



## **Solicitation Information**

**RFP 7598888**

**TITLE: Architectural & Engineering (A&E) Design Services: Feasibility Study for New Rhode Island Army National Guard Combined Readiness Center**

**Submission Deadline: Monday August 5, 2019 at 10:30 AM (Local Time)**

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

**Mandatory: NO**

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

**Date: July 18, 2019 Time: 2:30 PM (EST)**

**Location: Rhode Island Department of Administration 2<sup>nd</sup> Floor, Conference Room C, One Capitol Hill, Providence, RI 02908**

Questions concerning this solicitation must be received by the Division of Purchases at [thomas.bovis@purchasing.ri.gov](mailto:thomas.bovis@purchasing.ri.gov) no later than **7/24/2019 @ 4 PM** (Local Time). Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP # on all correspondence. Questions received, if any, with responses 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 RESPONDENTS:**

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

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

**THIS PAGE IS NOT A RESPONDENT CERTIFICATION FORM**

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### **APPENDICIES:**

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DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM**

**APPENDIX B: PROFESSIONAL SERVICE FEE PROPOSAL FORM**

### **ATTACHMENTS:**

**ATTACHMENT A: Site Number One in Bristol – Site Map**  
**ATTACHMENT B: Site Number One in Bristol - Aerial Photo**  
**ATTACHMENT C: Site Number One in Bristol - Topographic Map**  
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**ATTACHMENT I: DD Form 1390 S/1, May 78; and DD Form 1391, July 99**  
**ATTACHMENT J: National Guard Pamphlet 415-12**  
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**ATTACHMENT L: Mount Hope Fishing Area; Sheets #1 - #8**  
**ATTACHMENT M: Grading and Drainage Plans for the Veterans Home**  
**ATTACHMENT N: DOA Custom B102 – 2017 Architect 6.13.19**

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**SECTION 1: INTRODUCTION, INSTRUCTIONS AND NOTIFICATIONS**

**1.1 INTRODUCTION**

- a) The Rhode Island Department of Administration / Division of Purchases, on behalf of the Rhode Island Department of Administration / Division of Capital Asset Management & Maintenance (DCAMM) and the Rhode Island Army National Guard (RIARNG) is soliciting proposals from qualified firms to provide Architectural, Engineering, and Design Services to produce a Feasibility Study based on two (2) different sites, for construction of new facilities that consolidate and combine the uses of two (2) existing Armories and one (1) Field Maintenance Shop into a single consolidated facility, in accordance with the terms of this Request for Proposals (“RFP”) and the State’s General Conditions of Purchase, which may be obtained at the Division of Purchases’ website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). The services requested and deliverables are divided into seven (7) major parts:

**Part I –** Executive Summary

**Part II -** Refined Building and Site Programs

**Part III –** Existing Site Conditions Report for Each Site

**Part IV -** Transportation / Traffic and Parking Study for Each Site

**Part V –** Proposed Site Plans and Building Development Options

**Part VI –** Estimated Costs and Budget Analysis

**Part VII -** Implementation Schedule

This document describes the submission process that is being utilized by the RI Department of Administration, Division of Capital Asset Management & Maintenance (DCAMM) and RI Army National Guard to engage the services of a qualified lead Architecture or A&E consulting firm to provide a feasibility study for a new Rhode Island Army National Guard Combined Readiness Center in the East Bay area of Rhode Island.

1. Firms are solicited to submit Proposals to provide consulting services for the development of a Feasibility Study to provide, evaluate and compare development scenarios for two (2) different sites for the proposed facilities. The anticipated consulting contract and services will include design services for: master planning/site planning; transportation / traffic and parking; site/civil engineering; evaluation of existing utility infrastructure including sewer line capacity; geotechnical; architecture; MEP engineering; environmental; energy; communications; landscape architecture, cost estimating, and other consulting services typically associated with Architectural Feasibility Studies.
2. The consulting services shall be tailored to the specific requirements of DCAMM and the Rhode Island Army National Guard. This solicitation calls for proposals that

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identify the lead Architectural or A&E firm and sub-consultant services that each lead Architectural firm or A&E firm is proposing to use on the project.

3. 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 Respondents who have submitted proposals.
4. The Respondent selected for contract award, or any subcontractor(s) retained by the selected Respondent to assist with the project, shall not be eligible to bid on any underlying construction or future consulting services for this project.

**1.2 INSTRUCTIONS AND NOTIFICATIONS TO RESPONDENTS:**

1. Potential Respondents are advised to review all sections of this RFP carefully and to follow instructions completely as failure to make a complete submission as described herein shall 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 Respondent. 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 Respondent who will assume responsibility for all aspects of the work. Subcontracts are permitted, provided that their use and scope of contractor's services are clearly indicated in the Respondent'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.

