



**Solicitation Information  
May 24, 2019**

**RFP# 7598801**

**TITLE: A&E Services for Renovations to the Roberts Auditorium and Lobby Area at Rhode Island College**

**Submission Deadline: June 20, 2019 @ 10:30 AM (Eastern Time)**

**PRE-BID/ PROPOSAL CONFERENCE: YES**

**MANDATORY: NO**

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

**DATE: May 31, 2019 @ 9:00 AM (ET)**

**LOCATION: Rhode Island College Campus, 600 Mt. Pleasant Ave., Providence, RI 02908. Report to the Welcome Center, Room 402.**

Questions concerning this solicitation must be received by the Division of Purchases at [doa.purquestions3@purchasing.ri.gov](mailto:doa.purquestions3@purchasing.ri.gov) no later than **6/4/19 @ 5:00 PM (ET)**. 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**

**Gary P. Mosca, Chief Buyer**

Applicants must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

**Note to Applicants:**

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

**THIS PAGE IS NOT A BIDDER CERTIFICATION COVER FORM**

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## SECTION 1. INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island College (RIC), is soliciting proposals from qualified firms to provide A&E Services for the Renovations to the Roberts Auditorium and Lobby Area at Rhode Island College in accordance with the terms of this Request for Proposals (“RFP”) and the State’s General Conditions of Purchase, which may be obtained at the Division of Purchases’ website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

This is a Request for Proposals, not a Request for Quotes. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to cost; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this solicitation, other than to name those offerors who have submitted proposals.

### **Instructions and Notifications to Offerors**

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this RFP are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP may be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP or for providing oral or written clarification of its content, shall be borne by the vendor. The State assumes no responsibility for these costs even if the RFP is cancelled or continued.
4. Proposals are considered to be irrevocable for a period of not less than 180 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated in the proposal.
6. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Subcontracts are permitted, provided that their use is clearly indicated in the vendor’s proposal and the subcontractor(s) to be used is identified in the proposal.
7. The purchase of goods and/or services under an award made pursuant to this RFP will be contingent on the availability of appropriated funds.
8. Vendors are advised that all materials submitted to the Division of Purchases for consideration in response to this RFP may be considered to be public records

as defined in R. I. Gen. Laws § 38-2-1, *et seq.* and may be released for inspection upon request once an award has been made.

Any information submitted in response to this RFP that a vendor believes are trade secrets or commercial or financial information which is of a privileged or confidential nature should be clearly marked as such. The vendor should provide a brief explanation as to why each portion of information that is marked should be withheld from public disclosure. Vendors are advised that the Division of Purchases may release records marked confidential by a vendor upon a public records request if the State determines the marked information does not fall within the category of trade secrets or commercial or financial information which is of a privileged or confidential nature.

9. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
10. By submission of proposals in response to this RFP vendors agree to comply with R. I. General Laws § 28-5.1-10 which mandates that contractors/subcontractors doing business with the State of Rhode Island exercise the same commitment to equal opportunity as prevails under Federal contracts controlled by Federal Executive Orders 11246, 11625 and 11375.

Vendors are required to ensure that they, and any subcontractors awarded a subcontract under this RFP, undertake or continue programs to ensure that minority group members, women, and persons with disabilities are afforded equal employment opportunities without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability.

Vendors and subcontractors who do more than \$10,000 in government business in one year are prohibited from engaging in employment discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability, and are required to submit an “Affirmative Action Policy Statement.”

Vendors with 50 or more employees and \$50,000 or more in government contracts must prepare a written “Affirmative Action Plan” prior to issuance of a purchase order.

- a. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation.
- b. Vendors further agree, where applicable, to complete the “Contract Compliance Report” (<http://odeo.ri.gov/documents/odeo-eeo-contract-compliance-report.pdf>), as well as the “Certificate of Compliance” (<http://odeo.ri.gov/documents/odeo-eeo-certificate-of-compliance.pdf>), and submit both documents, along with their Affirmative Action Plan or an Affirmative Action Policy Statement, prior to issuance of a purchase order. For public works projects vendors and all subcontractors must submit a “Monthly Utilization Report” (<http://odeo.ri.gov/documents/monthly-employment-utilization-report-form.xlsx>) to the ODEO/State Equal Opportunity Office, which identifies the workforce actually utilized on the project.

