



Solicitation Information
05/16/2019

RFP#7598807

**TITLE: RHODE ISLAND VETERANS MEMORIAL CEMETERY NEW COLUMBARIUM
NICHES PROJECT**

Submission Deadline: JUNE 25, 2019 2:00 PM

PRE-BID/ PROPOSAL CONFERENCE: YES
MANDATORY: YES

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

DATE: Wednesday, June 5, 2019 Time: 10:00 AM
LOCATION: RI Veterans Memorial Cemetery, 301 South County Trail, Exeter, RI 02822
ROOM: Conference Room

Questions concerning this solicitation must be received by the Division of Purchases at katherine.missell@purchasing.ri.gov no later than **June 12, 2019, 4:00PM**. 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

Bidder is required to provide a Bid Security in the form of a Bid Bond, or certified check payable to the State or Rhode Island, in the amount of a sum no less than five percent (5%) of the Bid Price.

Katherine Missell, Chief Buyer

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

Note to Applicants:

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

THIS PAGE IS NOT A BIDDER CERTIFICATION COVER FORM

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SECTION 1. INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Office of Veterans Affairs, is soliciting proposals from qualified firms to provide columbaria design services for the Rhode Island Veterans Memorial Cemetery 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 October 01, 2019 for one year. Contracts may be renewed for up to four additional 12-month periods based on vendor performance and the availability of funds.

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

Instructions and Notifications to Offerors

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

8. Vendors are advised that all materials submitted to the Division of Purchases for consideration in response to this RFP may be considered to be public records as defined in R. I. Gen. Laws § 38-2-1, *et seq.* and may be released for inspection upon request once an award has been made.

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

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

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

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

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

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

[utilization-report-form.xlsx](#)) to the ODEO/State Equal Opportunity Office, which identifies the workforce actually utilized on the project.

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

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

For further information, visit the Office of Diversity, Equity & Opportunity’s website, at <http://odeo.ri.gov/> and *see* R.I. Gen. Laws Ch. 37-14.1, R.I. Gen. Laws Ch. 37-2.2, and 150-RICR-90-10-1. The Office of Diversity, Equity & Opportunity may be contacted at, (401) 574-8670 or via email Dorinda.Keene@doa.ri.gov

SECTION 2. BACKGROUND & EXISTING CONDITIONS

Background

The Rhode Island Office of Veterans Affairs serves over 61,000 Rhode Island Veterans and their families. It manages and operates The Rhode Island Veterans Memorial Cemetery (RIVMC), located at 301 South County Trail, Exeter, Rhode Island. The mission of the RIVMC is to pay final tribute to the men and women who put their lives in harm’s way to defend our freedom. RIVMC provides a dignified and honorable final resting place for Rhode Island Veterans and their eligible dependents. As such, the RIVMC offers three burial options: 1) traditional casket burial 2) burial of cremated remains and 3) placement of cremains in a columbarium niche. According to the U.S. Department of Veterans Affairs, RIVMC is one of the busiest state Veterans cemeteries in the country.

To successfully execute RIVMC's mission, burial site improvement and expansion that correlates with Veteran burial option trends is critical. Since the first internment in 1974, full casketed burials at RIVMC have decreased by 50% and since 2008, new full burials have decreased by 39%. Over the same 10-year period, new cremation burials have increased 59%. Currently, the RIVMC averages more than 1235 internments annually of which over 26% (an average of 326) are new cremation burials and 74% of these are placed in columbarium niches. At a new niche placement of 250 per year, RIVMC is within a four-year window of exhausting all available columbarium wall niches.

Existing Conditions

The land of RIVMC consists of approximately 280 acres. There are four parcels that make up the current property (See Exhibit A). Parcel A is approximately 206 acres, Parcel B is approximately 56.5 acres, Parcel C is approximately 14.1 acres, and Parcel D is approximately 3 acres. This is based on a property survey for the Transfer of land from the Department of MHRH to the Department of Human Services back in 2006.

There are currently seven individual buildings located on this property. The buildings located at the cemetery are the administration office, public rest rooms, committal chapel, columbarium committal center, maintenance office (with heated storage service bay) and two unheated storage buildings.

