



**Solicitation Information
October 3, 2019**

RFP# 7599791

TITLE: CCRI IT Infrastructure Project – Site Assessment Services

Submission Deadline: November 13, 2019 @ 10:30 AM (Eastern 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: October 15, 2019 @ 9:00 AM

LOCATION: Community College of Rhode Island, Knight Campus, 400 East Ave., Warwick, RI 02886. Report to Room # 2140 2nd Fl. Faculty Offices Area.

Questions concerning this solicitation must be received by the Division of Purchases at doa.purquestions3@purchasing.ri.gov no later than **October 24, 2019 @ 5:00 PM (EST)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

BID SURETY BOND REQUIRED: NO

PAYMENT AND PERFORMANCE BOND REQUIRED: NO

NAME OF BUYER, TITLE OF BUYER

Note to Applicants:

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

THIS PAGE IS NOT A BIDDER CERTIFICATION COVER FORM

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SECTION 1. INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Community College of Rhode Island (“CCRI”), is soliciting proposals from qualified firms that can provide Site Assessment Services for the CCRI Information Technology Infrastructure Project at the Warwick, Lincoln, Providence, and Newport Campuses.

CCRI is in the process of evaluating and replacing and/or upgrading the existing voice, video, and data wiring infrastructure at all four campuses. Additionally, a backup power source for the Warwick Campus Data Center and the wiring closets on all four campuses (Warwick, Lincoln, Providence, and Newport) require assessment and remediation. 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.ridop.ri.gov.

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.

The firm selected or any subcontractor hired by the selected firm who provides services for this RFP is not eligible to bid on any underlying construction for this project.

Instructions and Notifications to Offerors

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

6. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
7. The purchase of goods and/or services under an award made pursuant to this RFP will be contingent on the availability of appropriated funds.
8. Vendors are advised that all materials submitted to the Division of Purchases for consideration in response to this RFP may be considered to be public records as defined in R. I. Gen. Laws § 38-2-1, *et seq.* and may be released for inspection upon request once an award has been made.

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

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

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

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

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

- a. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation.
- b. Vendors further agree, where applicable, to complete the “Contract Compliance Report” (<http://odeo.ri.gov/documents/odeo-eeo-contract-compliance-report.pdf>), as well as the “Certificate of Compliance” (<http://odeo.ri.gov/documents/odeo-eeo-certificate-of-compliance.pdf>), and submit both documents, along with their Affirmative Action Plan or an Affirmative Action Policy Statement, prior to issuance of a purchase order. For public works projects vendors and all subcontractors must submit a “Monthly Utilization Report” (<http://odeo.ri.gov/documents/monthly-employment-utilization-report-form.xlsx>) to the ODEO/State Equal Opportunity Office, which identifies the workforce actually utilized on the project.

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

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

Disabilities. The current directory of firms certified as MBEs or WBEs may be accessed at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php>. Information regarding DisBEs may be accessed at www.gcd.ri.gov.

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

13. Bid Surety Bond – Vendors responding to this RFP must furnish, with their bid proposals, either a bid bond from a surety licensed to conduct business in the State of Rhode Island or a certified check payable to the State of Rhode Island in the amount of five (5%) percent of the vendor's cost proposal. (*Vendors for Rhode Island Department of Transportation highway and bridge projects must furnish, with their bid proposals, a bid bond from a surety licensed to conduct business in the State of Rhode Island. Certified checks are not permitted for these projects.*) An attorney-in-fact who executes a bond on behalf of the surety must provide a certified current copy of the power of attorney. A successful vendor who fails to submit the additional documentation required by the tentative letter of award and/or fails to commence and pursue the work in accordance with the contract awarded pursuant to this solicitation may forfeit, at the discretion of the State Purchasing Agent, the full amount of the bid surety as liquidated damages. The State will retain the bid surety of all vendors until the earliest of: (i) the issuance of the Purchase Order; (ii) the 61st day following the proposal submission deadline; or (iii) the rejection of all proposals.
14. Payment and Performance Bond - The successful vendor must furnish a 100% payment and performance bond from a surety licensed to conduct business in the State of Rhode Island upon the tentative award of the contract pursuant to this solicitation.