For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail at [Krystal.Waters@doa.ri.gov](mailto:Krystal.Waters@doa.ri.gov).

11. In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State. This is a requirement only of the successful vendor(s). For further information, contact the Secretary of State at (401-222-3040).
12. In accordance with R. I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1 it is the policy of the State to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs) and to support the fullest possible participation of small disadvantaged businesses owned and controlled by persons with disabilities (Disability Business Enterprises a/k/a “DisBE”)(collectively, MBEs, WBEs, and DisBEs are referred to herein as ISBEs) in the performance of State procurements and projects. As part of the evaluation process, vendors will be scored and receive points based upon their proposed ISBE utilization rate in accordance with 150-RICR-90-10-1, “Regulations Governing Participation by Small Business Enterprises in State Purchases of Goods and Services and Public Works Projects”. As a condition of contract award vendors shall agree to meet or exceed their proposed ISBE utilization rate and that the rate shall apply to the total contract price, inclusive of all modifications and amendments. Vendors shall submit their ISBE participation rate on the enclosed form entitled “MBE, WBE and/or DisBE Plan Form”, which shall be submitted in a separate, sealed envelope as part of the proposal. ISBE participation credit will only be granted for ISBEs that are duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity or firms certified as DisBEs by the Governor’s Commission on Disabilities. The current directory of firms certified as MBEs or WBEs may be accessed at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php>. Information regarding DisBEs may be accessed at [www.gcd.ri.gov](http://www.gcd.ri.gov). For further information, visit the Office of Diversity, Equity & Opportunity’s website at: <http://odeo.ri.gov> and see R.I. Gen. Laws Ch. 37-14.1, R.I. Gen. Laws Ch. 37-2.2, and 150-RICR-90-10-1.

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.

## **SECTION 2. BACKGROUND**

Rhode Island College plans to renovate the Roberts Hall Auditorium and Lobby Area. The auditorium, stage, backstage, and lobby areas will be renovated to meet the needs of current and future programs.

The Roberts Auditorium hosts many college and community events throughout the year including: plays, musicals, music and dance performances, speakers, graduations, and other ceremonial events.

RIC plans to make safety improvements replace aging equipment and infrastructure, improve accessibility, improve acoustics and lighting, and make aesthetic improvements with the goal of improving the theater experience for students, patrons, performers, and employees.

**Roberts Auditorium** – Roberts Auditorium is located in Roberts Hall and was constructed in 1958. It is a proscenium theater performance space with a seating capacity of 943. The theater space includes the seating area, the stage, backstage, an electrical/lighting room, the fly system, a box office, a control room, two dressing rooms, and a lobby that is used as a reception space.

Renovations to lobby area will also be part of this project. Rhode Island College has engaged an artist who will be designing and installing a sculpture in the lobby or potentially on the exterior of the building. The architect will need to coordinate with the artist during design to ensure that any planned renovations in the lobby are coordinated with the artist's planned work.

## SECTION 3: SCOPE OF WORK AND REQUIREMENTS

### General Scope of Work

#### 3.1 Background Information:

It is RIC's goal to renovate and modernize the Roberts Auditorium. Recent renovations include updated HVAC and a new roof.

**3.2 Initial Review and Report** - RIC has identified a number of needed improvements (described below). Architect and team shall review these proposed improvements in detail, as well as perform a detailed review of the remainder of the theater and identify other needed improvements. Summarize findings in a memorandum. Present concept level cost for each improvement and prioritize improvements.

It is recognized that it is possible that not all of the improvements described below will be feasible with the available budget. This initial review and report will be used to make decisions to refine the project scope.

