



**Solicitation Information
July 1, 2019**

RFP#7598865

TITLE: Community College of Rhode Island A&E Services for Bathroom Renovations Including ADA Upgrades and Sanitary Line Replacements at the Knight Campus, 400 East Avenue, Warwick, RI 02886

Submission Deadline: July 30, 2019 @ 10:30 AM (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE:

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: July 9, 2019 @ 9:00 AM

LOCATION: Community College Of Rhode Island (Warwick) Knight Campus, 400 East Avenue, Warwick, RI 02886. Report to Room 1130.

Questions concerning this solicitation must be received by the Division of Purchases at doa.purquestions3@purchasing.ri.gov no later than **July 12, 2019 @ 5:00 PM (EST)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

BID SURETY BOND REQUIRED: No

PAYMENT AND PERFORMANCE BOND REQUIRED: No

Gary P. Mosca, 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 Community College of Rhode Island, Knight Campus is soliciting proposals from qualified firms to provide Engineering and Construction Administration Services to renovate the Knight Campus bathrooms 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 September 1, 2019 for approximately 5 years until all construction activities have been completed.

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.

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

Community College of Rhode Island in 2015 performed an accessibility assessment for all of the Campus’s, which indicated at the Knight Campus that ADA upgrades were required to bring the bathrooms into compliance.

Renovations of the bathrooms are to include ADA upgrades, interior improvements and replacement of the existing sanitary lines. The existing sanitary lines are over 50 years old and are disintegrating and inaccessible. .

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

General Scope of Work

An Architectural Firm, along with their Consultants, will provide a complete design for the renovations of all the Knight Campus bathrooms at the Mega structure, Round Building and the Field House including Construction Administration Services.

1. Architectural Firm, along with their Consultants will review the current code requirements for the total number of toilets that the Knight Campus is required to maintain and factor that into their design to be ADA compliant. If as a result of the renovations, the required number of toilets decrease, the Architectural Team is to notify the College and come up with alternatives.
2. This project will be a multi-year, multi-phased project over a 5 year period. The project will have to be broken out in the final Bid Documents taking off line specific toilets to avoid as little disruption as possible to the operations of the College.
3. There may be some bathrooms that meet the requirements of ADA and require only a facelift and sanitary replacements. While others require a complete demolition and renovation but not required to be ADA compliant as per State and Federal Government Regulations.
4. All of the private bathrooms are transgender bathrooms.
5. Architectural Firm, along with their Consultants are to provide a design to completely renovate the bathrooms to include but not limited to new seamless flooring, painted walls, new LED lighting, new diffusers, waterless urinals, toilets, sinks, toilet partitions, (preferably graffiti proof) countertops, mirrors, toilet paper dispensers, trash bins, hand dryers, plumbing fixtures, grab bars, new ceiling as required, etc.
6. Design to include the complete renovations in the Field House bathrooms inclusive of the locker rooms; showers, lockers, bathrooms, etc.
7. Entry doors in the bathrooms are to remain in place unless the width is not in accordance with ADA requirements, then they are to be replaced in kind. All existing door hardware is to be replaced, such as closers, knobs, etc. Hinges are to be replaced with continuous mortised hinges.
8. The College previously had an Architect perform an assessment of all of the sanitary lines to be replaced (not including the Field House), the drawings are attached. An electronic version will be available for the selected Bidder to assist in their design.
9. Architectural Firm, along with their Consultants will include replacing all of the existing sanitary line risers and horizontals on the ground floor with no hub cast iron pipe. The existing sanitary line riser pipe thru out the building is encapsulated within the concrete and disintegrating. This project shall include running new riser exposed piping and leaving the existing pipe as is. The piping thru the roof is also to be replaced.
10. All new sanitary piping is to be no hub cast iron pipe.
11. The risers per floor are to be valved off if possible to avoid shutting down the toilets on every floor at the gang toilets.
12. Stacks in concrete flooring or half walls will need to be re-located to an area close to the existing stacks.
13. Any existing drop and gypsum ceilings will need to be removed and replaced once the work is completed to patch and match the existing conditions.
14. Architectural Firm, along with their Consultants will provide a design to replace the sanitary lines with new cast iron risers exposed within the structure itself or concealed where-ever possible. The intent is to connect the risers into the existing horizontal lines.
15. Architectural Firm, along with their Consultants will be responsible for verifying the existing conditions and redrawing the drawings as required. The existing drawings are

included for reference purposes only. Subsequent renovations have occurred over the years which are not reflected.

