



Solicitation Information
June 28, 2019

RFP# 7598872

**TITLE: A&E SERVICES TO PROVIDE A FEASIBILITY STUDY FOR REUSE OF
THE STATE OFFICE BUILDING AT 101 SMITH STREET (TWO CAPITOL HILL)
PROVIDENCE, RI; FOR THE PROPOSED
RHODE ISLAND HISTORY CENTER AND ARCHIVES**

Submission Deadline: Wednesday July 31, 2019; 11:00 AM (Eastern Time)

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 July 10, 2019 at 2:30 PM

LOCATION: One Capitol Hill, 2nd Floor Purchase Bid Room Providence, RI 02908

Questions concerning this solicitation must be received by the Division of Purchases at Thomas.bovis@purchasing.ri.gov no later than **7/16/2019 4 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

Thomas Bovis
Interdepartmental Project Manager

Note to Applicants:

1. Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov
2. 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 Secretary of State and the Rhode Island Department of Administration, Division of Capital Asset Management and Maintenance, is soliciting proposals from qualified firms to provide architectural and engineering services to produce a comprehensive feasibility study that will develop, evaluate and compare several options to provide a modern, state of the art Rhode Island History Center and Archives facility in the existing State Office Building located on Smith Street in Providence directly across the street from the State House 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.

A Proposed Preliminary Schedule for the Feasibility Study is located on subsequent pages of this RFP.

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. Persons or firms practicing architectural and/or engineering services in the State of Rhode Island must be registered with the Rhode Island Division of Design Professionals and possess a current Certificate of Authorization in accordance with Rhode Island General Laws.
14. A copy of a current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for the individual(s) who would perform work on the project must be included behind the front page of each copy of the proposal.

15. The Division of Design Professionals can be contacted as follows:

Department of Business Regulation
Division of 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

16. Proposals that fail to include the required current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for individuals shall be determined to be non-responsive to the solic

SECTION 2. BACKGROUND

There was previous consultant work that involved a site selection study for a proposed Rhode Island Archives and History Center. The previous work culminated in a study in 2018 for a new RI Archives and History Center titled: Rhode Island Archives and History Center Site Selection Study. This study included evaluations of multiple sites, a program, preliminary cost estimates and a preliminary design for construction of a new facility on a preferred site. The current RFP pertains to renovating a specific existing building for reuse as the offices of the Secretary of State, and the Rhode Island History Center and Archives. The existing building is in immediate proximity to the previous preferred site and fronts on the same street – Smith Street in Providence.

In addition to State Archives holdings, the facility shall provide climate-controlled space for historic materials from various municipal holdings. A significant exhibit space shall be provided to display at times those historic materials and holdings from other historic organizations throughout the state. The History Center will provide a direct relationship and complement the historic tours of the State House Building which attract tens of thousands of people annually. This symbiotic relationship will help provide a better understanding of the historic resources of the State and should serve to make the History Center and Archives facility a significant academic and tourist destination in the State. Additionally, the facility shall provide specialized research facilities, exhibition space, visitor support facilities, and hearing rooms, meeting rooms, and office space. In addition to supporting the History Center, the hearing rooms and meeting rooms would also be used by other State Government offices. More detail on required hearing rooms is provided on subsequent pages of this RFP.

The size of the existing State Office Building is approximately 127,000 square feet. A previous study in 2018 by DBVW Architects for a new RI Archives and History Center included a program for construction of a new building consisting of approximately 52,000 square feet. Based on the available square footage in the existing State Office Building, the successful Respondent shall also evaluate the feasibility of providing additional office space and hearing rooms for other State government offices. Any additional square footage which may remain in the State Office Building once the History Center and Archives program needs are addressed shall be programmed and planned for additional State offices and hearing rooms.

The building program by DBVW for the previously proposed new Archives building should be used as an existing resource document and supplemented and/or modified as needed. .

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

General Scope of Work

The requested Feasibility Study consists of five (5) major parts:

- **Part I: Existing Conditions Report**
- **Part II: Building Program**
- **Part III: Building Study**
- **Part IV: Cost Estimates and Project Budget**
- **Part V: Additional Requirements**

Specific Activities / Tasks

3.1 EXISTING CONDITIONS REPORT

The existing building is to be evaluated for existing condition, code compliance, ability to meet programmatic requirements, site development potential, required height above and distance from flood plains, recommended distance from rail lines, archives storage expansion potential, and meeting other functional requirements of the proposed Rhode History Center and Archives facility.