**3.3 Proposed Renovations** – The following renovations are to be included in this project.

- a. Lighting improvements – Lighting improvements to include dimmable and controllable LED house lighting, aisle lighting, performance lighting, and stage work lighting. Install infrastructure for lighting in a permanent manner. Install new control data system.
- b. Sound improvements – The college has recently purchased new speakers for the theater and a new soundboard was purchased within the past several years. The new speakers need to be properly rigged. Install infrastructure for sound in a permanent manner.

- Create sound cockpit at the back of house on the centerline. Access through new control booth.
- c. Acoustic enhancements – Review the need for acoustic enhancements such as acoustic panels or curtains. Investigate options for materials, sizes, and locations within the theater space.
  - d. Fly system improvements – Review current fly system and make recommendations for improvement and modernization. At a minimum, address any safety concerns in design. Incorporate other improvements as the budget will allow. Provide structural review and evaluation of rigging to include load bearing calculations for grid (total capacity, capacity per point, etc.) and for rigging beams in grid ceiling (and capacity per ring).
  - e. Stage improvements – Several stage improvements are envisioned including an accessible orchestra pit. Orchestra pit to have lift to fill stage area when not in use. Install Masonite covered stage deck.
  - f. Acoustic shell – Provide new acoustic shell for stage for use during musical performances.
  - g. Safety improvements – Review theater stage/backstage, and above ceiling operations from a safety standpoint. Conduct fall protection review at all lighting positions. Design improvements to improve overall safety for students, employees and performers.
  - h. Heating improvements – There are existing radiators on the stage area that are noisy. This has been a chronic issue and interrupted performances. A permanent solution is required (i.e. repair or replacement).
  - i. New front of house catwalk – Currently, it is difficult to access the performance lighting that is either mounted on the auditorium walls (on boom box structure) or on the ceiling system above. Design a new catwalk system that spans across the theater and continues on the boom box structure to allow for safe access from the theater.
  - j. Electrical improvements – Much of the electrical infrastructure is original to the building. Evaluate electric infrastructure, including building switch gear and related components. It is anticipated that this project will require the replacement of the main switchgear and any sub-panels that supply electrical service to the auditorium and stage area.
  - k. Lobby area – Make aesthetic improvements to the lobby area including lighting and finishes. Improvements to include men’s and women’s rooms, entry doors, theater doors, as well as the box office. The lobby may incorporate new artwork (by others). Architect to coordinate with artist.
  - l. Control booth – The current control booth for the theater is on the second floor and is not accessible. The college wants to re-locate the control booth to the auditorium level and locate at the rear of the auditorium with internal connection to the new sound control area.

- m. ADA improvements – Design accessibility improvements. Attached to this RFP are a listing of some ADA needed improvements that were identified in a review several years ago. The goal is to incorporate these changes into this project as most have not been addressed. Improvements to be considered shall include but not be limited to:
  - a. Lift from west hallway to lower auditorium
  - b. Automatic doors at entrance to lower auditorium
  - c. Lift from lower auditorium to stage (must be done in a manner that allows for full use of stage area and does not limit the types of productions that can be hosted)
  - d. Dressing room bathrooms (2)
  - e. Emergency door exit ramp
  - f. Path of travel improvements (door widening)
  - g. Assistive listening devices
  - h. Signage
- n. Aesthetic improvements – Work with college staff to conceptualize aesthetic improvements that will create a warm welcoming space. Aesthetic improvements are to be implemented with consideration to maintaining or improving acoustics.
- o. Removal and Disposal of Equipment – Design to include removal and disposal of all equipment that is not planned to be used in the renovated theater.

### **3.2 Project Schedule & Deliverables:**

- 3.2.1** Initial Review & Report with Concept Cost: Within 45 days of PO Issuance
- 3.2.2** Draft Design (Design Development) with Cost Estimate: Within Four (4) months of PO Issuance
- 3.2.3** Final Design (Construction Documents) with Cost Estimate: Within three (3) weeks of approval of Draft Design.
- 3.2.4** Equipment Design Package – To be a separate bid. Anticipate this would be bid prior to the general contractor bid.
- 3.2.5** Construction: Assume Nine (9) Month Construction

### **Specific Activities/Tasks**

### **3.3 GENERAL REQUIREMENTS FOR THE PROPOSED PROJECT ARE AS FOLLOWS:**

- a. Preparation of building renderings for presentations and support of the project (assume 2 interior renderings).
- b. Preparation of Initial Report with Concept Cost, Draft Design (Design Development) with cost estimate, and Final Design (Construction Documents) with cost estimate. An independent cost estimating professional shall be used to prepare the required cost estimates.
- c. Develop an equipment bid package separate from the construction bid.