16. Architectural Firm is to work with National Grid to obtain the best rebates available for the LED lighting.
17. Architectural Firm will be required to contact the State's Insurance Carrier, FM Global after the schematic design is completed to ensure that the products being used in the Construction Documents meets with their approval.
18. Architectural Firm will be required to hire a consultant to test the existing materials to determine if they contain ACM's and prepare a plan in the Construction Bid Documents.
19. The Architectural Firm shall sign the State of Rhode Island's latest AIA B101 Contract as written without any modifications or exclusions.
20. This Architect will be responsible within 10 business days after receipt of CCRI's PO to provide an Order of Magnitude Estimate identifying the cost of the ADA improvements only for use by the College for budgeting purposes.

Specific Activities / Tasks

1. The Architect along with their team shall provide CCRI with 25% progress prints within 3 months after receipt of CCRI Purchase Order. 50% Construction Documents 6 Months after receipt of CCRI PO. 100% Construction Documents 9 Months after receipt of CCRI PO. The Architect shall submit construction cost estimates at 50% and 100% Construction Documents deadlines. At 10 Months submit to BCO and Fire Marshall Documents for review and approval. Within 2 weeks of receiving the approval letter from the State BCO/FM and FM Global, submit Bid Documents to CCRI for submission to State Purchasing.
2. The Architect along with their team shall provide a complete design.
3. The Architect along with their team shall hold meetings with the College team during the design phases.
4. The Architect will be responsible for providing and producing existing condition drawings as part of the design documents.
5. The Architect will be responsible for submitting the Documents to the State Fire Marshall and Building Commissioners Office for approval including paying the submission fee. This Fee will be included in the reimbursable line item for the Lump Sum Fee Proposal.
6. The Architectural Team shall prepare all addendums and modifications to the construction documents as required based on comments from the State Fire Marshalls Office, Building Commissioners Office and FM Global. All CCRI approved comments and recommendations from FM Global are to be incorporated into the final Construction Bid Documents.
7. The Architectural Team shall attend all pre-bid conferences and prepare meeting minutes and or addendums as necessary.
8. The Architectural Team will perform contractor project bid review and review contractor submittal packages and shop drawings.

9. The Architectural Team will review the contractor pre-installation submittal packages for conformity to the engineering drawings and code requirements.
10. Respond to any requests for information from the contractors.
11. Attend bi-weekly meeting/site visits between the Architectural Team, Project Manager, General Contractor, each sub-contractor and the Owner.
12. Prepare and maintain a log in electronic format acceptable to CCRI of items requiring Contractor corrective action.
13. Develop a final punch list upon project substantial completion and verifies the correction of all punch list items. Prepare necessary Certification/Affidavit forms as required.
14. The Architectural Team shall provide front end documents, including preparing the latest AIA 101 and A201 Contract between the State and the General Contractor and General Conditions. This will include all Division 0 thru Division 1 Documents.
15. Include in the bid issuance of the State's modified AIA A101-2017 and AIA A201-2007 or latest version to the selected general contractor.
16. The Architect Team shall include in their base bid proposal fee verifying that the General Contractor has updated their as-built drawings and specifications to include all rfi responses, addendums, field conditions, changes etc. at the conclusion of the project when their closeout documents have been submitted for approval to the Architect and their Consultants.
17. The Architect Team shall include attendance at the pre-bid meetings, facilitate and distribute meeting minutes, assistance with the general contractor questions and issuance of addendums, answer rfi's reviewing and approval of submittals, preparing field reports, preparing punch-lists, follow-up verifications that all punch-list items have been corrected, reviewing monthly payments, reviewing and approving all closeout documentation
18. The Architectural Team shall provide electronic as-built drawings, approved submittals and specifications at the completion of each project.
19. Prepare Change Orders with written consent of CCRI.
20. Determine the amount owed to the contractor and issue certificates of payment per the Contract Documents throughout the construction period.
21. Include in bid costs for all reimbursable costs in the Lump Sum Fee Proposal. Examples include but are not limited to transportation, out of town travel, and subsistence, permitting and fees, printing, reproductions, plots, postage, handling, delivery, overtime work. Renderings, physical models, mock-ups, all taxes levied on professional services, site office expenses, registration fees and similar project related expenditures
22. Review as-built drawings and Operation and Maintenance (O & M) manual developed by the contractor. Provide a review letter, written and stamped by the engineer of record, attesting to the completeness and accuracy of the installation record (as-built) drawings.