1. The Building Study shall include an Existing Conditions Report for the building and the site including the parking lot on the east side of the building. The existing conditions report shall include a general assessment by all architectural and engineering disciplines including architectural, structural, mechanical, electrical, plumbing, HVAC, fire protection, hazardous materials, accessibility, and site civil engineering including parking, accessibility, bus drop off, stormwater management and wastewater treatment. The existing conditions report shall identify any building deficiencies. There is an existing Facility Condition Assessment for the building which was produced by EMG. This should be used as a resource document but does not relieve the Respondent to this Request for Proposal from providing an independent assessment with up to date cost estimates.
2. The Existing Conditions Report shall analyze and provide the structural load bearing capacity for each floor of the existing building. This shall be done by a structural engineer who is part of the successful Respondent's team. Information on required floor loads for facilities of this nature including storage area floor loads shall also be provided and compared to existing floor load capacities.
3. The Existing Conditions Report shall provide updated existing floor plans, roof plan and exterior elevations of the building in Revit LOD 200. Hard copies of floor plans and exterior elevations shall be provided in the report.
4. The Existing Conditions Report shall include an assessment of the building envelope and an assessment of the functionality of the building layout.
5. The Existing Conditions Report shall include a photographic record of the building keyed into existing floor plan layouts.
6. The Existing Conditions Report shall include a hazardous materials report for the building by an environmental consultant. The environmental consultant shall be a sub-consultant to the Respondent. The cost for this service shall be included in the Respondents lump sum fee.
7. The Existing Conditions Report shall provide a building code analysis of the existing building for the intended use(s) including any change of use requirements, seismic requirements and ADA/Accessibility compliance.
8. The Existing Conditions Report shall provide a fire code analysis of the existing building for the intended use.

9. The Existing Conditions Report shall include an evaluation and potential impact of any existing rubble foundations that may exist below the surface of the existing parking lot and their affect on the existing parking lot and drainage. (Previous buildings occupied the site and were demolished.) Note that sink holes are a problem in the parking lot.
10. The Existing Conditions Report shall include an engineering evaluation of the site including grade elevations and flood elevations. Archival facilities should be a minimum of 5 feet above and 100 feet away from a 100-year flood plain. In addition, the facility must meet the industry standard for recommended minimum distance from rail lines for facilities of this nature. Additional site considerations to be evaluated include potential risks/threats to the facility from the following:
 - Vandalism, terrorism, and intrusion
 - Natural Disasters, such as earthquakes, landslides, etc.
 - Fire and explosions
 - Hazardous materials or locations
 - Flooding from natural sources or water ways
 - Ground and air pollution; and
 - Rodents and insects
12. The Existing Conditions Report shall analyze existing available infrastructure to ensure adequate utility service to the proposed facility. The site must be able to accommodate a standby generator.
13. The Existing Conditions Report shall identify any potential telecommunications issues including high-speed Internet services.
14. The Existing Conditions Report shall analyze the existing building against the National Archives and Records Administration, Archival Storage Standards, NARA 1571, 2002; and the National Archives and Records Administration – Architecture and Design Standards for Presidential Libraries. NARA 1571-S, 2014.

3.2 BUILDING PROGRAM:

The Respondent shall develop a written building and site program for the proposed facility based on the following: the preliminary program elements outlined below, the program developed in the study titled Rhode Island Archives and History Center Site Selection Study by DBVW Architects dated January 5, 2018, and consultation with representatives of the individual end-users. The successful Respondent and their sub-consultants shall determine the size and quantities of these spaces and if any additional spaces are required for the facility or by the Secretary of State's Office, RI State Archives, the RIDOA Office of Management and Budget, and DCAMM. The successful Respondent shall be required to obtain approvals on proposed floor plan layouts and site plans from those agencies. The Respondent shall make changes as needed to the program based on comments from the agencies.

The program will include a written description of every proposed space, including size, square footage, function, adjacencies and any necessary equipment. Elements to be included in the preliminary program are as follow:

1. Bus drop-off area, visitor parking, employee parking. Site plans should be able to accommodate adequate turning radii for large delivery & trash vehicles up to fifty-three feet

(53') in length.