- d. Review of Bid Proposals and all submittals to ensure conformance to contract documents for construction and equipment bid packages.
- e. Provide general supervision of all construction and renovation activities. Architect will be the “design agent” as defined in AIA 101 & 201.
- f. Maintain all necessary project records in accordance with AIA Document B101 – Agreement Between Owner and Architect
- g. Supervise project closeout to ensure that all necessary certificates, approvals, as-built drawings, operations and maintenance manuals and other materials are obtained and submitted to the College. Develop, maintain, and update construction punch list until completion of all items.
- h. Assist College with obtaining all required design approvals from State agencies for the project.

**3.4 Required Services.** The Architect will be commissioned to provide complete architectural and engineering services for the renovation of the Roberts Auditorium (and lobby areas) at Rhode Island College. The architect shall prepare a bid package for equipment and a separate bid package for construction. The specific requirements shall include, but not be limited to, the following:

- a. Architect’s team – The architect’s team shall include at a minimum: MEP engineer, structural engineer, site/civil engineer, environmental consultant. The architect shall also engage the services of consultants with specific expertise and experience in the design of theaters for services related to theater specialties (lighting, sound, acoustics, fly system). Architect shall include needed sub-consultants to fully accomplish the required scope of work.
- b. Architect shall hire an environmental consultant to provide a complete review of areas to be renovated and to fully characterize the hazardous materials that may be encountered during renovations. This would include (at a minimum): lead paint, asbestos. In association with the renovation design prepare an abatement plan in full conformance with RI Department of Health. Plan shall be approved by RI Department of Health and incorporated into the bid documents.
- c. The Architect will coordinate with the college to an equipment package for bidding equipment through State Purchasing. Architect to participate in bidding process, vendor selection, submittal process and assist with coordination of installation.
- d. The Architect will coordinate with the college to develop Construction Documents package for bidding and installation through State Purchasing. Architect to participate in bidding process, vendor selection, submittal process and assist with coordination of installation.
- e. Design shall be done with consideration to energy efficiency. Architect shall work with National Grid to ensure that the college maximizes equipment and/or other applicable incentives. Architect shall coordinate a meeting with National Grid

account representative at the outset of the project and include RIC representatives from capital projects in the meeting.

- f. Architect shall be responsible for the design of all network, AV and security, door access and video surveillance systems. Architect shall coordinate with campus Networking and Telecommunications Department and User Services Department to ensure design is in full compliance with college standards. Architect shall include a technology specialist on their team who is experienced with the latest technologies used in institutions of higher education. This includes the latest digital classroom technologies, telecommunications and networking, electronic door access, security and alarm systems and other building technologies. Tech specialists shall have a minimum of 10 years of experience with at least 3 client references.
- g. MEP – Design shall include all MEP improvements required for the auditorium, stage, backstage (including restrooms), and lobby renovations (including restrooms).
- h. Site work – Design shall include site work, landscaping, hardscape, sidewalk improvements, site lighting, drainage, etc. that may be required for the renovations. Site survey shall be included in the architects work scope. The only site work anticipated is at the emergency exit from the backstage dressing rooms where a new exterior ramp is proposed.
- i. Signage – Interior signage design shall be included in the scope of work.
- j. Prepare a Program Statement – Architect shall meet with RIC staff to develop a program statement.
- k. Prepare Schematic Design and a Cost Estimate for review and approval of the college committee. After approval, prepare appropriate renderings and graphics for a presentation to the college’s president for final approval. The professional cost estimator required for construction cost estimates shall NOT be an employee of the selected respondents.
- l. Prepare Design Development Package, including a project cost estimate (prepared by an independent cost estimator).
- m. Prepare Construction Documents including Plans, and Specifications, including required bid documents and a final cost estimate (prepared by an independent cost estimator) for the project.
- n. Assist State Purchasing with the bidding process including attendance at a Pre-bid conference and responding to all questions during bidding process.
- o. Participate in general contractor pre-qualification process.
- p. Review bid proposals, conduct a pre-award conference, review contractor references, and provide the college with a recommended qualified low bidder.

