



**Solicitation Information
June 5, 2019**

RFP# 7598831

TITLE: Engineering Design Services for road and parking lot repairs for the Kingston, Narragansett Bay and Alton Jones campuses

Submission Deadline: June 28, 2019, 10 AM EST

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

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

DATE: June 14, 2019 at 2 PM

LOCATION: Office of Capital Projects, 60 Tootell Road, Kingston RI, OCP Conference Room, University of Rhode Island Oceanography Building, South Ferry Road, Narragansett RI

Questions concerning this solicitation must be received by the Division of Purchases at Thomas.bovis@purchasing.ri.gov no later than **June 18, 2019 at 4 PM**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

BID SURETY BOND REQUIRED: No

PAYMENT AND PERFORMANCE BOND REQUIRED: No

Thomas Bovis, Interdepartmental Project Manager

Note to Applicants:

- Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov
- Proposals received without a completed RIVIP Bidder Certification Cover Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION COVER FORM

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SECTION 1. INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the University of Rhode Island (“University”), is soliciting proposals from qualified firms to provide Engineering Design Services for road and parking lot repairs for the Kingston and Alton Jones campuses 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 July 2019 and extend through November 2021 based on vendor performance and the availability of funds. This engagement includes design, permitting, bidding assistance, and construction administration services

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

Instructions and Notifications to Offerors

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

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

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

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

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

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

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

- a. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation.
- b. Vendors further agree, where applicable, to complete the “Contract Compliance Report” (<http://odeo.ri.gov/documents/odeo-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 Vilma Peguero at the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail at ODEO.EOO@doa.ri.gov.

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

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

13. Architectural and Engineering Services:

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

Division of Design Professionals
1511 Pontiac Avenue
Cranston RI 02857

Phone: (401) 462-9530

Fax: (401) 462-9532

<http://www.bdp.state.ri.us/>

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

SECTION 2. BACKGROUND

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

Project Background:

The University seeks to design the repair and/or reconstruction of its parking lots and roadways and certain utilities throughout the Kingston and Alton Jones campuses. This engagement begins with a review the University's Landscape, Stormwater, and Transportation & Parking master plans (Appendix A) to ensure proper design direction is discussed and affirmed at the start of design (pre-schematic phase) for all University roads and lots. The initial work includes a review of the University's Pavement Condition Index reports (Appendix B) for each campus to gauge relative pavement conditions and existing cost estimates. Final Design work includes coordination with all impacted utility systems that include internal URI owned utilities (storm water, sewer, electrical, steam, natural gas, telecommunications, and fire alarm) as well as other public utilities (National Grid electric and gas, Verizon, Cox Communications, Kingston Water, Town of South Kingstown sewer, etc.).

Consultant will coordinate with the University Utility Department to prioritize, refine scope, and design contemplated utility improvements (Appendix C) into the corresponding road and parking lot projects for an integrated set of bid plans and specifications that may be bid collectively or in groups. For the purposes of this RFP the consultant should plan on preparing two (2) sets of bid documents (one for each campus). Note that the University retains the right to adjust the actual configuration/scheduling of bid documents based on our final design cost estimates and other metrics as directed by the University.

Consultant shall coordinate and prepare all required permits for this work to include all RIDEM, State Building Code, State Fire Marshall, Town (physical alteration permits), and other permits as required. Consultant shall provide cost estimating through the design process to assist the University in prioritizing the roads and parking lots and associated scopes of work. Consultant shall retain a registered landscape architect (internal or subconsultant) as an integral member of their design team to ensure continuity of the University's Landscape and Stormwater master plan concepts throughout the design process.

Consultant shall also include an electrical engineer as part of their design team (internal or subconsultant) to ensure compliance with University Standards for lighting, emergency blue lights & security systems, parking systems, and electric vehicle (EV) charging stations (Appendix D).

The intent of this design work is to optimize the limited University parking & paving and utility funding so that we can maximize the benefit of a repaired/reconstructed roadway and parking lot system that enhances the bike, pedestrian, and transit experiences. The University requires the consultant prepare the initial (schematic) designs of all our roads and lots listed in Appendix E and to have those assets estimated as part of the first phase of work. After reconciling the available funding to the list of roads and lots, the University shall only advance those lots and roads (and URI utilities) to final design. The remaining assets and corresponding schematic plans and estimates will be used by the University for future budgeting, design and construction programming as funding permits.

