phase: July 2019 – August 2019

SD Phase: September 2019 – November 2019

DD Phase: December 2019 – June 2020

CD Phase: July 2020 – August 2020

Construction Bidding: September 2020 – December 2020

Contract Administration Phase: January 2021 – December 2022

Budget

The construction budget for this project has been set at \$9 million. Consultant shall work with the University at the beginning of the project to develop a control budget where all design, construction and other funding constraints are identified. This control budget shall be updated at each design phase with the external 3rd party estimator.

Specific Activities / Tasks

Selected consultants must submit proposals with sufficient detail to differentiate specific tasks that are required to develop the plans & contract documents necessary to construct the design alternative selected in Section A, Pre-schematic design phase. Such tasks include but are not limited to:

- Class 1 Survey and wetlands identification
- CRMC, ACOE, and RIDEM Wetlands Permitting
- Limited soil exploration, borings, probes, etc.
- Marine pier design and ship support services assessment
- Utility design to support pier and ship services
- Landscape architecture design
- Electrical Engineering (lighting and public safety) design
- Cost Estimating/Value Engineering
- Plan and contract document preparation
- Bidding support
- Contract administration support

A. Technical Proposal

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

1. **Staff Qualifications** – Provide staff resumes/CV and describe qualifications and experience of key staff who will be involved in this project. Consultants must demonstrate prior successful competence related to similar marine pier design, permitting, and construction administration. Consultants should have at least 5 years of demonstrated experience in similar pier projects..
2. **Capability, Capacity, and Qualifications of the Offeror** - Include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities and concentration of effort which apply to each (as well as resumes, curricula vitae or statements of prior experience and qualification). Use of AIA G807 form is strongly encouraged.
3. **Work Plan** - The work plan description shall include a detailed proposed project schedule (by task and subtask), a list of tasks, activities, and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and the attributable deliverables for each and will identify and describe what type of tutor training methodology will be utilized in the program.
4. **Approach/Methodology** – This section shall describe the offeror's understanding of the University's requirements, including the result(s) intended and desired, the approach and/or methodology to be employed and a work plan for accomplishing the results proposed. The description of the approach shall discuss and justify the approach proposed to be taken for each task, and the technical issues that will or maybe confronted at each stage on the project

B. Cost Proposal

The offeror shall provide a detailed description of how they propose to achieve the objectives of this RFP within the allotted budget, ensuring that their proposal is all-inclusive of all design, permitting, and at-cost fees.

Provide a proposal cost proposal to include the following: : A detailed Budget and Budget Narrative that correlates to the hourly and at-cost expenses for this project, broken down by the design and construction schedule in Section 3 (Scope of Work). The cost proposal must follow the format of Appendix C and include all at-cost and reimbursable expenses.

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 50 (71.4) out of a maximum of 70 points to advance to the cost evaluation phase. Any technical proposals scoring less than 50 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 50 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	25 Points
Capability, Capacity, and Qualifications of the Offeror	25 Points
Work Plan	10 Points
Approach Proposed	10 Points
Total Possible Technical Points	70 Points
Cost proposal*	30 Points
Total Possible Evaluation Points	100 Points
ISBE Participation**	6 Bonus Points
Total Possible Points	106 Points

***Cost Proposal Evaluation:**

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

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

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

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

**ISBE Participation Evaluation:

a. Calculation of ISBE Participation Rate

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

b. Points for ISBE Participation Rate:

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

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

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 Thomas.bovis@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 # 7598791** 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

A. Proposals shall include the following:

1. 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.*
2. One completed and signed Rhode Island W-9 (included in the original copy only) downloaded from the Division of Purchases website at [/documents/Forms/Misc Forms/13 RI Version of IRS W-9 Form.docx](#). *Do not include any copies in the Technical or Cost proposals.*
3. 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.*
4. Technical Proposal - Describing the qualifications and background of the applicant and experience with and for similar pier design project in coastal marine conditions, and all information described earlier in this solicitation. The technical proposal is limited to six (10) 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".
 - b. One (1) printed paper copy, marked "Technical Proposal -Original" and signed.
 - c. Four (4) printed paper copies
5. 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. Cost proposal must use format in Appendix C.
 - a. One (1) Electronic copy on a CD-R, marked "Cost Proposal -Original".
 - b. One (1) printed paper copy, marked "Cost Proposal -Original" and signed.
 - c. Four (4) printed paper copies

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

- A. Formatting of CD-Rs – Separate CD-Rs are required for the technical proposal and cost proposal. All CD-Rs submitted must be labeled with:
 - a. Vendor's name
 - b. RFP #
 - c. RFP Title

- d. Proposal type (e.g., technical proposal or cost proposal)
- e. 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.

B. 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.
- c. The cost proposal shall be typed using the formatting provided on the provided template.
- d. 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# 7598791" 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://rules.sos.ri.gov/regulations/part/220-30-00-13>

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

A. 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.

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

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



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

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

Bidder's Name:

Bidder's Address:

Point of Contact:

Telephone:

Email:

Solicitation No.:

Project Name:

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

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

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

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