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8. Respondents 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 Respondent believes are trade secrets or commercial or financial information which is of a privileged or confidential nature should be clearly marked as such. The Respondent should provide a brief explanation as to why each portion of information that is marked should be withheld from public disclosure. Respondents are advised that the Division of Purchases may release records marked confidential by a Respondent 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 Respondents 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.”

Respondents 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. Respondents 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

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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 [Vilma.Peguero@doa.ri.gov](mailto:Vilma.Peguero@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 to do so from the Secretary of State. This is a requirement only of the successful Respondent. For further information, contact the Secretary of State at (401) 222-3040.
12. In accordance with R. I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1 it is the policy of the State to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs) and to support the fullest possible participation of small disadvantaged businesses owned and controlled by persons with disabilities (Disability Business Enterprises a/k/a “DisBE”)(collectively, MBEs, WBEs, and DisBEs are referred to herein as ISBEs) in the performance of State procurements and projects. As part of the evaluation process, vendors will be scored and receive points based upon their proposed ISBE utilization rate in accordance with 150-RICR-90-10-1, “Regulations Governing Participation by Small Business Enterprises in State Purchases of Goods and Services and Public Works Projects”. As a condition of contract award vendors shall agree to meet or exceed their proposed ISBE utilization rate and that the rate shall apply to the total contract price, inclusive of all modifications and amendments. Vendors shall submit their ISBE participation rate on the enclosed form entitled “MBE, WBE and/or DisBE Plan Form”, which shall be submitted in a separate, sealed envelope as part of the proposal. ISBE participation credit will only be granted for ISBEs that are duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity or firms certified as DisBEs by the Governor’s Commission on Disabilities. The current directory of firms certified as MBEs or WBEs may be accessed at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php>. Information regarding DisBEs may be accessed at [www.gcd.ri.gov](http://www.gcd.ri.gov).

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

### **1.3 NOTIFICATION FOR ARCHITECTURAL / ENGINEERING SERVICES**

- a) 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.

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- b) 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.
- c) 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](http://www.bdp.state.ri.us)

## **SECTION 2: BACKGROUND**

### **2.1 BACKGROUND**

- a) Overview of the Rhode Island Army National Guard (RIARNG):
  - 1. **Mission:** The readiness of any military organization depends in part on the quality and quantity of its facilities or real property. Well-maintained and capable facilities enable soldiers to work and train effectively and efficiently while attracting new recruits and creating a positive relationship with the community. Accordingly, the Rhode Island Army National Guard (RIARNG) must do all it can to acquire and maintain mission-essential facilities. Accomplishing this task requires a long-range strategy and plan reflecting the unique missions and force structure of the RIARNG.
  - 2. **Mission Statement:** The Rhode Island Army National Guard provides well-trained, well-led and well-equipped mission ready soldiers and units capable of responding to the needs of our federal and state customers.

The federal mission is to respond within 90 days to any contingency in support of the National Military Strategy. The State mission is to respond within 24 hours in support of the Governor of Rhode Island to assist in maintaining peace, order and public safety during state emergency defense operations and humanitarian relief.

- 5. **Operations:** The proposed new facility will house an Artillery Battery, a Military Police Company and a Field Maintenance Shop (FMS). These uses are currently located at three (3) separate locations. The Artillery Battery is located at the Bristol Armory, 470 Metacom Avenue, Bristol, RI; the Military Police Company is located at the Warren Armory, 104 Market Street, Warren, RI; and Field Maintenance Shop #2 is located at 1 Croade Street, Warren, RI. The proposed facility needs to be constructed in the East Bay area so that RIARNG can respond to natural disasters and state emergencies in support of state emergency response protocols for the East Bay region.



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The three facilities to be combined employ approximately 12 people during the week and 247 people during a drill weekend. As many as 257 people will be at the facility at the height of an Emergency event or National Guard drill.

- b) For a site map of Site Number One in Bristol, see Attachment “A”.
- c) For an aerial photo of Site Number One in Bristol, see Attachment “B”.
- d) For general information on topography for Site Number One in Bristol, see Attachment “C” reproduced from Town of Bristol GIS information. Also see Town of Bristol, Web GIS Maps.
- e) For information on land between Site Number One in Bristol and Mount Hope Bay, see Attachments “K” and “L”.
- f) For site information on the new Veterans Home adjacent to Site Number One, see Grading and Drainage Plans in Attachment “M”. As-built drawings will be made available to the successful Respondent.
- g) For a site map of Site Number Two in Tiverton, see Attachment “D”.
- h) For an aerial photo of Site Number Two in Tiverton, see Attachment “E”.
- i) For general information on topography for Site Number Two in Tiverton, see Attachment “F” reproduced from Town of Tiverton GIS information. Also see Town of Tiverton, Web GIS Maps.
- j) For a list of Existing Resource Documents, please see Attachment “G”.
- k) Specialized Planning and Design Experience: Due to the importance of this feasibility study and potential site planning challenges, it is important that the successful Respondent have a high degree of specialized planning, design and site/civil experience. This is explained in more detail on subsequent pages of this RFP, however, in general the following shall apply:
  - 1. The lead firm shall have a minimum of ten (10) years’ experience in the design of multi-building complexes with associated parking, and onsite storm water management for projects such as military facilities, state institutions or other similar building facilities designed with increased levels of security.
  - 2. The lead firm shall have served as the lead firm for a minimum of three multi-building complexes as described in #1 immediately above where the scope of work for planning and design was successfully completed by the firm. Consideration will be given to the size and complexity of the completed projects in relation to the study contemplated for the proposed National Guard facilities.