Required Qualifications

1. Persons or firms practicing assessment 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. While this portion of the project does not include design responsibility, experience as a Registered Communications Distribution Designer certified by the Building Industry Consulting Service International (BICSI) is recommended. Experience with site assessments should be included within the proposal along with project names and a minimum of 5 references for similar projects.
2. 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 is requested be included behind the front page of each copy of the proposal.
3. Proposals that fail to include the required current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for individuals may be determined to be non-responsive to the solicitation.

SECTION 2. BACKGROUND

The Community College of Rhode Island is the largest community college in New England with more than 70,000 graduates since the College opened in 1964. Currently, CCRI has 15,000 students and 1,200 faculty and staff across four campuses and two satellites.

The College's mission is to provide open access to all Rhode Islanders who want to gain the knowledge, skills and training necessary to pursue successful postsecondary education and high-quality employment.

We set high academic standards necessary for transfer and career success and are proud that approximately 50 percent of entering CCRI students intend to transfer to four-year colleges or universities.

SECTION 3. SCOPE OF WORK AND REQUIREMENTS

General Scope of Work

Phase I of this project is an assessment of the existing information technology wiring infrastructure at all four of the College's campuses.

Specific Activities / Tasks

Phase I is an assessment, broken down by campus, of the existing information technology wiring and power infrastructure at all four campuses of CCRI. This includes, but is not limited to the following:

Site Assessment Service

1. Evaluate, audit and document type of cable and quantity of all copper and fiber optic cabling in all trays, raceways, etc.
2. Evaluate, audit and document all patch panels and termination points for voice, video, and data.
3. Recommend the removal and replacement of existing cabling (including, but not limited to Category 3, 5, and 5e) to support Voice over IP (VoIP) communications/collaboration systems and replacement of the existing Avaya Digital Phone System by employing the latest Universal Power over Ethernet (UPOE) standards.
4. Evaluate and recommend cabling and backup power requirements for College-wide interior and exterior surveillance camera systems and Internet Protocol (IP) based room and building notification systems.
5. Evaluate and recommend cabling to support newly installed high definition classroom projectors using HDBaseT standards.

6. Evaluate and document existing equipment racks and recommend future equipment needs.
7. Evaluate and document existing cable trays for congestion, capacity and code requirements, recommending possible solutions to accommodate existing cable and anticipated growth.
8. Evaluate all College wiring closets and recommend solutions that meet best practices and national and local code to include location, physical layout, capacity, environmental requirements, square footage, accessibility, lighting, etc.
9. Evaluate and document the fiber optic backbone and make recommendations that meet anticipated growth.
10. Evaluate and document the existing emergency power systems and recommend the equipment needed to minimize interruption to life/safety technology and other Internet Protocol (IP) based equipment following best practices and local and national code in order to maintain functionality during a power interruption.
11. Provide CCRI a “best practice” analysis based on other higher education institutions that have planned or deployed similar IT wiring infrastructure upgrades within the past three years and submit recommendations based upon this analysis.
12. Provide analysis and recommendations for existing cable warranties and life cycles.
13. Provide recommendations on cable wiring design for POE IOT lighting systems.
14. Provide analysis and recommendations of wiring needs to accommodate a variety of higher education classroom designs, to include phone and intercom type services.
15. Provide recommendations for additional wireless access points (i.e. one per classroom...) and associated infrastructure upgrades.
16. Provide recommendation for wiring flexibility to adapt to future college capital project initiatives.
17. Provide design alternatives to support a power distribution system for POE switches.
18. Vendor must be familiar with the latest TIA building design practices including planning for future building sensors on the network.
19. Vendor must be familiar with NEC17 and other related safety codes for cabling.
20. It is required that successful vendor review the current standards for cooling IT rooms and provide insight into current standards and practices as they apply to what currently exists at the CCRI.