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

General Scope of Work

Provide design, bidding support and construction administration services to facilitate the master plan visions for the repair and/or reconstruction of roads and parking lots at the Kingston and Alton Jones campuses to include:

Section A: Pre-schematic Design

1. **Master Plan Review:** Review University's various master plans and studies and consult with Office of Capital Projects, Campus Planning & Design, Public Safety, Facilities and Utilities, and other URI offices to review various campus initiatives including planned building/academic/athletic/support service building projects, RIPTA routes and Rhody Transit routes, autonomous vehicle integration opportunities, and the campus-wide signage program. Consider need for Public Safety enhancements along roadway or lot (lighting, security cameras, blue lights, automated parking lot gates (or gateless systems) as well as electric vehicle (EV) charging stations.
2. **Development of Options:** Along with direction from Office of Capital Projects and Campus Planning & Design, development one of three (3) alternative design concepts for each road and parking lot that generally fit into the following categories:
 - A. **Pavement Maintenance Option:** This option will include basic pavement management treatments including cold planning and overlay, crack sealing, restriping, maintenance of existing curb/pavement edges, and little to no utility work. RIDEM permitting will not be required for this limited scope of work. (see Appendix E for list of roads and lots)
 - B. **Limited Improvement Option:** This option includes basic pavement options for pavement and striping (as indicated in Option A), but may also include limited utility work within project limits: electrical (lighting, blue lights, security cameras, parking systems), University water/steam/stormwater/gas/electrical, 3rd party utilities (Kingston

Water, National Grid electric and gas, low voltage (Cox, Verizon, URI Fire Alarm, URI telecom). RIDEM permitting generally should not be required for this scope of work, but will be assessed on a case by case basis. (see Appendix E for list of roads and lots)

- C. **Reconstruction Option**: This option includes slight road/parking lot alignment changes to accommodate enhanced ped/bike movements, enhanced landscaping and stormwater features, etc. Principle design consideration is for Complete Streets philosophy. Includes all utility coordination and design listed in Option B. (see Appendix E for list of roads and lots)

As part of the options development and assessment, consultant shall prepare a traffic simulation model for the Kingston Campus to assist in assessing contemplated changes to road and parking lot configurations, intersections, and transit options. This effort should include limited traffic data collection (as needed), software, and time to run the software during the pre-schematic and schematic phases.

3. **Confirmation of Scope Options**: Consultant will present project alternatives (scopes A, B, or C) to the University in graphical (typical cross section, general plan views) format along with conceptual cost estimates in tabular form. The University will work with the consultant to optimize our funding and scheduling of these projects and produce a work plan for final design of specific roads/lots with a specific scope. University acceptance of the scopes of these pre-schematic scopes is required before moving into Final Design.

NOTE: Pre-schematic design phase will include attendance at internal coordination meetings for design scope discussion, conceptual level estimating, and to answer questions from the University. It is anticipated that the design team will attend work meetings with the URI Office of Capital Projects and other offices onsite (at least six (6) meetings) as well as via WebEx or other similar technology on an as-needed basis to facilitate clarity and direction during the design process.

ALL roads and lots will advance through schematic design and be accompanied by an engineer's estimate (design, construction, and owners contingency costs). **ONLY THE LIST OF ROADS AND PARKING LOTS THAT ARE WITHIN THE UNIVERSITY'S OVERALL BUDGET (SEE APPENDIX F) WILL BE ADVANCED TO FINAL DESIGN, BIDDING AND CONSTRUCTION ADMINISTRATION. CONSULTANTS SHOULD BUDGET FOR THIS EFFORT ACCORDINGLY.**

Section B: Final Design

1. Schematic Design (SD) Phase

- a. Class 1 Boundary Survey (including wetlands flagging)
- b. Utility Survey (internal URI utilities and external 3rd party utilities)
- c. Topographical Survey
- d. Soil probes and borings for RIDEM permitting and ledge detection
- e. Advance pre-schematic design concept to SD detail (based on University approved

- design scope authorization in pre-schematic phase).
 - f. Preliminary coordination with RIDEM and all effected utilities
 - g. Prepare SD level construction estimate
 - h. Facilitate value engineering session with Owner to confirm final scope and conceptual construction scheduling.
2. Design Development (DD) Phase
- a. Advance SD plans to DD phase within budget constraints
 - b. Finalize landscaping/hardscaping details for consideration phased implementation and/or bidding alternates.
 - c. Complete RIDEM, RIDOT, State Fire Marshal, State Building Code Commission and Town permitting
 - d. Prepare DD construction estimate
3. Construction Document (CD) Phase
- a. Advance DD plans and contract documents to CD phase
 - b. Prepare CD construction estimate
 - c. Compile CD's into at least three (3) projects (Kinston, Alton Jones, and Bay Campus) for bidding. University reserves the right to recompile list of roads/lots into other configuration prior to accepting the final CD's

