



**Solicitation Information  
September 9, 2019**

**RFP# 7599772**

**TITLE: Architecture and Engineering services for the Phase 1 Improvements at the University of Rhode Island, Narragansett Bay Campus**

**Submission Deadline: Thursday, October 10, 2019 at 10 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: Monday September 23, 2019 at 10 AM**

**LOCATION: URI, Narragansett Bay Campus, Coastal Institute Auditorium 218 South Ferry Road  
Narragansett RI**

Questions concerning this solicitation must be received by the Division of Purchases at Thomas.bovis@[purchasing.ri.gov](mailto:purchasing.ri.gov) no later than **9/30/2019 at 4 PM**). Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**BID SURETY BOND REQUIRED: No**

**PAYMENT AND PERFORMANCE BOND REQUIRED: No**

**Thomas Bovis  
Interdepartmental Project Manager**

**Note to Applicants:**

1. Applicants must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://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 Council on Postsecondary Education/University of Rhode Island, is soliciting proposals from qualified firms to provide **Architecture and Engineering services for the Phase 1 Improvements at the University of Rhode Island, Narragansett Bay Campus**, 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 initial contract period will begin approximately August 2019 and extend through the close out of construction (approximately four years). Contracts may be renewed for up to four additional 12-month periods based on vendor performance and the availability of funds.

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

### Instructions and Notifications to Offerors

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

7. The purchase of goods and/or services under an award made pursuant to this RFP will be contingent on the availability of appropriated funds.
8. Vendors are advised that all materials submitted to the Division of Purchases for consideration in response to this RFP may be considered to be public records as defined in R. I. Gen. Laws § 38-2-1, *et seq.* and may be released for inspection upon request once an award has been made.

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

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

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

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

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

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

public works projects vendors and all subcontractors must submit a “Monthly Utilization Report” (<http://odeo.ri.gov/documents/monthly-employment-utilization-report-form.xlsx>) to the ODEO/State Equal Opportunity Office, which identifies the workforce actually utilized on the project.

For further information, contact Vilma Peguero at the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail at [ODEO.EOO@doa.ri.gov](mailto: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](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)

13. Architectural and Engineering Services:

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

1511 Pontiac Avenue  
Cranston RI 02857  
Phone: (401) 462-9530  
Fax: (401) 462-9532

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

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

## **SECTION 2. BACKGROUND**

The University of Rhode Island (URI) is the State's public learner-centered research university. It is a community joined in a common quest for knowledge. The University is committed to enriching the lives of its students through its land and sea grant traditions. URI is the only public institution in Rhode Island offering undergraduate, graduate, and professional students the distinctive educational opportunities of a major research university. Its undergraduate, graduate, and professional education, research, and outreach serve Rhode Island and beyond. Students, faculty, staff, and alumni are united in one common purpose: to learn and lead together.

Embracing Rhode Island's heritage of independent thought, URI values:

- Creativity and Scholarship
- Diversity, Fairness, and Respect
- Engaged Learning and Civic Involvement
- Intellectual and Ethical Leadership

Located on the coast of Rhode Island, six miles east of the Kingston campus, Narragansett Bay Campus (NBC) is an ideal setting and natural laboratory for studying marine systems and their response to natural and human impacts. The campus houses programs and departments related to ocean research and teaching. The major tenant is URI's Graduate School of Oceanography, founded there in 1961; the campus is also home to the, Department of Ocean Engineering, a part of URI's College of Engineering. Also located on the Bay campus are facilities for several federal agencies: the Environmental Protection Agency (EPA) and National Oceanic and Atmospheric Administration (NOAA) laboratories.

The Narragansett Bay Campus contributes over 30% of the University's annual research revenues and the campus renewal will help ensure sustainability and growth of that contribution going forward. In addition, the campus contributes to the economy both at the local and state level. It is anticipated that the implementation of the Campus Master Plan will significantly increase this contribution.

Notable features of the Narragansett Bay Campus include infrastructure that provides continuous running seawater to the Ann Gall Durbin Marine Research Aquarium, Ark Annex to the Aquarium, and Luther Blount Aquaculture Laboratory; the Equipment Development Lab, which provides design, fabrication, and test capabilities for scientists; a large geological samples storage facility; GSO's telepresence hub, the Inner Space Center; and numerous specialized research facilities for physical and numerical modeling of large-scale ocean circulation or earth mantle behavior.