2. Lobby/reception area with security/reception desk
3. Visitor services/gift shop/vending area (TBD)
4. Visitor lockers and lounge
5. Public restrooms
6. Exhibition galleries
7. Hearing rooms and meeting spaces: This shall include at least two (2) hearing rooms. One hearing room shall have a 200-person seating capacity and shall be a column free space if possible. This room shall have the capability of being divided into two (2) rooms with a moveable partition. This shall be planned with an accessible dais or elevated floor at one end for committees holding hearings along with a built-in continuous desk/bench and moveable chairs. Hearing room support spaces shall also be provided for that hearing room, i.e. small meeting rooms for legal staff. If column-free space cannot be accommodated in the existing building, consider utilizing part of the existing courtyard for the large hearing room. Other meeting spaces and conference rooms shall be provided as determined necessary during the building programming phase.
8. Development of the existing courtyard or portion of the courtyard as a climate- controlled year-round featured visitor space with skylights. This space shall accommodate casual public seating/eating in tables and chairs adjacent to food vending and/or café.
9. Evaluate the usefulness of having a café off the courtyard.
10. Catering kitchen
11. Public Reading Room/Research Center, including registration/consultation desks, reference materials library, multi-person central reference desk area, microfilm/audio visual research room, copying area, and holding area for collections.
12. Records and collections storage, with fixed or mobile shelving or a combination thereof, and cabinetry. Storage program needs shall be projected for twenty (20) years.
13. Records and collections archival processing rooms
14. Archival processing materials/supplies storage area
15. Preservation imaging area
16. Exhibition preparation and staging area
17. Conservation lab (TBD)
18. Staff offices and workstations
19. Printing, copying, and scanning area

20. Office supplies storage area
21. Conference/meeting rooms
22. Staff lounge and lockers
23. Covered loading dock with adjacent office and receiving area
24. Building supplies storage and trash/recycle area, including dumpster and/or trash compactor
25. Records receiving room
26. Records isolation room
27. Ultra-violet light filtration in selected spaces
28. Elevators
29. Alternative energy sources (solar/wind/geothermal)
30. General security in and around the building
31. Window design and construction which address security issues, air infiltration, humidity and UV.
32. Limited entry points
33. Secured area for exterior HVAC equipment and generator
34. Secured area for external environmental machinery
35. Positive security controls such as through card access, cameras, key pad, motion detectors, glass break that detects vibration, sign in and out, etc.
36. Mechanical, electrical, data telecommunications room(s), fire detection and suppression systems, including possibly different systems for collections storage and exhibition areas, generator sized for collections storage, exhibition galleries, staff workspaces and offices, life safety, security, and telecommunications.
37. The generator will be located outside the building and should be housed in a minimum Level 2 weatherproof enclosure. The generator should be sized to provide emergency power to life safety systems, alarm systems, telecommunications systems, elevator, fire pump, HVAC systems and other mechanical service equipment critical to asset protection.
38. State offices shall be provided in the building depending on available square footage not utilized by the RI History Center and Archives.

3.3a BUILDING STUDY

The successful Respondent shall provide a Building Study that provides a detailed comparative physical and financial analysis of different options for development. The Preliminary and Final Building Studies shall provide and include the following:

1. Provide detailed physical analysis of renovating the existing State Office Building and site for the intended uses.
2. Provide a detailed financial analysis including construction cost estimates, site development costs, A&E fees, other project costs and total project budget costs as explained in more detail below for renovating the building and site for the intended uses.
3. Provide a detailed schedule for design and construction of the project.
4. Projected total project budget costs for each development option including hard construction costs as mentioned above as well as soft costs including A&E fees, construction contingency, design contingency, utility connections, commissioning, hazardous materials abatement, review fees by Authorities having jurisdiction, testing and inspections, telecommunications and data, AV equipment, security equipment, other specialized items that may be identified, and the State's statutory requirement for 1% of project costs for public art.
5. Include Design Narratives of the proposed facility's mechanical, electrical, plumbing, fire protection, security, and all other building systems required per programming.
6. A building code and fire code synopsis for the intended facility is to be included defining use, classification, and rating based on current Codes. Synopsis shall also include Standards cited in Resource Documents.
7. An analysis of handicap accessibility shall be included.
8. Develop a site program.
9. Analyze existing building and site and test fit program in existing building and site.
10. Provide two (2) conceptual building layouts and site layouts. Constructability options shall be included in the Final Report and costed separately to determine which construction/material types and layout would be most cost efficient, while still in conformance with Standards cited in Resource Documents.
11. As part of the building layout design, one of the proposed hearing rooms shall have a seating capacity of 200 people. This shall be a column free space if possible. This room shall have the capability of being divided into two (2) rooms with a moveable partition. The successful Respondent's structural engineer shall determine the feasibility of providing a column free hearing room. This shall include analyzing the existing structural building design and determining if possible, the manner in which a column free hearing room could be provided in the building. If column-free space cannot be accommodated in the existing building, consider as a less preferred option, utilizing part of the existing courtyard for the large hearing room.