- q. Review all submittals and shop drawings in a timely fashion to ensure conformance with the construction/ renovation contract documents
- r. Provide Construction Administration services during construction. Provide general supervision of all construction and renovation work including periodic site visits, attendance at project meetings, and preparation of reports and documenting the findings of the visits and meetings. The site visits shall be minimum of once per week unless otherwise approved by the college. Project meetings shall be weekly. Architect/engineer shall make additional site visits as necessary to resolve any issues and/or problems.
- s. Maintain all necessary project records to provide a complete record of the project from inception through completion.
- t. Review and approve contractor's pay requisitions, provide responses to RFI's, issue RFP's, review and approve change orders.
- u. Punch list/Closeout – Develop, maintain, and update construction punch list until all punch list items are complete (for construction, FF&E, and AV). Participate in a warranty walkthrough at 10 months after substantial completion.

### **3.5 RI DIVISION OF PURCHASES SCOPE OF WORK ADDITIONS:**

- A. Payments to the Architect and/or Engineer. Payments on account of the architect and/or engineer's basic services shall be made monthly in proportion to services performed so that the compensation shall aggregate to the following percentages at the completion of each phase of work:
  - 1. Initial Report 10%
  - 2. Design Development Phase 30%
  - 3. Construction Document Phase 70%
  - 4. Bidding Phase 75%
  - 5. Construction Phase 100%
- B. Reimbursable Expenses

Reimbursable expenses when authorized in advance in writing by the State will be paid to the architect and/or engineer on the basis of the architect and/or engineer's verified costs. Expenses shall include, but not necessarily be limited to, reproductions, postage and handling of drawings, specifications and other documents, excluding reproductions for the office use of the architect and the architect's consultants, and expense of any additional insurance coverage or limits, including professional liability insurance, requested by the owner in excess of that normally carried by the architect and the architect's consultants. Sub-consultant services and other approved reimbursable expenses shall also be paid at actual cost incurred.

- C. Energy Efficiency

Energy efficiency is an important consideration. The architect and/or engineer will collaborate with National Grid Company to achieve any cost reductions and

incentives possible from National Grid Company's rebate program for energy efficient design.

#### D. Project Construction Cost

1. The architect and/or engineer shall prepare and design the project so that it may be constructed at a cost not to exceed the amount of funds available for the project (Maximum \$2.5 million total project costs – all hard and soft costs). Design shall include bid alternates to provide Owner flexibility in project award.
2. The architect and/or engineer shall not be paid any additional compensation whatsoever in the event that it is necessary to revise in whole or in part, any of the drawings or projected manual(s) after the receipt of bids that may be in excess of funds available for the project. Such additional work shall be at the architect's and/or engineer's sole expenses.

### **6.0 PROPOSALS**

#### **Proposal submission shall include:**

- Scope of Services – Provide a summary of the scope of services to be provided.
- Project Approach and Schedule – Provide a written description of the approach your firm will take in order to conduct this study.
- Schedule – Provide a detailed proposed project schedule from date of award. Improve upon schedule presented herein where feasible. Demonstrate that firm has capacity to complete the project on schedule.
- Project Team – Provide a list of employees and firms anticipated for the project, including the person who will be the primary contact for the Owner.
- Fee – Provide a complete breakdown of the fee for the design, using the enclosed form of this RFQ. Billing will be based on the break out provided on the Fee proposal. Provide rate schedule sheet, including for sub-contractors.