The Narragansett Bay Campus also serves as home port for GSO's research vessel, R/V *Endeavor*, with a pier located along the campus waterfront. The R/V *Endeavor* pier allows for efficient staging of cruises and easy access to the open ocean, only a few miles south of the campus.

Although mainly focused on research, undergraduate teaching is also conducted in these facilities. Research focus areas include ocean robotics, underwater acoustics, tsunamis, coastal circulation, marine geo-mechanics, ocean structures, and offshore energy generation. The University's long-range plan is to continue to use the facilities at the NBC for ocean related research and teaching activities.

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

### **General Scope of Work**

This is the first of three potential phases for the Narragansett Bay Campus. The University engaged Ellenzweig Architects and Planners in late 2015 to undertake advance planning for the Narragansett Bay Campus, creating a Master Plan Report. The Report evaluates all existing buildings and site conditions and establishes priority projects for a comprehensive renewal of the campus. Work scope has been identified for individual buildings that require major renovations or replacement due to age, code conformity, life-cycle status, and ability to meet current or future programmatic requirements. Site work and utility upgrades are also identified to meet contemporary ecological and environmental requirements. The total construction budget for the Phase I improvements (without Ocean Engineering Building and GSO Research East/NBC Research East) is \$27,000,000 in 2019 dollars.

Projects included in the Phase I improvements are as follows...

1. Relocation/alignment of Pier Road
  - Relocation of the western section of Pier Road and associated utility infrastructure including water, gas, electric, sewer, and telecommunications services further west to accommodate campus building expansion and consolidation of parking. Electric and telecommunications infrastructure is recommended to be located underground to provide campus resiliency and reduce visual clutter. New entrance will include a security station and bus shelter.
2. Site/Utility
  - The Master Plan recommendations include improvements to campus infrastructure, lighting, way-finding, accessibility, circulation, and parking to support to the proposed building program, reduce impacts to the environment, and improve circulation and resiliency. The most significant infrastructure improvements proposed in support of the campus master plan include campus wide storm water improvements, the relocation of the western portion of Pier Road, and improvements to infrastructure.
3. Marine Operations Building

- An approximately 12,250 gross square foot building containing storage, shops, offices, and other support spaces. Also includes dive program operations.
4. Ocean Innovation Center (Ocean Technology and Robotics)
    - An approximately 20,935 net square foot building including space for Robotics (4,000 sf of High Bay/Staging; 1,575 sf of Tank Area; 2,520 sf for (6) Primary Research Labs; and 840 sf for (4) Secondary Research Labs); 6,000 sf for Incubator; 2,000 sf for I-Core; and 4,000 sf for Engineering Design Lab..
  5. Hazardous Material Yard
    - The planning and design of hazardous material yard to safely store materials related to research until such time the University can contract for disposal.
  6. Renovation of Innerspace at Ocean Science & Exploration Center (OSEC)
    - The Inner Space Center will be expanded within the OSEC facility to provide expanded technical capabilities for teaching and research, including a new advanced autonomous vehicle mission control room/teaching lab, a telepresence conference room, a new studio, expanded staff areas, and associated technical support space.
  7. Programming, Schematic Design, and Design Development of Ocean Engineering Building (Teaching & Research/Wave & Acoustic Tanks)
    - An approximately 31,340 net square foot building including 5,040 sf of research; 4,800 sf of teaching; 15,900 sf tank facility including a 60m wave tank, acoustic tank, and flow tank; and 5,600 sf of office/administration.
    - Programming, Schematic Design, and Design Development of the facility will be included within the base fee. The cost for the Construction Document and Construction Administration phase shall be itemized and possibly awarded as funding becomes available.
  8. Programming, Schematic Design, and Design Development of GSO Research East/NBC Research East (replacement for Horn Laboratory)
    - An approximately 51,500 gross square foot wet lab research building Biology, Chemistry, Geology, Physics, and other support spaces.
    - Programming, Schematic Design, and Design Development of the facility will be included within the base fee. The cost for the Construction Document and Construction Administration phase shall be itemized and possibly awarded as funding becomes available.