12. Building renovation designs shall include a site plan, floor plans, building section, and exterior building elevations. Additionally, for the interior - interior elevations of featured spaces such as lobby area, exhibit space, hearing rooms, and courtyard shall be provided. One (1) exterior and one (1) interior high-quality computer-generated rendering for each conceptual building layout shall be provided.
13. Provide conceptual site/civil design including parking needs, school bus drop-off and/or turn-around needs, records shipment/receiving needs, analysis of roadway patterns, drainage, stormwater management and landscaping. Vegetation should be omitted within 18" of any exterior wall, and this vegetation free zone should be sloped away from the foundation and consist of gravel or decorative aggregate with appropriate drainage. The site should not contain any pools, fountains, or other decorative water features.
14. Identify special systems and equipment and provide a budget. Include systems and equipment for archival and museum quality preservation.
15. Identify a preliminary list and budget for new furniture, fixtures, and equipment (FF&E).
16. As part of the Building Study, a cost estimate shall be provided for each development option including site development costs, landscaping costs, building construction costs, fire suppression and fire alarm design, generator and generator fuel storage sized for 100% use of the facility, and construction hardening as may be required. The cost estimate shall also include furniture, fixtures and equipment (FF&E) and interior and exterior signage. Costs for utilities, climate control (temperature, relative humidity, and air filtration) for records and collections storage areas, exhibition galleries, exhibition preparation area, records processing spaces, and preservation imaging/conservation areas; shelving, map cabinets, framed object enclosures, lighting, including UV filtration museum quality lighting in selected areas, security, fire protection (detection and suppression), telecommunications, audio visual equipment and instruction should all be part of these estimates. The cost estimates shall be updated as needed for the final Building Study. Provide budget projections escalated to projected construction start date.

3.3b BUILDING STUDY - DESIGN CONSIDERATIONS:

1. Some major design considerations for the Archives include: operational effectiveness, efficiency, the preservation of historical records in climate-controlled conditions (temperature, relative humidity, and air filtration), security, the segregation of public areas from non-public areas, and galleries for museum quality exhibition of materials.
2. The proposed Archives portion of the facility should include methods for accommodating projected increases in the size of the collections over the next twenty (20) years.
3. Building square footage not utilized by the proposed RI History Center and Archives and hearing rooms shall be programmed for state office space and support spaces including conference rooms.
4. The successful Respondent shall analyze and recommend methods of separating the Rhode Island History Center and Archives portion of the building from the remaining state offices portion of the building. This shall include resolution of potential security and access issues pertaining to lobbies, use of elevators, stairs, and other circulation elements.

5. Exploring the design benefits of utilizing the existing courtyard in the RIDOT building as a public space in the building presents a significant design opportunity for providing an imaginative and creative approach to repurposing the building and improving the visitors' experience.
6. Consider existing floor to floor heights in the building and their impact on various types and size of archival storage and location.
7. Evaluate existing structural load bearing capacities for each floor on various types and sizes of archival storage.
8. If needed, provide structural engineering solutions and recommendations for increasing the structural load bearing capacity for floors in archival storage areas.
9. The Respondent shall evaluate the usefulness of preserving any significant interior historic elements.
10. The building needs to be accessible. Design solutions for accessibility shall be provided.

3.4 COST ESTIMATES AND PROJECT BUDGET:

Preliminary cost estimates and final cost estimates shall be provided for each design scenario. The costs shall be escalated to an agreed upon construction start date. The preliminary cost estimates shall be included in the Draft Study Report and the final cost estimates shall be included in the Final Study Report. An independent cost estimator who is not a member of the Respondent's firm or an employee of a contractor shall be part of the Respondent's team and the cost estimating services shall be included in the Respondents lump sum fee for the A&E Design Services. As described above, in addition to the construction cost estimate, the cost estimator shall provide an overall project budget for the project including line items for building construction, site development, FF&E, A&E costs, overhead and profit, utility connections, technology, security, design contingency, construction contingency, and other project costs.