In 2018, RIVMC conducted a Class I land survey of the undeveloped land in Parcels A, B, C and D (approximately 190+ acres). It included a complete mapping of existing burial sites, underground utilities, surface features, ground elevations, an accurate depiction of archeological sites and low-lying areas in addition to facilities, including buildings, covered structures (such as pavilions), roadways, burial sections and access roads not previously documented. This survey also included a storm water report and master plan, geotechnical evaluation report, and wetland report and assessment. RIVMC also updated its cemetery master plan of all parcels with proposed locations for columbarium walls.

RIVMC will make the 2018 Land Survey and Cemetery Master Plan available for review during the bidding period.

Authority to Bill for Services

Pursuant to Chapter 30 of the General Laws of the State of Rhode Island, the Office of Veterans Affairs, may use state funds to ensure the continued operation of RIVMC.

Specific Requirements

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

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

- 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 3: SCOPE OF WORK AND REQUIREMENTS

General Scope of Work

The Rhode Island Office of Veterans Affairs is seeking a qualified firm to provide design services necessary for (1) a Five (5)-Phase design of a new columbaria area accommodating a minimum of 14,000 niches and subsequently, (2) design of Phase One (1). Each columbarium wall unit will contain a minimum of 350 niches consisting of double-sided precast concrete niche units with engraved granite niche covers and end panels. Each columbarium niche shall be sized per USDVA guidelines and shall be to accommodate two (2) urns.

The firm shall carefully consider road access, pull-off area opportunity and pedestrian traffic as addressed in the RIVMC 2018 Master Plan which addresses coordinated expansion of cremated remains via columbarium wall niches. It shall provide vehicular and pedestrian accessibility to the columbarium walls as required based on site conditions. It shall take into consideration site analysis and development involving circulation and building locations, site amenities, drainage and erosion, utilities, irrigation systems, development regulations such as archeological resources, environmental assessments and flood plains.

The marble niche covers to be United States Department of Veterans Affairs (USDVA)-furnished shall be installed by the firm. The proposed new niche columbarium structure shall also include, but not be limited to structural (foundation, pilaster and sidewalk), landscape architecture civil (erosion and sediment) control, landscaping (sod and trees plantings), grading, site furnishings, irrigation and drainage, parking pull-off improvements in front of columbarium wall units, sidewalk plazas within the columbarium wall units, water fountain, etc. It shall incorporate the configuration/aesthetics and other building and site attributes of existing columbarium structures.

General Requirements

This solicitation is a two-part development of New Columbarium Niches. Part 1 is a schematic design requirement for the minimum 14,000 Niche Columbarium Plan. The intent is to provide RIVMC with a unified design development that maintains continuity for the future phases of columbarium expansion. Part 2 is a schematic design, design development and construction documents requirement for the immediate construction of a 2,800 Niche Columbarium.

This project has been divided into two specific tasks detailed below.

Specific Activities/Tasks

Task #1: The chosen vendor shall provide schematic design services for a Master Columbarium Enlargement Concept Plan that outlines a process and strategy for the implementation of a minimum 14,000 Niche Columbarium including utility constraints, architectural and design concepts, environmental issues, a signage plan, grading and geotechnical considerations, landscaping needs, phasing and associated cost estimates. Services include, but are not limited to the following items (when and where applicable)

Schematic Design Phase: (120 days from award)

The vendor shall:

- Review the program and 2018 Land Survey and Cemetery Master Plan furnished by RIVMC to the Vendor to ascertain the requirements of the Project and confirm such requirements to RIVMC. All subsequent modifications to the Program shall be mutually agreed upon between RIVMC to the Vendor and shall be confirmed in writing in a memorandum of understanding prepared by the Vendor for RIVMC.
- Prepare plan based on land survey of existing site and/or building conditions to determine the feasibility of utilizing the proposed systems applicable to the development of the bid package.
- Prepare Schematic Design Studies based on Space and/or Physical Needs Assessments leading to recommended solutions together with a general description of the project for approval by RIVMC.
- Propose a 50-year timeline to include the future four (4) phases of columbaria enlargement that includes:
 - Industry considerations in materials and technological advances
 - Landscaping and draining projections
 - Trends in providing suitable spaces for visitation, contemplation and the erection of related monuments
 - The impact of age and cultural diversity demographics of resident Veterans, their eligible dependents and visitors to RIVMC on design