Section C: Bidding and Construction Administration

1. Bidding and Contract Administration (CA) Phase
- a. Bidding support
 - b. Weekly emails & misc. correspondence
 - c. Biweekly site meetings
 - d. Change order management
 - e. Project completion certification
 - f. Coordination of as-built and record drawings with contractor for University's use

Design and Construction Schedule

The schedule for this project is as follows:

Bid Award: July 2019

Pre-SD Phase: July 2019 – August 2019

SD Phase: August 2019 – October 2019

DD Phase: October 2019 – January 2020

CD Phase: January 2020 – February 2020

Construction Bidding: February 2020 – May 2020

Contract Administration Phase: May 2020 – December 2021

Budget

The budget for the design and construction for this project has been set at \$17 million (including design and construction costs). The funding constraints are defined further in Appendix F to differentiate between road/parking lot funds and utility funds. Consultant shall keep these funding constraints in mind during the pre-schematic and final design phases of the project to ensure we are designing work within our budget constraints.

Specific Activities / Tasks

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

- Class 1 Survey
- Wetlands flagging & RIDEM Permitting
- Limited soil exploration
- Utility coordination
- Landscape architecture design
- Electrical Engineering (lighting and public safety) design
- Cost Estimating/Value Engineering
- Plan and contract document preparation
- Bidding support
- Contract administration support

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

B. Cost Proposal

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

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

C. ISBE Proposal

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

SECTION 5: EVALUATION AND SELECTION

Proposals shall be reviewed by a technical evaluation committee (“TEC”) comprised of staff from State agencies. The TEC first shall consider technical proposals.

Technical proposals must receive a minimum of 50 (71.4) out of a maximum of 70 points to advance to the cost evaluation phase. Any technical proposals scoring less

than 50 points shall not have the accompanying cost or ISBE participation proposals opened and evaluated. The proposal will be dropped from further consideration.

Technical proposals scoring 50 points or higher will have the cost proposals evaluated and assigned up to a maximum of 30 points in cost category bringing the total potential evaluation score to 100 points. After total possible evaluation points are determined ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

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

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

Criteria	Possible Points
Staff Qualifications	25 Points
Capability, Capacity, and Qualifications of the Offeror	25 Points
Work Plan	10 Points
Approach Proposed	10 Points
Total Possible Technical Points	70 Points
Cost proposal*	30 Points
Total Possible Evaluation Points	100 Points
ISBE Participation**	6 Bonus Points
Total Possible Points	106 Points

***Cost Proposal Evaluation:**

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

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

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

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

****ISBE Participation Evaluation:**

a. Calculation of ISBE Participation Rate

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

b. Points for ISBE Participation Rate:

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

$$\text{(Vendor's ISBE participation rate} \div \text{Highest ISBE participation rate)} \\ \times \text{Maximum ISBE participation points)}$$

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 Thomas.bovis@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. No other contact with State parties is permitted. Please reference **RFP # 7598831** on all correspondence. Questions should be submitted in writing in a Microsoft Word attachment in a narrative format with no tables. Answers to questions received, if any, shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases website for any procurement related postings such as addenda. If technical assistance is required, call the Help Desk at (401) 574-8100.

SECTION 7. PROPOSAL CONTENTS

A. Proposals shall include the following:

1. One completed and signed RIVIP Bidder Certification Cover Form (included in the original copy only) downloaded from the Division of Purchases website at www.purchasing.ri.gov. *Do not include any copies in the Technical or Cost proposals.*
2. One completed and signed Rhode Island W-9 (included in the original copy only) downloaded from the Division of Purchases website at [/documents/Forms/Misc Forms/13 RI Version of IRS W-9 Form.docx](#). *Do not include any copies in the Technical or Cost proposals.*
3. Two (2) completed original and copy versions, signed and sealed Appendix A. MBE, WBE, and/or Disability Business Enterprise Participation Plan. Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation. *Do not include any copies in the Technical or Cost proposals.*
4. Technical Proposal - Describing the qualifications and background of the applicant and experience with and for similar pier design project in coastal marine conditions, and all information described earlier in this solicitation. The technical proposal is limited to six (10) pages (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request).
 - a. One (1) Electronic copy on a CD-R, marked “Technical Proposal - Original”.
 - b. One (1) printed paper copy, marked “Technical Proposal -Original” and signed.
 - c. Four (4) printed paper copies
5. Cost Proposal - A separate, signed and sealed cost proposal reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project. Cost proposal must use format in Appendix C.
 - a. One (1) Electronic copy on a CD-R, marked “Cost Proposal -Original”.
 - b. One (1) printed paper copy, marked “Cost Proposal -Original” and signed.
 - c. Four (4) printed paper copies

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

- A. Formatting of CD-Rs – Separate CD-Rs are required for the technical proposal and cost proposal. All CD-Rs submitted must be labeled with:
 - a. Vendor’s name
 - b. RFP #
 - c. RFP Title
 - d. Proposal type (e.g., technical proposal or cost proposal)
 - e. If file sizes require more than one CD-R, multiple CD-Rs are acceptable. Each CD-R must include the above labeling and additional labeling of how many CD-Rs should be accounted for (e.g., 3 CD-Rs are submitted for a technical proposal and each CD-R should have additional label of ‘1 of 3’ on first CD-R, ‘2 of 3’ on second CD-R, ‘3 of 3’ on third CD-R).