21. It is required that the successful vendor review CCRI's current backup power practices and the current available UPS and generator power capacity and availability.
22. It is required that the successful vendor provide insight into issues that may arise during the removal and installation of the various systems during the construction phase. The vendor should provide examples of how it has dealt with various construction issues along with the timing of removal versus connectivity of new systems.

Additional Information

1. Documentation is provided to vendors in Appendix C & D to assist bidders in better understanding the overall project and the expectations of the Owner.
 - a. Existing Floor Plans and Suggested New Floor Layouts (Appendix C)
 - i. A survey conducted several years ago of each campus is included as general guidance of the IT rooms and tray layouts. The documents are not 100% accurate. It is the responsibility of the successful vendor to verify their validity and provide drawings that address any inaccuracies.
 - b. Anticipated Design Schedule/Proposed Construction Phasing Plan (Appendix D)
 - i. For informational purposes, a Milestone Schedule is provided in Appendix D. Assessment Teams are encouraged to carefully review the schedule and provide a proposal that meets the objectives of this implementation with a high quality, well-staffed design team.
 - c. As part of the assessment phase, it is assumed that the successful vendor will spend time on each campus verifying existing conditions. CCRI will make available access to each building in coordination with the successful vendor.
2. Professional Cost Estimating Services
 - a. It is understood that the final design and equipment selection by the design team and Owner will dictate final project costs. However, we are requiring that the successful vendor provide a budget or "range", from low to high, of the construction and IT costs for a project upgrade of this size and scope. These values will be used for planning and budgeting purposes in Phase II of the project and the estimates are only guides for the Owner. The vendor will provide several recent projects of similar size and scope along with the completed costs of construction and IT.
3. Deliverables
 - a. Draft site assessments by campus for Owner review and comment.
 - b. Submission of completed site assessments by campus.
 - c. Previously stated above in scope of work:
 - Budget Estimate for A&E phase
 - i. Wiring Infrastructure assessment providing recommendations with multiple options.
 - ii. Evaluation of wiring closets.

- iii. Valuation of power distributions systems with recommendations and options.
- iv. Supply completed five (5) copies of all drawings on CD and three (3) hard copies.
- v. Recommended Migration Plan

SECTION 4. PROPOSAL

A. Cost Proposal

See Appendix B

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

Payment of reimbursable expenses shall be based on actual cost, plus a maximum of 4 percent (4%) mark-up.

Rates and fees shall be capped for a period of two years from the commencement date of any contract. Increases after that time will be limited to the lesser of three percent (3%) annually, or the annual consumer price index as published in the Wall Street Journal.

The actual method of reimbursement for any specific project(s) will be subject to negotiation with the Owner/user agency.

B. 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 CCRI. The TEC first shall consider technical proposals.

Technical proposals must receive a minimum of 60 (85.7%) out of a maximum of 70 points to advance to the cost evaluation phase. Any technical proposals scoring less than 60 points shall not have the accompanying cost or ISBE participation proposals opened and evaluated. The proposal will be dropped from further consideration.

Technical proposals scoring 60 points or higher will have the cost proposals evaluated and assigned up to a maximum of 30 points in cost category bringing the total potential evaluation score to 100 points. After total possible evaluation

points are determined ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

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

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

- **Experience of the Firm and Project Principals (35 Points):** Describe the firm and the firm's consultant(s) general experience as well as its specific experience and qualifications for interior renovation projects of this size, scope and use. List the percentage of work to be completed by the firm and the percentage to be completed by outside consultants.