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3. The lead firm shall demonstrate its capabilities and past experience in engaging and coordinating the work of sub-consultants including architects, site/civil engineers, geotechnical, environmental, transportation planning / traffic consultants; landscape architects; MEP engineering; and/or other technical professionals pertinent to the planning for projects of this size for military or institutional use.

**SECTION 3: SCOPE OF WORK AND REQUIREMENTS**

**3.1 GENERAL SCOPE OF WORK**

**3.1.A PURPOSE OF THE FEASIBILITY STUDY:**

The purpose of the feasibility study is to:

1. Provide a detailed physical and financial analysis for building new facilities for the Rhode Island Army National Guard Combined Readiness Center in the East Bay Area at two (2) different building sites, one in the Town of Bristol and one in the Town of Tiverton.
2. Provide geotechnical and wetlands information on the two (2) sites to evaluate any potential impediments for building construction, site development, or drainage/detention pond construction.
3. Provide two (2) different development options for each of the two (2) different sites for a total of four (4) development options. The analyses of the different options should include pros and cons of site development and building construction at the two (2) different sites and include cost estimates for building and site development costs escalated to an anticipated construction start date. In addition, the successful Respondent shall provide a detailed project budget estimate that includes both hard construction costs and anticipated soft costs such as A&E costs, utility connections, FF&E, technology, permits, etc. The analysis should result in illustrating the constructability and viability of each site, including site plan design, building layout, storm water management and cost effectiveness.
4. Develop Refined Building and Site Programs for the facility including current and future space needs of the RI National Guard in the East Bay area. Refer to the attached DD Form 1390/91 (Attachment I) and National Guard PAM 415-12 (dated 25 January 2015) (Attachment J) for specific space requirements and allocations. Also see Attachment H – Functional Space Details.
5. Evaluate existing utility infrastructure related to each site for capacity and condition.
6. Identify necessary adjacencies related to the building and site program.
7. Identify parking and vehicular storage needs.
8. Plan for optimum use of the proposed sites. Analyze sites and test fit program on proposed sites.

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9. Provide master plans/site plans that would allow for future expansion of the proposed facilities including buildings, parking, storage and related storm water management.
10. Provide preliminary building layout options. The specific options to be analyzed are described in Section 3.2, Part V of this RFP.
11. Identify special systems and requirements for items such as: security, IT and telecommunications, emergency power, 24-hour operations for extended periods of time, etc.
12. Identify any seismic and wind resistance requirements needed in excess of standard code requirements.
13. Identify preliminary list and budget for furniture, fixtures and equipment (FF&E).
14. Incorporate sustainability wherever possible, including energy and water conservation, renewable energy, and green building practices; and to consider the incorporation of green infrastructure into upgrades of open space.
15. The State of Rhode Island is requesting that prospective Respondents to the Feasibility Study for New Rhode Island Army National Guard Combined Readiness Center RFP address the requirements of the Green Building Act, such as to include LEED FOR NEIGHBORHOOD DEVELOPMENT and or SITES as applicable.
16. Plan for achieving LEED (Leadership for Energy Efficient Design) Silver Level standards and/or Certification.
17. Provide a preliminary timetable for design and construction of the project.
18. Identify all State, Local and Federal requirements and standards for a facility of this nature including FEMA regulations, Department of Homeland Security (DHS) requirements and other applicable requirements and standards and incorporate them in the plans.
19. Analyze and provide recommendations for traffic, parking, vehicular and pedestrian circulation, location of entrances to the project, public transportation and general connectivity with the rest of the East Bay Area. See Part IV Transportation Study for additional information.
20. Provide cost estimates for the development options mentioned above and future construction of a storage building to replace the existing storage building located on Metacom Avenue in Bristol.