3.5 ADDITIONAL REQUIREMENTS:

1. All phases of this project shall include regular meetings with representatives of RI State Archives, Office of the Secretary of State, RIDOA OMB, and DCAMM. The successful Respondent shall provide meeting minutes within 72 hours of a meeting for distribution to attendees and/or a distribution list approved by DCAMM.
2. The successful Respondent shall provide a proposed plan for limited joint occupancy operations with other historical organizations based on discussions with RI State Archives.
3. The preliminary and final reports for the feasibility study shall be bound, paginated, and have a table of contents. The reports shall include an executive summary, text, programs, narratives for proposed MEP and HVAC design; existing and proposed building floor plans, exterior elevations, and site plans; renderings, cost estimates, hazardous materials report, code reviews, recommendations and other related information. Similarly, the Existing Condition Report shall also be bound, paginated, have a table of contents, an executive summary and include all required information as listed above.

4. Funding: No additional funds will be made available to the successful Respondent. The successful Respondent shall provide all services required by the RFP and any resulting contract. The RFP shall take precedent over the contract and the contract shall take precedent over the Respondent's proposal. No funding for additional services will be made available.
5. PowerPoint presentation: The successful Respondent shall provide a professional PowerPoint presentation for use by the state to present to the governor's office, legislature, finance committees, state agencies, community organizations, the press and other public media.

3.6 CONSULTANT DELIVERABLES CHECKLIST AND REQUIRED COPIES:

1. Respondent shall provide within one (1) week of receiving a Purchase Order, a detailed schedule to complete all tasks required under this RFP through final acceptance of the Feasibility Study by the agencies mentioned above. The schedule shall include dates for various submissions by the successful Respondent and proposed owner review periods (digital copy).
2. Revit LOD 200 Drawings of Existing Building including floor plans, exterior elevations, and roof plan. (1 full size set, 2 half size sets and 2 CDs).
3. Hazardous Materials Report of the existing building. (Five (5) bound hard copies and two (2) CDs.)
4. Existing Site Plan for existing building and site including grades at one-foot intervals, parking, and accessibility. (1 full size set, 2 half size sets and 2 CDs).
6. Site engineering evaluations (5 bound hard copies and 2 CDs)
7. Existing Conditions Report (5 bound hard copies and 2 CDs)
8. Building program and site improvements program (5 bound hard copies and 2 CDs)
9. Twenty-year collections storage projection for the Archives and a space plan with proposed storage equipment to accommodate that growth. (5 bound hard copies and 2 CDs)
10. Site plan layouts for different development options showing building, parking, and other proposed site improvements (1 full size set, 2 half size sets and 2 CDs)
11. Preliminary site/civil design for the site plan layouts (1 full size set, 2 half size sets and 2 CDs)
12. Two (2) Building Layout Options in Revit LOD 200 with preliminary floor plans, exterior elevations, building section(s) and roof plan (1 full size set, 2 half size sets and 2 CDs)
13. Narratives for proposed MEP, HVAC and Fire Protection systems.
14. Building Code Analysis for existing building.

15. Building Code Analysis including the Green Building Code for proposed building layouts.
16. FF&E Cost Estimate - Furniture, Fixtures & Equipment including preliminary list of items and budget (digital copies)
17. Preliminary and Final Cost estimates for each of the two (2) design options.
18. Project budget estimates for each of the two (2) options that includes hard construction costs plus project soft costs
19. Two (2) high quality computer perspective color renderings of each option: One hard copy of each rendering @ 24" x 36" mounted on foam core board plus digital copies on 2CDs
20. Projected schedule for design and construction of each option
21. Draft Feasibility Study which includes a Table of Contents, an Executive Summary, explanatory text, numbered pages and the items identified above (7 bound hard copies and 2 CDs)
22. Final Feasibility Study incorporating owner review comments (7 bound hard copies and 2 CDs)
23. Preliminary power point presentation for review (electronic copy and 2 CDs) plus final power point presentation (electronic copy and 5 CDs)
24. Ten (10) combined meetings with the agencies listed above.
25. Meeting minutes of all meetings with agencies.

Note: Multiple line items listed above may be placed on the same two CDs. Two separate CDs are not required for each line item. Two CDs however, should be provided each time materials are submitted by the successful Respondent.