## **Specific Activities / Tasks**

### **Scope of Project (see Attachment D)**

The project scope is the programming, design, and construction documentation of several projects at the University of Rhode Island, Narragansett Bay Campus.

The project will involve architectural and engineering services including, but not limited to, property survey; building programming; project design and engineering; interior design services; construction document preparation; cost estimating; bidding



phase services; construction administration through project close out; and provision of complete “record drawing” documentation for the Narragansett Bay Campus Phase I Improvements.

**Pre-Design Services:** Programming and planning deliverables for the above project to include but not limited to:

- Space and functional programming study report for each facility for review and prioritization.
- Program revisions/adjustments to align scope of work with budget
- Site Plan showing utilities, and landscape, land and/or accessibility improvements with existing and proposed grading
- Conceptual design floor plans and required elevations for each facility
- A minimum of four (4) renderings for each facility to illustrate the design and suitable for public relations & fund raising publications
- Building Code Review evaluation and report that identifies challenges and variances required
- Construction cost estimates for the work

**Design and Construction Documentation Services:** The balance of the design services will include completion of the design, construction documents, specifications, and construction administration, and all other A/E services for the Narragansett Bay Campus Phase I Improvements.

### **Design Parameters**

The following parameters must be considered in the proposed design solutions:

- **Utilities:** The utilities to service the buildings and the relocation of the utilities that serve other campus buildings are included in this project. These include campus water, sewer, gas, electrical, telephone/data, and steam from underground service points.
- **Site Improvements & Landscaping:** All site work associated with the new projects will be part of the scope of this project. This includes plazas, access drives, loading areas, walks, landscaping, site lighting, site utilities and any on-site convenience parking.
- **Accessibility:** The project shall include any new construction necessary to provide ADA accessibility to areas within the project scope as required by building code.
- **Architectural Considerations:** The massing of new facilities should respect the precedent set by the neighboring URI context. The exterior design should consider the exterior material palette of other current and planned buildings within the vicinity; however, the architectural style of the new buildings is expected to uniquely express the design rationale for the project.
- **Technology:** Electronic presentation technology and telephone/date technology and network connections.
- **Building Infrastructure:** Fire Code/Life Safety, including alarm and sprinkler system, as required by code.

- Mechanical, electrical and plumbing infrastructure to include HVAC system, electrical equipment and plumbing system as required by program and code.
- Interior Design: To include materials and finishes selections, signage to University standards, and furniture layouts and specifications suitable to bid out FF&E package. A/E services shall include all specifications and design of fixed and loose equipment specified to be supplied and installed by the contractor and design incorporation of Owner supplied, Owner-installed equipment (Owner to specify and provide cut sheets for OSOI items).
- Graphic Design: Building signage and graphic design of fixed display content (not electronic content.).
- LEED®: The projects are to be designed and documented to achieve a “Silver” status in the LEED® rating system developed by the U.S. Green Building Council. It is the intent of the University to have these projects certified upon completion.

### **Design Process Expectations**

- Programming: The selected firm will begin the project by working with the building committee to review the Master Plan (attachment A) and establish an updated program for each facility. As part of this process, the consultant will provide research findings showing laboratory “best practices” utilized at other higher education institutions with regard to square footage needs, typical program elements and amenities, building efficiency factors, and costs.
- Design documentation is to include the following phases: Schematic Design, Design Development, and Construction Documents. This would also include progress meetings with the State Fire Marshall and the Building Commissioner in order to attain project approvals.
- Coordination with URI: The selected firm will coordinate the project design development and construction documents with the University’s Office of Capital Projects, Facilities Services, telecommunications staff, public safety personnel, engineers, and other stakeholders in the project.
- Specialty Firms: The selected A/E team is required to include the following specialty firms or personnel with the proposed team:
  - An academic teaching and research laboratory design specialist with at least 10 years project experience with the successful completion of at least 8 separate university laboratory buildings.
  - A landscape architect and civil engineer familiar with RIDEM and RI CRMC requirements and processes.
  - Structural consultant to review demolition plans and new structure
  - Mechanical, electrical, plumbing/fire protection (MEP/FP) consultants with experience with academic laboratory buildings.
  - Interior and exterior lighting consultant.
  - Acoustical and vibration analysis consultant.
  - Audio visual, telephone and data engineer certified as a Registered Communications Distribution Designer (RCDD).