**3.2 SPECIFIC ACTIVITIES / TASKS**

**3.2A A&E SERVICES COVERED BY THIS RFP INCLUDE BUT ARE NOT LIMITED TO:**

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## **Part I - Executive Summary:**

The Executive Summary shall include an overview of the Purpose of the Feasibility Study, a description of the Analytical Approach to the Study, and a Vision Plan for development. In addition, a summary of the cost analysis as well as other summary information shall be included.

## **Part II – Refined Building and Site Program:**

A refined building program including building circulation shall be provided by the successful Respondent based on the above mentioned and attached DD Form 1390/91 (Attachment I), National Guard PAM 415-12 (dated 25 January 2015) (Attachment J), and Attachment H – Functional Space Details.

The Respondent shall also program and plan for the future location of a new stand-alone storage building similar to the metal building currently located in the rear of the current RIARNG facility on Metacom Avenue in Bristol.

The selected Respondent shall become familiar with the current operations of RIARNG and document the organization's technologies, processes, workflow, and space utilization. The three facilities to be combined employ approximately 12 people during the week and 247 people during a drill weekend. As many as 257 people will be at the facility at the height of an Emergency event or National Guard drill.

Provide a Needs Assessment for any additional programmatic items deemed necessary which are not identified in the RFP or related Attachments.

The successful Respondent shall provide an inventory of all existing RIARNG furnishings, fixtures and equipment to be re-located to the new facility and a list of furnishings, fixtures and equipment to be purchased for the new location.

As part of their program phase deliverable, the successful Respondent shall summarize and discuss with RIARNG management, the projected operations of the proposed facility and expandability of the proposed buildings.

The successful Respondent shall provide programming and adjacency relationships for the new facility. This phase of work will include meeting with representatives of RIDOA and RIARNG. The RIARNG Construction and Facilities Management office's real property/master planning staff will play a key role in this phase and will be available to answer questions pertaining to specific requirements.

## **Part III - Existing Site Conditions Report for each site:**

1. Provide Base Maps for the two (2) sites based on available GIS and Tax Assessor information from the two (2) towns and any additional information which may be available from the respective Building Departments and Public Works Departments.

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The Base Maps shall include adjacent properties for a minimum of 500 feet from the perimeter property lines of the designated sites. Base Maps shall include topographical information with two (2) foot contours, wetlands, water bodies, streams, flood zones, water sheds, roadways, paper streets, easements, utilities, proposed RIARNG parcel dimensions and acreage, and other pertinent site information. Also, recent demolition and new construction on the designated sites shall be updated on the Base Maps from available information on new construction, i.e. new Veterans Home which does not appear on GIS maps at this time along with demolition of previous Veterans Home. Applicable Drawings for the Veterans Home shall be made available to the successful Respondent.

2. Geotechnical Report for each of the sites. This shall include a minimum of five (5) borings for each of the two (2) sites with locations to be determined by the successful Respondent based on proposed building locations, potential detention pond locations and other pertinent factors. The Respondents' base bid shall include ten (10) foot deep borings. The Respondents shall provide a unit cost to increase the boring depth to twenty (20) feet. Unit prices shall also be provided by the Respondents to provide additional borings for ten (10) foot depths and twenty (20) foot depths. Unit prices to be provided on the attached Fee Proposal Form.
3. Provide Analysis of Existing Environmental and Site Conditions, including:
  - a. Topography
  - b. Identification of wetlands and any required building and parking setbacks
  - c. Drainage and storm water management issues on potential building sites. Identify any related issues and potential solutions.
  - d. Soils evaluation for building construction and storm water detention pond construction.
  - e. Identify any known or observed environmental issues. Provide summary of any environmental concerns including any existing monitoring wells.
  - f. At the Bristol site, provide an evaluation of any potential impact from the former nearby dump site located on adjacent property to the south of the proposed development area.
  - g. Meet with RIDEM and discuss potential development intentions and potential site development issues. Identify any site development parameters that will be required by RIDEM or CRMC.
4. Document Existing Infrastructure – As part of the process, obtain any available information on infrastructure related to the two (2) sites from the Town of Bristol and the Town of Tiverton.
  - A. Documentation of existing infrastructure shall include:
    - a. Existing water lines, manholes
    - b. Existing sewer lines and manholes
    - c. Existing storm water lines and structures
    - d. Existing storm water retention areas
    - e. Existing electric lines below and above ground, including manholes

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- f. Existing gas lines
    - Obtain from National Grid gas company
  - g. Existing telephone lines, cable TV lines, fiber optic cable and related manholes if applicable.
  - h. Any monitoring wells
- B. Transportation Items:
- a. Provide Existing Conditions Transportation Base Map for use with Part IV Transportation Study listed below. This shall include existing roads, existing traffic signals, existing sidewalks, existing utility poles, street lighting, fire hydrants, and if applicable existing bus routes and identification of any paper streets.
5. Other Required Documentation:
- a. Provide preliminary Archaeological evaluation of the two (2) sites.
6. Identify viable sites for buildings within the designated parcels in both Bristol and Tiverton.