3.7 SCHEDULES:

1. **Work Schedule:** Within ten (10) calendar days after receiving a Purchase Order for the project, the successful Respondent shall provide the owner with a detailed work schedule listing time frames including owner review periods for completion of all consultant work related to the RFP. The schedule shall include dates for all deliverables identified in the RFP. A preliminary schedule developed by DCAMM is listed below. This schedule is provided for informational purposes and may need to be revised slightly to adjust for a later RFP solicitation date if applicable. The successful Respondent's schedule is to provide more detail, however, the basic time allotments should remain unchanged.
2. **Preliminary Schedule Target Dates:**

RFP Announcement:	See Page 1 of RFP
RFP Proposal due:	July 31, 2019
Firm Selection:	August 21, 2019
Work Starts (Contract Signed):	September 4, 2019
Confirm Twenty (20) Year Collections Space Needs:	September 18, 2019
Programming Complete:	September 26, 2019
Existing Conditions Report Submission:	October 3, 2019
Owner Review Period:	Oct. 3 – Oct.17, 2019
Preliminary Design Options Submission:	October24, 2019
Preliminary Cost Estimates Submission:	November 7, 2019
Owner Review Period:	Nov. 7 – Nov. 21, 2019
Revised Design Options Submission:	December 4, 2019
Owner Review period:	Dec. 4, 2019 – Dec. 18, 2019
Draft Building Study Submission:	December 30, 2019
Owner Review Period:	Dec. 30, 2019 – Jan. 13, 2020
Final Building Study Submission:	January 20, 2020
Owner Review Period:	Jan. 21, 2020 – Feb.4, 2020
Renderings Submission:	February 18, 2020
Draft Feasibility Study Report Submission with cost estimates and project budget:	February 18, 2020
Owner Review Period:	Feb. 18, 2020 – Mar. 3, 2020
Final Feasibility Study Report Submission:	March 17, 2020
Owner Review Period:	Mar. 17, 2019 – March 31, 2020
PowerPoint Submission:	April 7, 2020

3.8 ADDITIONAL TERMS AND CONDITIONS

1. The successful Respondent shall be solely responsible for meeting all terms and conditions specified in this RFP, and any resulting contract. The use of any subcontractors or other vendors must receive prior approval by the State. The Division of Purchases reserves the right to clarify the terms and conditions of any proposal submitted. The Respondent recommended for contract award will be notified by the Division of Purchases. A contract, based on a modified A.I.A. form will be developed by the Division of Purchases, DCAMM and the Secretary of State's Office which incorporates a final work plan and schedule. The selected Respondent must agree to provide all deliverables by the dates established in the final work plan and schedule.
2. The selected Respondent must complete the scope of services in this RFP within the time frame specified in the final work plan and schedule and shall be required to appoint a representative from their firm who will act as their project manager and who will be responsible for seeing that all services are performed with the final work plan and schedule. The selected Respondent shall not change its designated representative during the project without prior written consent from the DCAMM.
3. The selected Respondent must comply with all State and Federal statutory, regulatory and ANSI standards. The selected Respondent must cooperate and coordinate with other State agencies, contractors, or entities, as necessary, to successfully complete the project. Rights to data, work products, etc., revert to the State of Rhode Island upon completion of the contract. All information related to vital records and systems must be kept confidential at all times during and after completion of the project.

4. **Payment Schedule:** Payments shall be made monthly in proportion to services performed so that compensation shall aggregate to the following percentages at the completion of each phase of work:

SERVICES PERFORMED	PERCENTAGE
1. Existing Conditions Report:	25%
2. Building Program:	30%
3. Building Study	75%
4. Cost Estimates and Project Budget:	80%
5. Additional Requirements:	85%
6. Final Feasibility Study	95%
7. Closeout: Five percent (5 %) retainage shall be held on all but reimbursable expenses until project closeout =	100%

5. All drawings shall be submitted in hard copy and PDF formats.
6. **Reimbursable expenses:** Only the actual reimbursable expenditure will be paid. When authorized in advance in writing by the DCAMM, reimbursable expenses shall be paid based on verified costs and shall generally be limited to document reproductions, postage and handling requested by the Owner beyond the number of reproductions outlined in **Section 3.6, Consultant Deliverables Checklist and Required Copies**. Reproductions for office use by the selected Respondent and its' consultants shall not be reimbursable. Transportation, telephone expenses and other telecommunication expenses are not considered reimbursable expenses under this RFP.
7. **Conflicts of interest:** The selected Respondent shall certify that neither the firm, its employees, nor its consultants, have or enter into, any contract or business venture with any general contractor or trade sub-contractor who is selected to work on this project. This provision shall not apply to sub-contractors hired to provide sub-contractor services during the investigation phase.
8. **Cancellation for convenience:** The State reserves the right to cancel, for its convenience, any and all contracts that are entered into as the result of this award and the selected Respondent shall have no claim to any reimbursement for lost work or profits and shall have only a claim for work done until the date of cancellation for convenience. The State shall provide seven (7) days' notice of any cancellation.