Proposals must provide answers to the following questions:

- Does the Offeror have experience with projects of a similar size, scope and use including renovations to occupied buildings?
 - Does the Proposal illustrate that the Site Assessment firm and each consultant assigned to the project have the background and experience necessary for a successful project?
 - Are staff and consultants assigned to this project experienced with projects of similar size, scope and use, including phased construction projects?
 - Is the Site Assessment vendor skilled in estimating order of magnitude costing of similar projects?
 - Does the team appear able to incorporate program goals and criteria into their design work?
 - Does the Offeror have LEED® Accredited Professionals on Staff?
 - Does the Offeror have “A” Team Staff and subcontracted Engineers already in place to achieve the fast-track timeline for this project?
 - Provide project examples of power distribution systems for POE.
 - Vendor must be familiar with the latest TIA building design practices including planning for future building sensors on the network.
- **Project Plan (25 Points):** This section shall describe the firm’s understanding of the State’s requirement, including the intended result(s), approach and/or method to be employed, as well as a Work Plan for accomplishing the results proposed. The Plan must include a project schedule along with personnel assignments to project tasks.

Proposals must provide answers to the following questions:

- Does the plan illustrate that the Offeror has analyzed, interpreted and understood the issues presented by the project?
 - Does the plan provide solutions for the issues presented by the project in a manner likely to meet the needs of the client, other customers and end users?
 - Does the proposed plan appear sensitive to budget and time constraints?
 - Does the plan address relevant design and program issues, by providing possible solutions?
 - Does the plan include a discussion of value engineering, alternative energy solutions, and LEED® standards?
 - Does the Offeror identify both constraints and opportunities posed by this project?
 - Does the staff who will be assigned to the project, include a project manager, subcontractors, engineers and others identified as well as the FTE and/or hourly effort?
 - Does the level of effort for each appear adequate?
 - Does the firm describe their current workload and the availability of their personnel to perform the project, is it feasible?
- **References (10 Points):** Select a minimum of three and a maximum of five projects for projects of similar size, scope, and use to the proposed project. For each project provide contact information for each firm to allow members of the selection committee to speak with these individuals if additional information is needed. These individuals may be contacted by members of the selection committee for further information. *Bidders are encouraged to provide current/relevant references with up-to-date contact information.

Proposals must provide answers to the following questions:

- Are the project references of similar size, scope, and use to the proposed project?
- Was the Offeror's final project designed well and provide a good program fit?
- Did the Offeror identify problems and issues in a timely and complete manner?
- Were technical, budget and aesthetic issues fairly balanced and result in a good outcome?
- Did the Offeror adequately research relevant design and program issues?
- Was the Offeror's design process characterized by effective communication, clear graphic and verbal presentations, and appropriately include all designated stakeholders?

Criteria	Possible
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	Points
Experience of the Firm and Project Principals	35 Points
Project Plan	25 Points
References	10 Points
Total Possible Technical Points	70 Points
Cost Proposal*	30 Points
Total Possible Evaluation Points	100 Points
ISBE Participation**	6 Bonus Points
Total Possible Points	106 Points

***Cost Proposal Evaluation:**

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

$$(\text{Lowest Cost Proposal} / \text{Vendor's Cost Proposal}) \times \text{Available Points}$$

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

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

****ISBE Participation Evaluation:**

a. Calculation of ISBE Participation Rate

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

b. Points for ISBE Participation Rate:

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

$$(\text{Vendor's ISBE Participation Rate} / \text{Highest ISBE Participation Rate})$$
$$\times (\text{Maximum ISBE Participation Points})$$

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 $(12\% / 20\%) \times 6$ which equals 3.6 points.

General Evaluation:

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

SECTION 6. QUESTIONS

Questions concerning this solicitation must be e-mailed to the Division of Purchases at doa.purquestions3@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. No other contact with State parties is permitted. Please reference **RFP # 7599791** 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.ridop.ri.gov. *Do not include any copies in the Technical or Cost proposals.*
2. One completed and signed Rhode Island W-9 (included in the original copy only) downloaded from the Division of Purchases website at <http://www.purchasing.ri.gov/rivip/publicdocuments/fw9.pdf>. *Do not include any copies in the Technical or Cost proposals.*
3. Two (2) completed original and copy versions, signed and sealed Appendix A. MBE, WBE, and/or Disability Business Enterprise Participation Plan. Please complete separate forms for each MBE/WBE or Disability Business Enterprise

subcontractor/supplier to be utilized on the solicitation. *Do not include any copies in the Technical or Cost proposals.*

