Appendix C – Bid Form for General Scope of Work:

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, 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

<u>Section C: Bidding and Construction Administration (CA)</u>

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

<u>Section D: At-cost and reimbursable expenses</u>

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 administer 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

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

NOTE: Consultant must identify all necessary subconsultants as part of their complete proposal and attain to MBE certification. Subconsultants and direct expenses on this project include, but not limited to surveyors, biologists, landscape architects, geologic test pits, etc.

Narragansett Bay Campus Pier and Roadway construction – Bid Form				
Section A: Pre-schematic Design				
	Master Plan Review	$0		
	Development of Options	$0		
	Confirmation of Scope	$0		
	Subtotal Section A:		$0	
Section B: Final Design				
	Schematic Design	$0		
	Design Development	$0		
	Construction Documents	$0		
	Subtotal Section B:		$0	
Section C: Bidding and Construction Administration				
	Bidding Support	$0		
	Construction Administration	$0		
	Subtotal Section C:		$0	
Total Fee for Design (Sections A, B, C)				**$0**
Section D: At-cost and reimbursable expenses				
	Survey	$25,000		
	Geotechnical Services	$60,000		
	State, Federal and utility permit fees	$50,000		
	Cost Estimating	$30,000		
	At-cost Expenses	$10,000		
	Subtotal Section D:		$175,000	
Grand Total (Sections A, B, C, and D)				**$0**