



Solicitation Information
November 8, 2019

RFP# 7599841

TITLE: A&E SERVICES FEASIBILITY STUDY TO ANALYZE OPERATIONAL SPACE NEEDS, PROVIDE DESIGN SOLUTIONS AND ESTIMATE COSTS FOR BUILDING AND SITE IMPROVEMENTS RHODE ISLAND DIVISION OF MOTOR VEHICLES HEADQUARTERS, 600 NEW LONDON AVENUE, CRANSTON, RI

Submission Deadline: Wednesday December 18, 2019; 11:00 AM (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: YES
MANDATORY: YES

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

DATE: Wednesday November 20, 2019 at 10 AM

LOCATION: RI DMV 600 New London Ave., Cranston, RI, third floor conference room

Questions concerning this solicitation must be received by the Division of Purchases at Thomas.bovis@purchasing.ri.gov no later than **11/26/2019 4 PM (EST)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

BID SURETY BOND REQUIRED: No

PAYMENT AND PERFORMANCE BOND REQUIRED: No

Thomas Bovis
Interdepartmental Project Manager

Note to Applicants:

- a. Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov
- b. 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 Division of Motor Vehicles and the Rhode Island Department of Administration, Division of Capital Asset Management and Maintenance, is soliciting proposals from qualified firms to provide architectural and engineering services to produce a comprehensive feasibility study that will ANALYZE OPERATIONAL SPACE NEEDS, PROVIDE DESIGN SOLUTIONS AND ESTIMATE COSTS FOR BUILDING AND SITE IMPROVEMENTS that includes existing space reuse and/or reconfiguration and potential building additions in accordance with the terms of this Request for Proposals ("RFP") and the State's General Conditions of Purchase, which may be obtained at the Division of Purchases' website at www.purchasing.ri.gov.

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

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

Instructions and Notifications to Offerors

- 3 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.
- 4 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.
- 5 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.
- 6 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.
- 7 All pricing submitted will be considered to be firm and fixed unless otherwise indicated in the proposal.
- 8 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.

- 9 The purchase of goods and/or services under an award made pursuant to this RFP will be contingent on the availability of appropriated funds.
- 10 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.

- 11 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.
- 12 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.

- 13 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).
- 14 In accordance with R. I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1 it is the policy of the State to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs) and to support the fullest possible participation of small disadvantaged businesses owned and controlled by persons with disabilities (Disability Business Enterprises a/k/a "DisBE")(collectively, MBEs, WBEs, and DisBEs are referred to herein as ISBEs) in the performance of State procurements and projects. As part of the evaluation process, vendors will be scored and receive points based upon their proposed ISBE utilization rate in accordance with 150-RICR-90-10-1, "Regulations Governing Participation by Small Business Enterprises in State Purchases of Goods and Services and Public Works Projects". As a condition of contract award vendors shall agree to meet or exceed their proposed ISBE utilization rate and that the rate shall apply to the total contract price, inclusive of all modifications and amendments. Vendors shall submit their ISBE participation rate on the enclosed form entitled "MBE, WBE and/or DisBE Plan Form", which shall be submitted in a separate, sealed envelope as part of the proposal. ISBE participation credit will only be granted for ISBEs that are duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity or firms certified as DisBEs by the Governor's Commission on Disabilities. The current directory of firms certified as MBEs or WBEs may be accessed at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php>. Information regarding DisBEs may be accessed at www.gcd.ri.gov.

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

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

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

Department of Business Regulation
Division of Design Professionals
1511 Pontiac Avenue (Bldg. 68-2)
Cranston, RI 02920
Tel: 401-462-9530
Fax: 401-462-9532
Website: www.bdp.state.ri.us

16. Proposals that fail to include the required current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for individuals shall be determined to be non-responsive to the solicitation.
17. 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.
18. 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

SECTION 2. BACKGROUND

DMV Headquarters Building:

The Rhode Island Division of Motor Vehicles (DMV) headquarters building (Aime Forand Building) is located at 600 New London Avenue on the Pastore campus in Cranston, RI. It is approximately 71,850 square feet. Built originally in 1971, it was extensively renovated in 2009 for occupancy by the DMV. Construction documents for that renovation will be made available to the successful Respondent. A recent Facility Condition Assessment (FCA) of the facility is included in the Attachments to this RFP along with floor plans and other drawings for the building.