### **7.0 ADDITIONAL INFORMATION**

- The Architect will appoint a project manager who shall be responsible for all communications related to the project and who will be responsible for seeing that all services are performed within the agreed upon time limits and meet the needs of the Owner. The Architect shall not change its designated representative during the performance of the services without prior written approval by the Owner.
- **The Architect will be expected to submit copies of current insurance and a Minority Business Enterprise Utilization Plan (10% goal) prior to the issuance of the Purchase Order. Timely submission of these items to the appropriate agencies following the receipt of a Tentative Award Letter assists in the issuance of the Purchase Order process.**
- A work plan will be developed by the Architect for approval by the Owner. The selected firm must agree to provide all deliverables by the dates established in the Contract. The final work plan shall be in support of achieving the contractual timeline.

- The building in this project is occupied during the design and construction process. The Architect and their staff and sub-Architects shall be required to abide by any rules, regulations or requirements set forth by the occupants including but not limited to hours of professional service.
- The Owner reserves the right to cancellation for convenience upon giving seven (7) days' notice in writing. The Architect and their sub-Architects shall only have claim for work performed to the cancellation date and no claim for lost profits or bid opportunities.
- The Division of Purchases requires that billings for work performed are submitted on vendor hourly rates. This project, however, is a fixed fee project and the fixed fee accepted by the Owner will cover all deliverables as outlined in the scope of services.
- Any work requested beyond the identified scope of services shall be per current on call services purchase order rates with a 4% markup.

## SECTION 4: PROPOSAL

### 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, including their experience with programming and design at institutions of higher education. The offerors shall demonstrate expertise in the design of buildings, building systems, and other appropriate disciplines. Key staff members (project manager and project architect) should have experience in the programming and design of theaters. Knowledge of all local and national building, fire safety, and electrical codes is mandatory. Describe how the project will be managed and include the names and resumes of all key personnel who would work on project.
2. **Capability, Capacity, and Qualifications of the Offeror** - Please provide a detailed description of the Vendor's experience, including experience in designs for higher education. A list of relevant client references must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided. The offerors will be evaluated on their demonstrated experience in performing similar studies and designs. Offerors shall have at least 10 years of experience in the design of buildings. Offerors must have experience providing planning and design for institutions of higher education and experience with renovations of similar theater spaces. It is required that offerors engage a consultant(s) with particular experience in theater design including but not limited to lighting, sound, acoustics, and rigging. Offerors should demonstrate successful completion of at least 3 similar projects with demonstrated satisfactory work as verified by a reference for each of these projects. Offerors shall have experience working with and obtaining design approvals the Rhode Island Building Commissioner's office and Rhode Island State Fire Marshall's office and be able to demonstrate that such they have obtained such approvals in a timely manner.

### 3. **Project Plan:**

This section shall describe the firm's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or method to be employed, and a Work Plan for accomplishing the results proposed. It must include a project schedule with personnel assignments and hours associated with project tasks.

### 4. **References:**

Select a minimum of three and a maximum of five projects and provide principal contacts, including all contact information, for similar projects to the proposed project. All contact information must be confirmed and current. Include phone and email address of contact who is directly familiar and was the client contact for the project. These individuals may be contacted by members of the selection committee for further information.

## **B. Cost Proposal**

The Professional Fee proposal will provide a Lump Sum Fixed Fee plus reimbursable expenses.

All work indicated in this RFP must be included in the Fixed Fee. A Lump Sum Fixed Fee must be provided or the proposal will be rejected as being non-responsive. Fee should be supported by a summary of project personnel, level of effort by labor category, hourly rates for each labor category, materials costs, reimbursable expenses, sub-consultants, and any other information required to assess the fee. Only reimbursable expenses identified in the proposal will be reimbursed.

## **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 45 out of a maximum of 60 points to advance to the interview and cost evaluation phase. Any technical proposals scoring less than 45 points shall not have the accompanying cost or ISBE participation proposals opened and evaluated. The proposal will be dropped from further consideration. Cost proposals will not be evaluated until after interviews. Up to 10 points will be awarded for interviews based on the quality, content, and answers to the interview questions.