- An independent cost consultant experienced with university science buildings and the Rhode Island construction market.
- A building code consultant with Rhode Island project experience.
- Survey and Geotechnical Services: The selected firm will assist URI in developing a scope of services for the surveyor and geotechnical engineer and assist the Owner in the selection process. These services will be engaged through the A/E contract as an allowance item to the contract.
- Building Commissioning: An independent commissioning agent may be retained by URI for the Narragansett Bay Campus Phase I Improvement projects. As part of the A/E's work, the selected firm will be required to coordinate with the commissioning consultant and the selected Specialty Firms listed above.
- All required meeting time necessary to achieve the specified outcome shall be included in the fee proposal.
- Form of Agreement: See Attachment "B", *Standard Form of Agreement between Architect and Owner* for a detailed scope of expected Architect's services and terms of contract agreement.

## Schedule

The University wishes to design, bid and construct the projects within the following schedules:

**Design and Construction Administration:** See Attachment "C", *Project Schedule* for a schedule of Architect's services and project milestones.

## SECTION 4: PROPOSAL

### A. Technical Proposal

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

Responses will be evaluated on the following criteria:

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

(1) A letter of transmittal signed by an owner, officer or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of the Request, and tendering an offer to the RICPSE/URI. The letter must contain a commitment to provide both the services described herein and the personnel proposed for the assignment.

(2) A Technical Proposal describing the firm's background, qualification, and experience related to the project, as well as its proposed work plan and approach. The Technical Proposal must contain the following sections:

Tab 1, Cover Letter: This letter should summarize and is intended to highlight the contents of the Technical Proposal and to provide URI evaluators with a broad understanding of the respondent's suitability for the project.

Tab 2, Management and Design Approach: Provide a short (no more than 2 pages) narrative outlining the process your firm will offer to understand URI's needs and prepare the foundations for the design of the project. Discuss the opportunities and challenges of the project and how your design team might approach solutions. Briefly discuss how your team will integrate the project's constraints and programming information into a successful design that allows for individual identity within a new campus identity. Outline the steps the team will follow during the design and construction process to ensure a high quality, on schedule, and within budget project. Please do not include any proposed design solutions for the NBC Phase 1 Improvements.

Tab 3, Respondent's Qualifications and Staffing: The design team prime consultant shall submit a completed federal SF330 Parts 1.A-D. At the option of the respondent, firms may submit individual resumes for team members in lieu of completing Part 1.E. Also include SF330 Part 2 for each firm associated with the design team.

Tab 4, Previous Project Experience and Design Talent: Using a format of your choice, illustrate and describe recent design experience for at least five, but no more than ten projects that demonstrate the team members' experience and design talent on similar projects. Please include SF330 Part 1 F&G, indicating the participation of the proposed team members on these projects. **SF330 Part 1 G should be included as the FIRST page of tab 4.** *Note: If the project reflects work by an individual on the design team while employed by another firm, list the name of the previous firm and Principal-in-Charge of the project.*

In addition to the above, you may include other materials to document your team's qualifications for this project. Please keep your proposal succinct and focused on describing your design team's unique qualifications to meet the project needs. No indication or discussion of proposed fee for prime or sub consultants should be present in the Technical Proposal.

### **Architectural / Engineering Services**

Persons or firms practicing or submitting proposals for Architectural and/or Engineering Services in the State of Rhode Island must possess proper registrations and Certificate of Authorization from the Board of Design Professionals in accordance with Rhode Island General Laws.

A copy of the current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for the individual(s) who would perform the work must be included in each copy of the Technical Proposal response to this solicitation.

The Board of Design Professionals can be contacted as follows:

Division of Design Professionals  
1511 Pontiac Avenue  
Cranston RI 02857  
Phone: (401) 462-9530  
Fax: (401) 462-9532  
[www.bdp.state.ri.us](http://www.bdp.state.ri.us)

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

## B. Cost Proposal

### See Attachment E for Cost Proposal Format

(3) A Cost Proposal reflecting the fixed fee structure proposed for this scope of services and reflecting the terms and conditions of Attachment B – B101-2017\_URI-DRAFT Contract. Firms are encouraged to provide as much detail as possible to explain their proposed fee. Please include hourly billing rates for all members of the A/E team to be used when invoicing optional additional services. Also include in the proposed fixed fee the time required for key design team members to travel, within one day's time, with the building committee to visit one comparative facility at another university campus site. *Note: the Cost Proposal must be submitted in a sealed envelope separate from the Technical Proposal.* The Cost Proposal must include the following breakdown of design fees.