Operations:

This facility is the main office of the DMV. Small satellite offices for the DMV are located in the towns of Wakefield, Westerly, Middletown, Warren, and Woonsocket. The Warren and Westerly branches are open for a limited number of hours per week and the Wakefield Branch is open four (4) days a week. Dealership runner transactions are only processed at the Headquarters location. While many services are available online, many transactions are done in person. These are largely walk-ins. Both adjudication and commercial drivers' licenses require reservations. About 60 – 64% of all in-person transactions take place at the Headquarters location at 600 New London Avenue in Cranston. Each day before the facility opens at 8:30 AM customers are lined up outside. Customers begin to line up at 6:30 AM and there can be as many as 250 customers lined up when the doors open (see attached photo). There is little shelter currently available for the people in line. Providing some form of overhead shelter such as a permanent canopy is one of the items that needs to be addressed in the Feasibility study.

As a result of the early morning line of customers, there is a large influx of people into the lobby in a short amount of time after the doors open. They then largely distribute to various service areas in the building. The flow of people entering the lobby throughout the day is somewhat impeded by people that wait in lines in the middle of the lobby for service from two (2) service windows, one (1) service window for the Enforcement Office and one (1) service window for the Plate Office. These are located on the east wall of the lobby area. The DMV has indicated that the peak number of customers in the lobby is in the range of 50 people. Currently, an old podium is used as an information desk. A new information desk or state of the art information display is needed in both the first-floor lobby and on the second floor.

Lobby Issues:

The large volume of people going through the vestibule doors throughout the day results in the vestibule doors oftentimes not having an opportunity to close entirely and shut out the outside temperatures and wind. This has posed some heating and cooling issues in the lobby, café, waiting areas and customer service areas that are open to the lobby. There are currently additional programmatic concerns for the lobby area that may necessitate increasing the size of the lobby which would have a direct impact on the vestibule and potentially its location.

Adding to the space concerns in the lobby area are proposed installations of one or two x-ray screening machines for parcels and two (2) Magnetometer screening devices for customers. Related to the use of this equipment would potentially be the need for defined customer waiting lines inside the building. Separate vestibules for entering the building and exiting the building are preferred by the DCAMM Director of Security in order to separate those individuals that have not gone through a security check from those that have and to prevent any hand-offs. The preferred location for both vestibules is in the front of the building. For security reasons, the existing rear entry should be limited to employee use. All entryways shall have secure features. These items shall be included in the preliminary floor plan layouts required as part of the feasibility study. New vestibules shall be designed to mitigate cold air and wind intrusion into the building. Similarly, in warm weather, the vestibules shall mitigate hot air intrusion into the building. Additionally, security cameras/CCTV are to be added in the entry areas and shall be included in the feasibility study.

Other HVAC Issues:

There are some locations on the south side of the building that experience warm temperatures during the summer and supplemental air conditioning units have been brought in to resolve the situation on a temporary basis. A more permanent solution is needed.

Space Utilization and Storage:

One of the purposes of this RFP is to have the successful Respondent review all the space in the building and identify underutilized space that may be used more productively. To assist in this effort, there are multiple locations in the building that the DMV has identified as underutilized space. These are listed under Section 3.2 of the RFP. Additionally, the consultant shall review space use for current operating groups and recommend improvements including potential space rearrangements and relocations within the building.

There is very little storage in the building. Also, the receiving area adjacent to the existing loading dock is very small and significantly less than what is needed. Additional space is needed for receiving, holding (with room to break down deliveries on pallets), trash storage, license plate storage (potentially 200 – 300 boxes), validation sticker storage, office supply storage, food storage for the café, and janitorial equipment and supplies. Space for these items may need to be provided in a new addition to the building. This is part of the analysis covered in this RFP.