Cost proposals will be evaluated and assigned up to a maximum of 30 points in cost category bringing the total potential evaluation score to 100 points. After total possible evaluation points are determined ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

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

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

<b>Criteria</b>	<b>Possible Points</b>
Staff Qualifications	15 Points
Capability, Capacity, and Qualifications of the Offeror	20 Points
Project Plan	15 Points
References	10 Points
<b>Total Possible Technical Points</b>	<b>60 Points</b>
Interview	10 Points
Cost proposal*	30 Points
<b>Total Possible Evaluation Points</b>	<b>100 Points</b>
ISBE Participation**	6 Bonus Points
<b>Total Possible Points</b>	<b>106 Points</b>

**\*Cost Proposal Evaluation:**

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

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

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

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

**\*\*ISBE Participation Evaluation:**

a. Calculation of ISBE Participation Rate

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

b. Points for ISBE Participation Rate:

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

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

For example, assuming the weight given by the RFP to ISBE participation is 6 points, if Vendor A has the highest ISBE participation rate at 20% and Vendor B's ISBE participation rate is 12%, Vendor A will receive the maximum 6 points and Vendor B will receive  $(12\% \div 20\%) \times 6$  which equals 3.6 points.

**General Evaluation:**

Points shall be assigned based on the vendor's clear demonstration of the ability to provide the requested goods and/or services. Vendors may be required to submit additional written information or be asked to make an oral presentation before the TEC to clarify statements made in the proposal.

**SECTION 6. QUESTIONS**

Questions concerning this solicitation must be e-mailed to the Division of Purchases at [doa.purquestions3@purchasing.ri.gov](mailto:doa.purquestions3@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 #7598801** 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

- Proposals shall include the following:
  - a. One completed and signed RIVIP Bidder Certification Cover Form (included in the original copy only) downloaded from the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). *Do not include any copies in the Technical or Cost proposals.*
  - b. One completed and signed Rhode Island W-9 (included in the original copy only) downloaded from the Division of Purchases website at <http://www.purchasing.ri.gov/rivip/publicdocuments/fw9.pdf>. *Do not include any copies in the Technical or Cost proposals.*
  - c. Two (2) completed original and copy versions, signed and sealed Appendix A. MBE, WBE, and/or Disability Business Enterprise Participation Plan. Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation. *Do not include any copies in the Technical or Cost proposals.*
  - d. Technical Proposal - describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The technical proposal is limited to thirty (30) 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 in accordance with Section 4, Part B of this RFP.
  - f. One (1) Electronic copy on a CD-R, marked “Cost Proposal -Original”.
  - A. One (1) printed paper copy, marked “Cost Proposal -Original” and signed.
  - g. Four (4) printed paper copies
- 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:
    - 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.

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# 7598801**" 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**



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
 Rhode Island College Capital Projects Administration  
 600 Mount Pleasant Avenue Providence, RI 02908

**Attachment A Fee Form**

**#7598801 – A&E Services for Renovations to the Roberts Auditorium and Lobby Area at Rhode Island College.**

Firm Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Email: \_\_\_\_\_

**A. Provide a lump-sum fixed fee for the work described above:** \_\_\_\_\_

1. Professional Services \_\_\_\_\_

2. Hazardous Materials Review and Testing Allowance \_\_\_\_\_ \$5,000

3. Reimbursable Expenses Allowance \_\_\_\_\_ \$2,500

**Total Amount:** \_\_\_\_\_ (numerical)

\_\_\_\_\_ (written)

**B. Sub Consultant Cost Break Out** (included in Section A)

<b>Sub Consultant Firm</b>	<b>Discipline</b>	<b>Total Fee</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**C. Attachments**

<b>Name</b>	<b>Pages</b>
Hourly Breakdown of lump-sum fixed fee items, above, for all in-house personal roles associated with the project.	_____
Hourly Breakdown of lump-sum fixed fee items, above, for all sub consultant personal roles associated with the project.	_____
_____	_____
_____	_____