Task 2: The chosen vendor will provide design services required for the subsequent Bidding/Contract Award and Construction Administration Phases of building the Phase 1 - 2,800 Niche Columbarium. This will be (1) schematic design, (2) design development, and (3) preparation of construction documents. These pre-construction designs and documents include landscape/design development, civil/structural design development, and permitting costs. Design services include inspection of submittal to the State and NCA's VCGP staffs for approval. RIVMC is a state Veterans cemetery and not a national Veterans cemetery. Therefore, the Vendor will determine with RIVMC and NCA VCGP staff which requirements at each phase of the project must adhere to national cemetery design criteria. For VA NCA projects, the Vendor should consult the NCA Master Construction Specifications located at <http://www.cfm.va.gov/til/ncaSpec.asp>.

Schematic Design Phase: (90 days from award)

The vendor shall:

- Review the program and 2018 Land Survey and Cemetery Master Plan furnished by RIVMC to the Vendor to ascertain the requirements of the Project and confirm such requirements to RIVMC. All subsequent modifications to the Program shall be mutually agreed upon between RIVMC to the Vendor and shall be confirmed in writing in a memorandum of understanding prepared by the Vendor for RIVMC.
- Prepare plan based on land survey of existing site and/or building conditions to determine the feasibility of utilizing the proposed systems applicable to the development of the bid package.
- Prepare Schematic Design Studies based on Space and/or Physical Needs Assessments leading to recommended solutions together with a general description of the project for approval by RIVMC.
- Submit a time schedule of proposed design submissions.
- Prepare Progress Cost Estimate and provide recommendations to RIVMC to properly complete the work within budget and on schedule

Design Development Phase: (15 days from RIVMC's approval of Schematic Design Phase)

The vendor shall:

- Prepare from the approved Schematic Design Studies and the Space and Physical Needs Assessments, for approval by RIVMC, the Design Development Documents. These documents consist of drawings and outline specifications to fix, describe, and illustrate the size and character of the entire project in its essentials as to kind, of materials, type of structural, mechanical and electrical systems and such other work as may be required. Format of the outline specifications shall be prepared in accordance with the current edition of the Construction Specifications Institute format for Construction Specifications.
- Attend and conduct meeting(s) as required, prepare memorandum of understanding for each meeting.
- Provide estimated cost of construction and presentation materials as appropriate to satisfy the authorities having jurisdiction (AHJ).
- Submit time schedule of proposed design submission.

Construction Documents Phase: (15 days from RIVMC's approval of Design Development Phase)

The vendor shall:

- Prepare from the approved Design Development Documents for approval by RIVMC, working drawings and Project Manuals setting forth in detail, the

work to be completed and the materials, workmanship, finishes and equipment required for the architectural work.

- Furnish copy of drawings and rough draft Project Manual for approval by RIVMC and NCA VCGP before final Contract Documents are prepared.
- Furnish RIVMC such number of copies of the Construction Documents (CDs) for bidding purposes with costs of copies to be reimbursed by RIVMC.
- Prepare Construction Drawings on 30" x 42" reproducible paper with a 1-1/4" binder and 1/2" margin on the other sides.
- Prepare final construction cost estimate.
- Furnish data and assist in preparation of the required documents and procedures so that RIVMC may secure approval from the AHJ, VCGP and any other state or federal agency as may be required.

NCA Columbarium Attributes, Design & Schedule Requirements:

A Columbarium is an above-grade structure designed for the interment of cremated remains in a niche 10 1/2" x 15" x 20" deep, measured at the face. The columbarium unit is usually two-sided for efficiency with numbered rows and columns identifying each individual niche.

The Columbarium is a pre-cast concrete structure with footings. The structure is faced with brick, block, stone, granite, or pre-cast veneer, similar in material to other structures in the cemetery. Niche covers are supplied by the National Cemetery Administration, Memorial Programs Service (MPS).

Columbarium designs are recommended to be a maximum of five units high. The length, configuration of layout and size is determined during design based on desired number of units and other factors such as topography and traffic patterns. Size will also vary based on burial rates. For visual balance, niches should be horizontally aligned between Columbarium units within a courtyard. Columbarium walls should not be closer than 12 feet apart. This ensures visitor circulation, privacy and landscape improvements.