9. Bid review and Respondent de-scoping: The selected Respondent shall make their project principals and all key engineering staff and/or consultant(s) available for de-scoping.
10. The selected Respondent shall be allowed to invoice monthly based on the percentage of work completed.
11. The professional cost estimator required for construction cost estimates shall NOT be an employee of the selected Respondent and shall NOT be a regular employee of a construction firm.

SECTION 4: PROPOSAL

A. Technical Proposal

Narrative and format: The proposal should address specifically each of the following elements:

1. CAPABILITY, CAPACITY, AND QUALIFICATIONS OF THE RESPONDENT (0-25 points):

Describe the Respondent's and the Respondent's consultants general experience as well as its specific experience and qualifications for projects of this size, scope and use. List the percentage of work to be completed by the Respondent and the percentage to be completed by outside consultants. Include Standard Form 330 (for prime contractor and all sub-contractors) in this section. As part of the Technical Proposal, all Respondents shall utilize and complete Standard Form 330 Part I and Part II. The form is available on the Division of Purchases web site.

Proposals must provide answers to the following questions:

- i. What experience does the Respondent have with projects of a similar size, scope and use? Has a list of at least three projects completed in the last ten (10) years been provided?
- ii. Does the Respondent have specific experience in major building renovations?
- iii. Does the Respondent's team have demonstrated evidence of experience with building feasibility studies for reuse of existing buildings including existing condition reports, structural evaluation, hazardous materials evaluation, programming, new floor plan layouts, multi-discipline design including architectural, structural, mechanical, electrical, plumbing, fire protection, site/civil, environmental, communications, technical/IT, security, cost estimating, and fiscal analyses?
- iv. Does the Project Manager and each consultant assigned to the project have the background and experience necessary for a successful project?
- v. Does the Proposal illustrate that the Project Manager and each consultant assigned to the project have the background and experience necessary for a successful feasibility study? Are specific project examples included?
- vi. Are staff and consultants assigned to this project experienced with projects of a similar size, scope and use with consideration given to buildings of this type and age? Has the team's experience been provided for the last ten (10) years and includes three or more relevant projects?
- vii. Has an organizational chart for the Respondent and project team/sub-consultants been provided for the project?

- viii. Is the cost estimator familiar with projects of this nature?
- ix. Does the Respondent's team have the capability to incorporate program goals and criteria into their design work?
- x. Does the Respondent have LEED Accredited Professionals on Staff?

2. PROJECT PLAN (0-35 points):

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

Proposals must provide answers to the following questions:

- i. Does the Project Plan illustrate the Respondent has analyzed, interpreted and understands issues presented by this project?
- ii. Does the Project Plan provide a brief description of the approach the firm proposes for planning the project and producing the feasibility study?
- iii. Does the Project Plan provide solutions for the issues presented by the project in a manner likely to meet the needs of the client and other customers and end users?
- iv. Does the Project Plan appear sensitive to budget and time constraints?
- v. Does the plan address relevant design and program issues, by providing possible solutions?
- vi. Does the plan include a discussion of value engineering and LEED standards?
- vii. Does the Respondent identify both constraints and opportunities posed by this project?
- viii. Is there a project schedule provided by the Respondent and is that schedule achievable (not overly optimistic or needlessly long)?
- ix. Is the staff to be assigned to the project, including a project manager, subcontractors, engineers and others, identified including FTE and/or hourly effort?
- x. Does the level of effort for each appear adequate?
- xi. Does the Respondent describe their current workload and the availability of their personnel to perform the project? Is it feasible?
- xii. Does the Respondent address the geographic location of their firm relative to the location of the project and the expected logistics in working on the project?

3. REFERENCES (0-10 Points):

Select a minimum of three and a maximum of five projects and provide principal contacts, including all contact information, for projects of a similar size and scope and use to the proposed project. These individuals may be contacted by members of the selection committee for further information.