4. Technical Proposal - describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The technical proposal is limited to fifteen (15) pages (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request).
 - a. One (1) Electronic copy on a CD-R, marked “Technical Proposal - Original”.
 - b. One (1) printed paper copy, marked “Technical Proposal - Original” and signed.
 - c. Four (4) printed paper copies
5. Cost Proposal - A separate, signed and sealed cost proposal reflecting the hourly rate, or other fee structure (See Appendix B), 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. Four (4) printed paper copies

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

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

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

2. Formatting of written documents and printed copies:
 - a. For clarity, the technical proposal shall be typed. These documents shall be single-spaced with 1” margins on white 8.5”x 11” paper using a font of 12 point Calibri or 12 point Times New Roman.
 - b. All pages on the technical proposal are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not

include the cover page or table of contents) through to the end, including all forms and attachments. The Vendor's name should appear on every page, including attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to.

- c. The cost proposal shall be typed using the formatting provided on the provided template.
- d. Printed copies are to be only bound with removable binder clips.

SECTION 8. PROPOSAL SUBMISSION

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

Proposals should be mailed or hand-delivered in a sealed envelope marked "**RFP# 7599791**" to:

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

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

SECTION 9. CONCLUDING STATEMENTS

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

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

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

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded for this RFP. The State's General Conditions of Purchases can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>.

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

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

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

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

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



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

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

Bidder's Name:

Bidder's Address:

Point of Contact:

Telephone:

Email:

Solicitation No.:

Project Name:

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

Name of Subcontractor/Supplier:

Type of RI Certification: MBE WBE Disability Business Enterprise

Address:

Point of Contact:

Telephone:

Email:

Detailed Description of Work To Be Performed by Subcontractor or Materials to be Supplied by Supplier:

Total Contract Value (\$):

Subcontract Value (\$):

ISBE Participation Rate (%):

Anticipated Date of Performance:

I certify under penalty of perjury that the forgoing statements are true and correct.

Prime Contractor/Vendor Signature

Title

Date

Subcontractor/Supplier Signature

Title

Date

**APPENDIX B
COST PROPOSAL FORM**

BIDDER:

Legal Name of Entity	
Address (street/city/state/zip)	
Contact Name	Contact Email
Contact Telephone	Contact Fax

BASE BID PRICE: (Warwick Campus only)

The Bidder submits this bid proposal to perform all of the work as described in the attached solicitation for the **BASE BID PRICE** (including the costs for all Allowances, Bonds, and Addenda):

FIXED FEE OF:

\$

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Written Amount

Please provide a lump sum price per location as follows: (all values must add to the lump sum total in the vendor's bid)

- | | | |
|----|-------------------|----------|
| 1. | Lincoln Campus | \$ _____ |
| 2. | Warwick Campus | \$ _____ |
| 3. | Providence Campus | \$ _____ |
| 4. | Newport Campus | \$ _____ |

ALLOWANCES:

This Base Bid Fee Proposal includes the listed costs for the following allowances PLUS any additional allowance adjustment deemed necessary and by the Bidder and noted below:

N/A

BID ALTERNATES:

Alternates: N/A

ADDENDA:

The Bidder has examined the entire solicitation (including the following Addenda), and the Base Bid Price includes the costs of any modifications required by the Addenda.

(All Addenda MUST be acknowledged)

Addendum No.1

Dated: _____

Addendum No.2

Dated: _____

Addendum No.3

Dated: _____

Addendum No.4

Dated: _____

PRICING AND ACKNOWLEDGEMENT:

The following costs represent complete and comprehensive Site Assessment Services for the Community College of Rhode Island I.T. Infrastructure Project, located within all four CCRI's campuses INCLUSIVE of the Allowance and Addendum Values defined here-in.