**Part IV – Transportation / Traffic and Parking Study for each site:**

- 1. Traffic and Parking Plan Elements and Goals:** To ensure efficient, convenient and reliable access to the site(s); to provide safe, efficient and cost-effective circulation; to ensure pedestrian and bicyclist safety; to provide efficient truck access to service areas; to provide safe and convenient parking for personnel and visitors; and to connect the Combined Readiness Center to the rest of the East Bay Area and State.

A. Roads and vehicular traffic:

- 1. Show road access to the sites
- 2. Determine and provide existing Level of Service (LOS) traffic flow for nearby intersections.
- 2. Develop proposed internal circulation and indicate locations of proposed entrances to the sites.
- 3. Show emergency response vehicular access including turning radii for fire trucks.
- 4. Show truck delivery routes to buildings, loading docks, trash pick-up, dumpsters and grounds maintenance, including truck maneuvering areas, truck parking and large truck turning radii.
- 5. Identify appropriate wayfinding and signage.
- 6. Provide bus drop-off access and lane at entrance to main building.

B. Pedestrian:

- 1. Identify any potential pedestrian safety issues on the sites or along the street frontage of the sites and provide solutions.
- 2. Show potential pedestrian routes / sidewalks connecting buildings and various site improvements such as parking and exercise trails.

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3. Identify routes for onsite running/fitness training.

**C. Public transportation:**

1. Show existing bus routes.

**D. Parking:**

1. Estimate demand for parking spaces for each facility, considering personnel shift overlap and visitors.
2. Determine on-site vehicular storage needs including vehicles waiting to be serviced by vehicle maintenance garage.
3. Indicate truck delivery parking at loading docks, trash pick-up and dumpsters.
4. Identify site security issues, including visibility and lighting.
5. Estimate how future expansion projects will affect parking capacity.
6. Identify potential portions of each site for expanded surface parking in conjunction with proposed building expansion options.
7. Identify snow removal storage areas.

**E. Accessibility:**

1. Indicate ADA parking and distribution within lots.
2. Identify any potential accessibility issues at the sites and provide preliminary solutions.

**Part V – Proposed Site Plans and Building Development Options**

1. Provide maps and drawings of Site Development Options illustrating potential building sites for the proposed building program, proposed site program and future expansion scenarios. Provide site plans and drawings for two (2) development options for each site with preliminary building layouts and typical exterior elevations. In addition, provide site plans for two (2) long term expansion options for each site that work with the above-mentioned development options. Provide Revit Drawings for proposed buildings. Site plans shall include 2-foot contours, building footprints, building square footage, vehicular circulation, pedestrian circulation, parking with number of parking spaces, fencing, gates, open space plan, drainage plan, exercise trails, etc.
2. Provide recommendations for any additional building improvements which may be needed at the facility to accommodate potential use of the facility by the public.
3. Storm Water Management:  
The successful Respondent shall utilize a Civil Engineering firm to develop preliminary site/civil design plans that will include proposed site development, buildings, parking, drainage and storm water management.

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4. Provide preliminary plan for security, safety and emergency response in conjunction with DCAMM's Director of Security.
5. Provide Circulation and Parking Plan (See also Part IV above).
6. Provide a preliminary landscaping design plan for the overall site that includes:
  - a. Hardscape improvements including new entrance plazas for buildings and related walkways, flagpoles, etc.
  - b. Site lighting
  - c. Perimeter fencing
  - d. Vegetative screening as needed
7. Provide Open Space and Recreation Plan
8. List Options for Green Development to provide a model for a Green campus
9. Prospective Respondents to the RFP for A&E Design Services: Feasibility Study for New Rhode Island Army National Guard Combined Readiness Center, shall address the requirements of the Green Building Act, such as to include LEED FOR NEIGHBORHOOD DEVELOPMENT and or SITES as applicable.
10. Provide recommendations for sustainable design including
  - a. Energy conservation
  - b. Sustainable energy
  - c. Drought tolerant landscaping
11. Provide summary of opportunities and constraints at each site
12. In addition to site plan drawings and maps, provide Revit drawings for proposed buildings.
13. Provide cost estimates for proposed improvements and options. See additional requirements under Part VI – Estimated Costs and Budget Analysis listed below.

**Part VI – Estimated Costs and Financial Analysis**

**1. Cost Estimates for Different Design Options for Short Term and Long Term Master Planning Components:**

- a. The successful Respondent's professional cost estimator shall provide preliminary construction cost budget estimates for proposed improvements by line item. The estimate shall include costs for the different design options by site and building. The cost estimate shall include overhead and profit, contingency, and escalation to projected construction start. Two professional cost estimates are to be provided during the project more specifically, one for the Draft Report and one for the Final



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Report. A professional cost estimator who is not an employee of the successful Respondent shall provide the cost estimates.