The Columbarium supporting slab projects several inches above grade. A 12-inch perimeter gravel strip at the slab edge provides drainage along the Columbarium perimeter. Family and visitors may place flowers in cemetery-supplied vases in the drainage strip.

The Columbarium cap must be sloped to direct rain water and provide a waterproof cover over the structure.

Security is also an important factor in design. Columbarium courtyards should not be isolated. They should be visible from other parts of the cemetery.

The chosen Vendor will consult the newest version of NCA Facilities Design Guide for state Veteran cemeteries receiving VCGP project funding. The reference websites below only apply to VA owned and operated cemeteries and while related do not necessarily apply to State or Tribal grant funded cemeteries. This is a State project receiving Federal funds. The chosen Vendor is to visit these sites for information that pertains to grant funded projects.

<https://www.cem.va.gov/cem/grants/index.asp> [cem.va.gov]

https://www.cem.va.gov/cem/grants/planning_model.asp [cem.va.gov]

https://www.cem.va.gov/CEM/pdf/VCGP_Master_Plan_Requirements.pdf
[cem.va.gov]

Proposed Time Table

Vendor Selection	September 2019
Schematic Design, Design Development & Construction Development	June 2020
Construction Bid Document Complete	June 2020
Construction Bid Phase Begins*	July 2020

*The design must be completed so the Construction Bid Phase for wall constructions can begin.

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 and describe qualifications and experience of the Vendor, project principals and key team members who will be involved in this project especially the person having schedule management oversight.
2. **Capability, Capacity, and Qualifications of the Offeror** – Please provide a detailed description of the Vendor’s experience including experience in past performance with the State, A&E final design plans at other state and/or federal cemeteries, preservation of heavily trafficked public sacred spaces, professional qualifications, licenses, certifications and registrations. 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.
3. **Work Plan** – Please describe in detail the project plan, work tasks, scheduling and staffing, expected time on site, proposed schedule(s) for completion of Task#1 and Task #2 so documents are ready for construction bidding in July 2020, equipment to be used, hours of access, and feedback to the Offeror.
4. **Approach/Methodology** – Define the methodology to be used for controlling project scope, schedule, costs, quality and subcontractors to achieve project close target. Discuss procedures and/or processes aligned with industry practices that will be used to monitor communications and project risks with RIVMC and subcontractors.

B. Cost Proposal

All services described in this RFP must be included in the proposal, with a **no exclusions and a separate lump sum fixed fee (dollar amount) provided for each task**, or the proposal shall be rejected as being non-responsive. If an alternative is recommended, please provide the cost proposal as well.

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 60 points out of a maximum of 70 points to advance to the cost evaluation phase. Any technical proposals scoring less than 60 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 60 points or higher will have the cost proposals evaluated and assigned up to a maximum of 30 points in cost category bringing the total potential evaluation score to 100 points. After total possible evaluation points are determined ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

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

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

Criteria	Possible Points
Staff Qualifications	20 Points
Capability, Capacity, and Qualifications of the Offeror	15 Points
Work Plan	25 Points
Suitability of Approach / Methodology	10 Points
Total Possible Technical Points	70 Points

Cost proposal*	30 Points
Total Possible Evaluation Points	100 Points
ISBE Participation**	6 Bonus Points
Points	Total Possible 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:

$$(\text{Vendor's ISBE participation rate} \div \text{Highest ISBE participation rate}$$

$$\times \text{Maximum ISBE participation points})$$

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 katherine.missell@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 # 7598807** 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. *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 fifteen (15) pages (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request).
 - One (1) Electronic copy on a CD-R, marked "Technical Proposal - Original".

- One (1) printed paper copy, marked “Technical Proposal -Original” and signed.
 - Ten (6) printed paper copies
 - e. Cost Proposal - A separate, signed and sealed cost proposal reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
 - One (1) Electronic copy on a CD-R, marked “Cost Proposal -Original”.
 - 1. One (1) printed paper copy, marked “Cost Proposal -Original” and signed.
 - Ten (6) 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:
 - Vendor’s name
 - RFP #
 - RFP Title
 - Proposal type (e.g., technical proposal or cost proposal)
 - 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:
 1. 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.
 2. 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.
 3. 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# xxxxxx**” 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