I have read the above and as a qualified recipient agree to the terms and conditions of the State of Rhode Island, Division of Purchases and the terms and conditions of RFP#

Authorized Signature and Date:

- End -

Appendix C

Below is a listing of drawings that will be made available to bidders for their use. These drawings are provided for reference only and are not to be considered 100% accurate. Bidders are responsible to confirm accuracy or any inaccuracy within. The drawings are also dated 2014 and thus updates may have occurred to existing conditions today. These documents will be provided in PDF only.

Drawings as Prepared by Skyline Group dated June 30, 2011

Liston Campus- Providence RI

Drawing List:

- #T-1.0 - FIRST FLOOR OVERALL PLAN
- #T-1.1 - FIRST FLOOR PART PLANS
- #T-2.0 - SECOND FLOOR OVERALL PLAN
- #T-2.1 - SECOND FLOOR PART PLANS

Newport County Campus- Newport RI

Drawing List:

- #T-0 - BASEMENT OVERALL PLAN
- #T-1.0 - FIRST FLOOR OVERALL PLAN
- #T-2.0 - SECOND FLOOR OVERALL PLAN
- #T-3.0 - THIRD FLOOR OVERALL PLAN
- #T-3.1 - PART PLANS

Flanagan Campus- Lincoln RI

Drawing List:

- #T-0.1 - BASEMENT MODS 1, 2 & 3 & OVERALL PLAN & PART PLANS
- #T-1.1 - FIRST FLOOR MOD 1 OVERALL PLAN
- #T-1.2 - FIRST FLOOR MOD 2 OVERALL PLAN
- #T-1.3 - FIRST FLOOR MOD 3 OVERALL PLAN
- #T-1.4 - FIRST FLOOR MODS 1, 2 & 3 PART PLANS
- #T-2.1 - SECOND FLOOR MOD 1 OVERALL PLAN
- #T-2.2 - SECOND FLOOR MOD 2 OVERALL PLAN
- #T-2.3 - SECOND FLOOR MOD 3 OVERALL PLAN
- #T-2.4 - SECOND FLOOR MODS 1, 2 & 3 PART PLANS
- #T-FH.1 - FIELD HOUSE OVERALL PLAN & PART PLAN

Knight Campus- Warwick RI

Drawing List:

- #T-0.1 - BASEMENT OVERALL PLAN
- #T-0.2 - BASEMENT PART PLANS
- #T-1.0 - FIRST FLOOR OVERALL PLAN
- #T-1.1 - FIRST FLOOR PART PLANS
- #T-2.0 - SECOND FLOOR OVERALL PLAN

#T-2.1 - SECOND FLOOR PART PLANS
#T-3.0 - THIRD FLOOR OVERALL PLAN
#T-3.1 - THIRD FLOOR PART PLANS
#T-4.0 - FOURTH FLOOR OVERALL PLAN
#T-4.1 - FOURTH FLOOR PART PLANS
#T-5.0 - FIFTH FLOOR OVERALL PLAN
#T-6.0 - SIXTH FLOOR OVERALL PLAN
#T-6.1 - SIXTH FLOOR PART PLANS
#T-R0.1 - GROUND FLOOR ROUND OVERALL PLAN
#T-R1.0 - FIRST FLOOR ROUND OVERALL PLAN
#T-R2.0 - SECOND FLOOR ROUND OVERALL PLAN
#T-R3.0 - THIRD FLOOR ROUND OVERALL PLAN
#T-R4.0 - FOURTH FLOOR ROUND OVERALL PLAN
#T-R5.0 - FIFTH FLOOR ROUND OVERALL PLAN & PART PLAN
#T-R6.0 - SIXTH FLOOR ROUND OVERALL PLAN
#T-FH0.1 - GROUND FLOOR FIELD HOUSE OVERALL PLAN
#T-FH1.0 - FIRST FLOOR FIELD HOUSE OVERALL PLAN
#T-FH2.0 - SECOND FLOOR FIELD HOUSE OVERALL PLAN
#T-FH2.1 - SECOND FLOOR FIELD HOUSE PART PLAN

Appendix D Milestone Schedule

Schedule on separate PDF attachment