Vendors are responsible for testing their CD-Rs before submission as the Division of Purchase's inability to open or read a CD-R may be grounds for rejection of a Vendor's proposal. All files should be readable and readily accessible on the CD-Rs submitted with no instructions to download files from any external resource(s). If a file is partial, corrupt or unreadable, the Division of Purchases may consider it "non-responsive". USB Drives or any other electronic media shall not be accepted. Please note that CD-Rs submitted, shall not be returned.

B. Formatting of written documents and printed copies:

- a. For clarity, the technical proposal shall be typed. These documents shall be single-spaced with 1" margins on white 8.5"x 11" paper using a font of 12 point Calibri or 12 point Times New Roman.
- b. All pages on the technical proposal are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not include the cover page or table of contents) through to the end, including all forms and attachments. The Vendor's name should appear on every page, including attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to.
- c. The cost proposal shall be typed using the formatting provided on the provided template.
- d. Printed copies are to be only bound with removable binder clips.

SECTION 8. PROPOSAL SUBMISSION

Interested vendors must submit proposals to provide the goods and/or services covered by this RFP on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases, shall not be accepted.

Proposals should be mailed or hand-delivered in a sealed envelope marked "**RFP# 7598831**" to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time shall not be accepted. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time shall be determined to be late and shall not be accepted. Proposals faxed, or emailed, to the Division of Purchases shall not be accepted. The official time clock is in the reception area of the Division of Purchases.

SECTION 9. CONCLUDING STATEMENTS

Notwithstanding the above, the Division of Purchases reserves the right to award on the basis of cost alone, to accept or reject any or all proposals, and to award in the State's best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

If a Vendor is selected for an award, no work is to commence until a purchase order is issued by the Division of Purchases.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded for this RFP. The State's General Conditions of Purchases can be found at the following URL: <https://rules.sos.ri.gov/regulations/part/220-30-00-13>

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

A. Proposer's ISBE Responsibilities (from 150-RICR-90-10-1.7.E)

1. Proposal of ISBE Participation Rate. Unless otherwise indicated in the RFP, a Proposer must submit its proposed ISBE Participation Rate in a sealed envelope or via sealed electronic submission at the time it submits its proposed total contract price. The Proposer shall be responsible for completing and submitting all standard forms adopted pursuant to 105-RICR-90-10-1.9 and submitting all substantiating documentation as reasonably requested by either the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to the names and contact information of all proposed subcontractors and the dollar amounts that correspond with each proposed subcontract.
2. Failure to Submit ISBE Participation Rate. Any Proposer that fails to submit a proposed ISBE Participation Rate or any requested substantiating documentation in a timely manner shall receive zero (0) ISBE participation points.
3. Execution of Proposed ISBE Participation Rate. Proposers shall be evaluated and scored based on the amounts and rates submitted in their proposals. If awarded the contract, Proposers shall be required to achieve their proposed ISBE Participation Rates. During the life of the contract, the Proposer shall be responsible for submitting all substantiating documentation as reasonably requested by the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to copies of purchase orders, subcontracts, and cancelled checks.
4. Change Orders. If during the life of the contract, a change order is issued by the Division, the Proposer shall notify the ODEO of the change as soon as reasonably possible. Proposers are required to achieve their proposed ISBE Participation Rates on any change order amounts.
5. Notice of Change to Proposed ISBE Participation Rate. If during the life of the contract, the Proposer becomes aware that it will be unable to achieve its proposed ISBE Participation Rate, it must notify the Division and ODEO as soon as reasonably possible. The Division, in consultation with ODEO and Governor's Commission on Disabilities, and the Proposer may agree to a modified ISBE Participation Rate provided that the change in circumstances was beyond the control of the Proposer or the direct result of an unanticipated reduction in the overall total project cost.

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

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



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

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

Bidder's Name:

Bidder's Address:

Point of Contact:

Telephone:

Email:

Solicitation No.:

Project Name:

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

Name of Subcontractor/Supplier:

Type of RI Certification: 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