- b. Identify and evaluate any out of the ordinary on-going maintenance and operational costs over time.

### **Part VII - Implementation Schedule:**

- a. As part of the Feasibility Study Report, the successful Respondent shall provide an Implementation Schedule for the implementation of the proposed project including projected construction start date considering availability of federal financing, solicitation for A&E services, preparation of design and construction documents, approvals, bidding, time frame for construction, FF&E, time frame for moving in, etc. For other schedules, see Section 3.2F Schedules listed below.
- b. The Implementation Schedule shall be included in the PowerPoint presentation required for the final approved Feasibility Study.

### **3.2B DESIGN CONSIDERATIONS:**

1. Access to the site, particularly the Bristol site and the relationship to the surrounding neighborhood.
2. Storm water management
3. Existing storm water study for Bristol Veterans Home.
4. Detention ponds on east side of Bristol Veterans Home and stormwater overflow pipes directing water to land east of the Veterans Home.
5. Existing sewer pumping station at east end of Annawamscutt Drive.
6. Buffer zones between RIARNG facilities and surrounding uses.
7. Perimeter fencing of site
8. Limited and controlled entry points to the facility grounds.
9. Security control
10. Crash barriers and vehicular setbacks from buildings
11. Location of bollards or other physical barriers to prevent hostile vehicular damage to buildings
12. Potential hardening of buildings
13. Screening of rooftop mechanicals and any ground level mechanical equipment.
14. Screening of dumpsters
15. Jogging/exercise trails
16. Pedestrian safety
17. Accessibility design
18. Snow removal
19. Visitor areas
20. Provision for bus drop off at main building and proper bus turning radii
21. Parking lot landscaping/screening
22. Exterior lighting that is dark skies compatible and not intrusive to surrounding areas

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23. Coordinated signage and wayfinding on the project site
24. Entrance improvements to the project site
25. Hardscape improvements including contrasting pavement for crosswalks
26. Preservation of existing large trees
27. Preservation of open space
28. Use of plant materials that are native, drought-tolerant and low maintenance

**3.2C COORDINATION WITH OTHER PROJECTS, REPORTS AND INITIATIVES:**

1. A new Veterans Home has recently been completed. Storm water management for that project and recent construction of detention ponds at that site will need to be taken into consideration in planning for the proposed National Guard site.
2. Stormwater Management Report for the Veterans Home. A copy of the report will be made available to the successful Respondent.

**3.2D PRIMARY REQUIRED SUBMISSIONS:**

- a. Consultant's Finalized Work Plan
- b. Refined Building and Site Programs
- c. Existing Site Conditions Report for Each Site
- d. Transportation / Traffic and Parking Study for Each Site
- e. Proposed Site Plans and Building Development Options. These shall be submitted for review prior to being included in the Draft Feasibility Study Report and the Final Feasibility Study Report. For additional requirements, see Part V listed above.
- f. Professional Cost Estimates and Budget Analysis: Detailed preliminary construction cost estimates and total project budget estimates shall be provided for each proposed site and build-out option. This shall include proposed infrastructure improvements. Estimates shall be provided in the Draft Report and updated estimates provided in the Final Report.
- g. Draft Feasibility Study Report, spiral bound with color maps and drawings and proposed construction schedule. Report to include items identified above. Ten (10) copies and five (5) CDs in pdf are required.
- h. One (1) high quality 24-inch by 36-inch computer generated perspective color rendering of proposed buildings for each of the two (2) sites that are to be analyzed.
- i. Powerpoint Presentation: three (3) CDs.

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- j. Final Report, spiral bound with color maps and drawings and construction schedule. Report to include items identified above. Ten (10) copies and five (5) CDs in pdf are required.

**3.2E DELIVERABLES CHECKLIST AND REQUIRED COPIES:** (The following number of copies of design documents shall be provided to the State as part of the base bid fixed fee. This may not be invoiced as an additional charge to the owner or as part of reimbursable expenses.)