Proposals must provide answers to the following questions:

- i. Were the references provided related to projects of a similar size, scope and use to the proposed project?
- ii. Did the Respondent's final project provide a good design and program fit?
- iii. Did the Respondent identify problems and issues in a timely and complete manner?
- iv. Were technical, budget and aesthetic issues fairly balanced with a good outcome resulting?

- v. Did the projects come in on time and in budget? If yes, what was the budget and what were the number of change orders on the project?
- vi. Did the Respondent adequately research relevant design and program issues?
- vii. Was the Respondent's design process characterized by effective communication, clear graphic and verbal presentations and appropriate inclusion of all designated stakeholders?
- viii. Was the project designed for energy efficiency?
- ix. Does the Respondent have a history of delivering feasibility studies on time and on budget?
- x. Was the planning and design approach cost effective for systems improvements?
- xi. Were the construction cost budgets accurate?
- xii. Was the Respondent's cost estimator able to make reliable cost estimates?
- xiii. Did the Respondent contribute to project delays? Were there an excessive number of consultant change orders?

B. Cost Proposal

Provide a cost proposal to include the following:

1. Professional Fee Proposal. This will be evaluated (Respondents that met minimum of 55 points in the Technical Proposal) on the following criteria (will represent 30 points max):
 - i. The Professional Fee proposal shall be submitted in a **separate, sealed envelope**.
 - ii. The Professional Fee proposal shall be submitted as a Lump Sum price. The price must be provided on the attached Fee Proposal Form. This shall be a fixed fee (dollar amount), which includes, as a separate line item, an allowance for expected reimbursables of \$2,000.00 (*See* Section 3.8, 6; for what expenses will be considered reimbursables).
 - iii. Unit Prices shall be provided where indicated on the Fee Proposal Form.
 - iv. The Professional Fee proposal shall indicate the number and type of professionals to be employed and the hourly rate, including overhead, for each and shall include full services as listed in this RFP including all deliverables for all phases of the project plus LEED design, identification of available utility company rebates, and close-out phases of work.
2. All services described in this RFP must be included in the proposal, with **no exclusions** and a lump sum fixed fee (dollar amount) must be provided, or the proposal shall be rejected as being non-responsive.

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 55 out of a maximum of 70 points to advance to the cost evaluation phase. Any technical proposals scoring less than 55 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 55 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
Capability, Capacity, and Qualifications of the Offeror	25 Points
Project Plan	35 Points
References	10 Points
Points Total Possible Technical	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:

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

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 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 # 7598872** 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 projects, and all information described earlier in this solicitation. As part of the Technical Proposal, all Respondents shall utilize and complete Standard Form 330 Part I and Part II. The form is available on the Division of Purchases web site. The technical proposal should include 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. Seven (7) 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.
 - 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. Seven (7) printed paper copies

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

1. Formatting of CD-Rs – Separate CD-Rs are required for the technical proposal and cost proposal. All CD-Rs submitted must be labeled with:
 - a. Vendor’s name
 - b. RFP #
 - c. RFP Title
 - d. Proposal type (e.g., technical proposal or cost proposal)

If file sizes require more than one CD-R, multiple CD-Rs are acceptable. Each CD-R must include the above labeling and additional labeling of how many CD-Rs should be accounted for (e.g., 3 CD-Rs are submitted for a technical proposal and each CD-R should

have additional label of ‘1 of 3’ on first CD-R, ‘2 of 3’ on second CD-R, ‘3 of 3’ on third CD-R). Vendors are responsible for testing their CD-Rs before submission as the Division of Purchase’s inability to open or read a CD-R may be grounds for rejection of a Vendor’s proposal. All files should be readable and readily accessible on the CD-Rs submitted with no instructions to download files from any external resource(s). If a file is partial, corrupt or unreadable, the Division of Purchases may consider it “non-responsive”. USB Drives or any other electronic media shall not be accepted. Please note that CD-Rs submitted, shall not be returned.

2. Formatting of written documents and printed copies:
 - a. For clarity, the technical proposal shall be typed. These documents shall be single-spaced with 1” margins on white 8.5”x 11” paper using a font of 12 point Calibri or 12 point Times New Roman.
 - b. All pages on the technical proposal are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not include the cover page or table of contents) through to the end, including all forms and attachments. The Vendor’s name should appear on every page, including attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to.
 - 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# 7598872**” 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

2. 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.

3. 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