23. The Architectural Team to provide construction administration services.

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 including the Principle who will be involved in this project, including their experience in move management associated with relocating office personnel into temporary quarters.
2. **Capability, Capacity, and Qualifications of the Offeror** - Please provide a detailed description of the Vendor's background and experience of the proposed staff and sub-consultants assigned to the project.
3. **Work Plan** - Please describe in detail how your plan on achieving the College's aggressive schedule as indicated above.

B. Cost Proposal

Community College is requesting that the vendor provide a separate, signed and sealed cost proposal (see **Section 7 for instructions on submitting the technical and cost proposals**). Appendix B contains the cost proposal form which the vendor is required to fill out. The cost proposal must include costs for each of the two phases listed. All costs to be based upon a fixed Fee Lump Sum of Phase I and II inclusive of all reimbursables.

Reimbursable expenses must receive the Owner's prior written approval.

Rates and fees shall be capped for the duration of this project.

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 (85.7%) 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	15 Points
Capability, Capacity, and Qualifications of the Offeror	30 Points
Work Plan	25 Points
Total Possible Technical Points	70 Points
Cost proposal*	30 Points
Total Possible Evaluation Points	100 Points
ISBE Participation**	6 Bonus Points
Total Possible Points	106 Points

***Cost Proposal Evaluation:**

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

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

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

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

**ISBE Participation Evaluation:

a. Calculation of ISBE Participation Rate

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

b. Points for ISBE Participation Rate:

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

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

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

General Evaluation:

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

SECTION 6. QUESTIONS

Questions concerning this solicitation must be e-mailed to the Division of Purchases at 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 # 7598865** 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 <http://www.purchasing.ri.gov/rivip/publicdocuments/fw9.pdf>. *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 projects, and all information described earlier in this solicitation. The technical proposal is not limited to number of paged. (this includes 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 in accordance with Section 4, Part B of this RFP
 - 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# 7598865**” 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

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

**CCRI A&E Services, Bathroom Room Renovations at Knight Campus
APPENDIX B
COST PROPOSAL FORM RFP #7598865**

Phase I: Schematic and Design Phase	Weekly Rate @ 40 hours/wk	Estimated Weeks	Total Cost
Staffing:			
Principle			
Administrative Support			
Project Manager			
MEP Technical Specialist			
Cost Estimator			
FP Specialist			
Scheduler			
List Consultants:			
Reimbursable Costs As Stated in Bid Documents:			
Total Costs Phase I:			
Phase II: Construction Phase - Construction Management Services	Weekly Rate @ 40 hours/wk	Estimated Weeks	Total Cost
Staffing:			
Principle			
Administrative Support			
Project Manager			
MEP Technical Specialist			
Cost Estimator			
FP Specialist			
Scheduler			
List Consultants:			
Reimbursable Costs As Stated in Bid Documents:			
Allowance for Testing and Abatement Plan			\$20,000
Total Costs Phase II:			
Total Costs Phase I & II:			

Authorized Representative: Signature: _____

Date: _____