1. Consultant's Finalized Work Plan and Schedule listing all Deliverables
2. Needs Assessment (5 hard copies and 2 CDs)
3. Refined Building and Site Programs (5 hard copies and 2 CDs)
4. Geotechnical Reports (one for each of two sites) (Five copies)
5. Borings (five for each of the two sites)
6. Revit Site Base Drawings of the two (2) sites with topo, wetlands, etc. (1 full size set, 2 half size sets and 2 CDs)
7. Synopsis of Existing Easements (digital copy)
8. Existing Site Conditions Report for each of the two (2) sites including utility infrastructure (5 hard copies and 2 CDs)
9. Transportation Study (5 hard copies and 2 CDs)
10. Proposed Site Plans for the two (2) sites (5 hard copies and 2 CDs)
11. Proposed Facility Expansion Site Plan Layouts for the two (2) sites (5 hard copies and 2 CDs)
12. Proposed Building Development Options for the two (2) sites (two per site) (1 full size set, 2 half size sets and 2 CDs)
13. Preliminary Building Floor Plans and Exterior Elevations (1 full size set, 2 half size sets and 2 CDs)
14. Engineering Narratives (digital copy)
15. Total of two (2) Renderings (24" x 36"), one for each site. The rendering for each of the two (2) sites shall be of the preferred scheme for each of the sites. (2 hard copies plus digital copy)
16. Cost Estimates – Preliminary and Final (digital copies)
17. Consultant's proposed schedule to implement development at the two (2) sites (digital copy)
18. Draft Master Plan Report which includes a Table of Contents, an Executive Summary and numbered pages (10 hard copies and 2 CDs)
19. Final Feasibility Study Report which includes a Table of Contents, an Executive Summary, and numbered pages (10 hard copies and 2 CDs)
20. PowerPoint color presentation for each of the two (2) sites including facility expansion options. (2 CDs)
21. Total of ten (10) meetings with the Working Group, Town officials, RIDEM, and public meetings.

**3.2F ADDITIONAL TERMS AND CONDITION:**

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- a) 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. A draft of the modified A.I.A. contract that is to be used for this project is attached (see ATTACHMENT N). The selected Respondent must agree to provide all deliverables by the dates established in the final work plan and schedule.
- b) 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 Division of Capital Asset Management and Maintenance (DCAMM) and the RI Army National Guard.
- c) DCAMM and RIARNG anticipate considerable staff involvement as part of the project team. There will be a Working Group comprised of RIARNG staff, DOA staff, and others. The successful Respondent shall work with the Working Group throughout the feasibility study process and ample time must be provided for the Working Group to review required submissions.
- d) Due to the public nature of this project, the successful firm will also be required to appear before various authorities including, but not limited to, State and local fire; building, transportation and environmental officials, community groups, and legislative oversight committees. Fee proposals shall be adequate to allow complete participation of the project manager and other key principals in these essential processes.
- e) The selected Respondent must comply with all State and Federal statutory, regulatory and ANSI standards as well as standards essential for the efficient operation of the RIARNG Combined Readiness Center. 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 deemed to pertain to security of RIARNG facilities and information related to vital records and systems must be kept confidential at all times during and after completion of the project.
- f) The selected Respondent shall be allowed to invoice monthly based on the percentage of work completed.
- g) 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:
  - Refined Building and Site Programs = 5%
  - Existing Site Conditions Reports incl. geotechnical and base map drawings = 25%
  - Transportation Study = 30%
  - Proposed Site Plans and Building Development Options = 70%

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- Cost Estimates and Budget Analysis = 75%
  - Draft Feasibility Study Report including Implementation Schedules = 85%
  - Renderings, PowerPoint Presentation = 90%
  - Acceptance of Final Feasibility Study Report = 95%
  - Closeout = 100%
  - Five percent (5%) retainage shall be held on all but reimbursable expenses until project close out.
- h) All drawings shall be submitted in hard copy as well as Revit and PDF formats. Master planning and other feasibility study drawings shall be in Revit LOD 200. Reports and all documentation of existing conditions shall be submitted in hard copy and CD. Revit models shall be made available by the successful Respondent to their project team including all disciplines.
- i) All Revit files, AutoCAD Files, Microsoft Excel or Access files created as part of the Master Planning endeavor shall be provided to DCAMM and RIARNG for use by the State.
- j) Reimbursable expenses: Only the actual reimbursable expenditure will be paid. When authorized in advance in writing by the Division of Capital Asset Management and Maintenance, reimbursable expenses shall be paid based on verified costs plus a fee not to exceed four percent (4%) and shall generally be limited to document reproductions, postage and handling requested by the Owner beyond the number of reproductions outlined in **Section 3.2 E 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. The Respondent's Fee Proposal shall include \$2,000.00 for Reimbursables as indicated on the attached Fee Proposal Form.
- k) 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.
- l) 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.
- m) 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.
- n) 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.

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- o) The firm will work with all utility providers to assure that any and all potential energy rebates are identified.
- p) All information on RIARNG facilities with security priorities that are in possession of the successful Respondent and sub-consultants shall be put away at the end of the work day and kept confidential.