1. **Pre-Design, Design and Construction Documentation** fees for services outlined in Section III. This fee is to be broken down into the amounts for Pre-Design, Design Development, Construction Documents, Bidding & Award and Construction Administration services.
2. The following allowances must be included and listed separately in the fee proposal:

#### Contract Allowance Expenses:

- Existing conditions investigation allowance	\$25,000
- Site survey	\$50,000
- Geotechnical investigation and report:	\$40,000
- Envelope Peer Review	\$30,000
- Mechanical Peer Review	\$25,000
- Renderings or models	\$30,000
- Miscellaneous Additional Services	\$50,000
- <u>Reimbursable expenses</u>	<u>\$60,000</u>
- <b>Total</b>	<b>\$310,000</b>

### See Attachment E for Cost Proposal Format

### C. ISBE Proposal

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

#### SECTION 5: EVALUATION AND SELECTION

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

Technical proposals must receive a minimum of 50 (71.4%) out of a maximum of 70 points to advance to the cost evaluation phase. Any technical proposals scoring less than 50 points shall not have the accompanying cost or ISBE participation proposals opened and evaluated. The proposal will be dropped from further consideration.

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

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

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

<b>Criteria</b>	<b>Possible Points</b>
Management and design approach	10 Points
Respondent’s qualifications and staffing	25 Points
Previous project experience and design talent	35 Points
<b>Total Possible Technical Points</b>	<b>70 Points</b>
Cost proposal*	30 Points
<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 vendor with the lowest cost proposal shall receive one hundred percent (100%) of the available points for cost. All other vendors shall be awarded cost points based upon the following formula:

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

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

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

### \*\*ISBE Participation Evaluation:

#### a. Calculation of ISBE Participation Rate

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

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

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

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

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

### General Evaluation:

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

## SECTION 6. QUESTIONS

Questions concerning this solicitation must be e-mailed to the Division of Purchases at [Thomas.bovis.@purchasing.ri.gov](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 # 7599772** on all correspondence. Questions should be submitted in writing in a Microsoft Word attachment in a narrative format with no tables. Answers to questions received, if any, shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases website for any procurement related postings such as addenda. If technical assistance is required, call the Help Desk at (401) 574-8100.

## SECTION 7. PROPOSAL CONTENTS

- Proposals shall include the following:
  - a. One completed and signed RIVIP Bidder Certification Cover Form (included in the original copy only) downloaded from the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). *Do not include any copies in the Technical or Cost proposals.*
  - b. One completed and signed Rhode Island W-9 (included in the original copy only) downloaded from the Division of Purchases website at [/documents/Forms/Misc Forms/13 RI Version of IRS W-9 Form.docx](#). *Do not include any copies in the Technical or Cost proposals.*
  - c. Two (2) completed original and copy versions, signed and sealed Appendix A. MBE, WBE, and/or Disability Business Enterprise Participation Plan. Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation. *Do not include any copies in the Technical or Cost proposals.*
  - d. Technical Proposal - describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The technical proposal is limited to seventy-five (75) pages (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request).
    - a. Two (2) Electronic copy on a CD-R, marked "Technical Proposal - Original".
    - e. One (1) printed paper copy, marked "Technical Proposal -Original" and signed.
    - b. Five (5) printed paper copies
      - e. Cost Proposal - A separate, signed and sealed cost proposal reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
    - f. Two (2) Electronic copy on a CD-R, marked "Cost Proposal - Original".
      - o One (1) printed paper copy, marked "Cost Proposal -Original" and signed.



g. Three (3) printed paper copies

- Formatting of proposal response contents should consist of the following:

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

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

- Formatting of written documents and printed copies:
  - IV.** 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.
  - V.** All pages on the technical proposal are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not include the cover page or table of contents) through to the end, including all forms and attachments. The Vendor’s name should appear on every page, including attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to.
  - a.** The cost proposal shall be typed using the formatting provided on the provided template.
  - VI.** 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# 7599772**” 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**

- **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.

- **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**