**3.2G 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 project. 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 Feasibility Study Schedule Target Dates:**

RFP Announcement:	See RFP page 1
Work Starts (contract signed):	September 19, 2019
Consultant's Finalized Work Plan and Schedule:	October 3, 2019
Needs Assessment:	October 10, 2019
Refined Building and Site Program:	October 17, 2019
Owner Review Period:	Oct. 17 –Oct. 30, 2019
Geotechnical Report:	October 17, 2019
Existing Site Conditions Report for Each Site:	November 1, 2019
Transportation Study:	November 15, 2019
Proposed Site Plans including Facility Expansion:	November 22, 2019
Owner Review Period:	November 22 – Dec 5, 2019
Proposed Building Development Options:	December 12, 2019
Owner Review Period:	Dec. 12 – Jan. 6, 2020
Prelim. Building Floor Plans & Exterior Elevations:	January 16, 2020
Engineering Narratives:	January 16, 2020
Owner Review Period:	Jan 16 – Feb 7 2020
Cost Estimates:	February 21, 2020
Renderings:	February 21, 2020
Schedule to Implement Development:	February 21, 2020
Draft Feasibility Study Report:	February 21, 2020
Owner Review Period:	Feb. 21, 2020– Mar 4, 2020
Public Meeting:	March 18, 2020
Final Cost Estimates:	March 25, 2020
Revised Feasibility Study Report Submission:	April 3, 2020

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2020	Owner Review Period:	April 3, 2020 – April 17,
	Final Report Submission:	April 24, 2020
	PowerPoint Color Presentation:	April 31, 2020

3. **Implementation Schedule:** As part of the Master Planning Study, the successful Respondent shall provide a schedule for full architectural and engineering design services, construction bidding, and duration of proposed construction based on a projected date for funding availability to be provided by RIANG. See also Section 3.2A, Part VII above.

## **SECTION 4: PROPOSAL**

### **4.1 TECHNICAL PROPOSAL**

**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.** In addition to Standard Form 330 and other requirements listed in the RFP, the Technical Proposal should address specifically each of the following elements:

#### **A. 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.

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 completing feasibility studies for projects of this nature?
- iii. Does the Respondent's team have demonstrated evidence of experience with military facility use planning including geotechnical, site/civil, architectural, environmental, 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 to provide a successful feasibility study? Are specific project examples included?

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- vi. Are staff and consultants assigned to this project experienced with projects of a similar size, scope and use with consideration given to specific military projects? Has their 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?

**B. PROJECT PLAN (0-35 points):**

This section shall describe the Respondent's understanding of RIARNG's and the State's requirements, including the results 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 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?

**C. 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



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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 similar projects on time and on budget?
- x. Was the project approach cost effective including site development and infrastructure 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?

### **4.2 COST PROPOSAL**

Provide a cost proposal to include the following:

- a) 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 9, i; for what expenses will be considered reimbursables).
  - iii. 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.
- b) 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.

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### **4.3 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 (78.6%) 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 Respondent that it deems to be most qualified to provide the goods and/or services as specified herein; and, conversely, reserves the right to cancel the solicitation in its entirety in its sole discretion.

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

<b>Criteria</b>	<b>Possible Points</b>
Capability, Capacity, and Qualifications of the Respondent	25 Points
Project Plan	35 Points
References	10 Points
<b>Total Possible Technical Points</b>	<b>70 Points</b>
Cost proposal*	30 Points

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<b>Total Possible Evaluation Points</b>	<b>100 Points</b>
ISBE Participation**	6 Bonus Points
<b>Total Possible Points</b>	<b>106 Points</b>

**\*Cost Proposal Evaluation:**

The Respondent with the lowest cost proposal shall receive one hundred percent (100%) of the available points for cost. All other Respondents 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 Respondent 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 Respondents. The ISBE participation rate for non-ISBE Respondents shall be expressed as a percentage and shall be calculated by dividing the amount of non-ISBE Respondent's total contract price that will be subcontracted to ISBEs by the non-ISBE Respondent'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 Respondents. The ISBE participation rate for ISBE shall be expressed as a percentage and shall be calculated by dividing the amount of the ISBE Respondent's total contract price that will be subcontracted to ISBEs and the amount that will be self-performed by the ISBE Respondent by the ISBE Respondent's total contract price. For example if the ISBE Respondent'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 Respondent's ISBE participation rate would be 20%.

**b. Points for ISBE Participation Rate:**

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

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

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X Maximum ISBE participation points)

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

### **General Evaluation:**

Points shall be assigned based on the Respondent's clear demonstration of the ability to provide the requested goods and/or services. Respondents 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](mailto: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 #7598888** 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](http://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.*

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4. Technical Proposal - describing the qualifications and background of the Respondent and experience with and for similar projects, and all information described earlier in this solicitation.
  - 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:**

- 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. Respondent'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).

Respondents 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 Respondent'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.
  - 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 Respondent'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.

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- c. The cost proposal shall be typed using the formatting provided on the attached Fee Proposal Form.

**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# 7598888”**

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**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 Respondent 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>.

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**END**