Service Court:

Truck access to the existing loading dock is problematic with large trucks such as tractor trailer trucks being unable to access the service yard. The location of ground level mechanical equipment at the vehicular entrance to the service yard contributes to the problem. The successful Respondent will need to analyze the layout of the service yard, access to the service yard and how the proposed back of the house storage and service spaces would relate to an existing and/or a new loading dock.

Improvements Proposed by DMV:

There are a number of physical improvements that the DMV would like to have implemented. These are listed under Section 3.2 of the RFP.

SECTION 3: SCOPE OF WORK AND REQUIREMENTS**General Scope of Work**

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

- **Part I: Existing Conditions Report**
- **Part II: Assessment of Operational Space Needs and Physical Building Layout**
- **Part III: Building and Site Program – Existing and Proposed**
- **Part IV: Building Study including Site Improvements**
- **Part V: Cost Estimates and Project Budget**

The above items shall comprise an overall written report that shall be typed, paginated and spiral bound with a table of contents, an executive summary, explanatory text, drawings, photographs, cost estimates, spreadsheets, tables, etc.

Specific Activities / Tasks

3.1 EXISTING CONDITIONS REPORT

The existing building is to be evaluated for existing condition, code compliance, ability to meet programmatic requirements, and site development potential.

1. There is an existing Facility Condition Assessment (FCA) for the building which was produced by EMG as part of an effort to provide FCAs for all state-owned buildings. This document should be used as a resource document but does not relieve the Respondent to this Request for Proposal from providing an independent assessment with up to date cost estimates for any necessary work.
2. The Existing Conditions Report required by this RFP shall include a general assessment by all architectural and engineering disciplines including architectural, structural, mechanical, electrical, plumbing, HVAC, fire protection, accessibility, site/civil engineering, and stormwater management. The existing conditions report shall identify any building deficiencies and include cost estimates to remedy the deficiencies.
3. The Existing Conditions Report shall include an assessment of the exterior envelope of the building. This shall include an evaluation of the weathering steel and glass facades on the exterior of the building along with the projected life expectancy of that curtain wall system and replacement costs if applicable. As part of the evaluation, the successful Respondent shall have an environmental consultant evaluate the curtain wall system for the presence of any hazardous materials. The environmental consultant shall be a sub-consultant to the successful Respondent. The cost for this service shall be included in the Respondent's lump sum bid.
4. The Existing Conditions Report shall provide an updated site plan and existing floor plans. The limits of the site plan shall extend 100 feet beyond the L-shaped parking area for the building and also the south side of the building. An additional area on the south side of the building shall be provided at no additional charge if needed to show proper tractor truck turning areas for deliveries. The site plan shall include one-foot contours with parking, plazas, walkways; and service/delivery areas with loading docks, dumpsters, compactors, truck turn around areas, ground level mechanical equipment, fencing, etc. See attached topographical map of the Pastore campus for general information on contours and grades at the Pastore Center.
5. Hard copies of updated floor plans, exterior elevations and site plan shall be provided in the report.
6. The Existing Conditions Report shall include an energy evaluation of the building including but not limited to the energy efficiency of the HVAC system and exterior envelope of the building.

7. The Existing Conditions Report shall evaluate wind penetration into the lobby from the main entrance vestibule area as well as cold and hot air infiltration into the building from that vestibule.
8. The Existing Conditions Report shall document and evaluate heat gain on the south side of the building which has resulted in the installation of temporary supplemental air conditioning equipment.
9. The Existing Conditions Report shall evaluate the effectiveness of the existing heating and cooling system(s) used for the existing vestibules, lobby, and areas open to the lobby such as the café and atria. If there are issues, would another system be more effective? If so, what system would be recommended?
10. The Existing Conditions Report shall evaluate the flow of customers through the building, customer waiting lines, wayfinding signage, electronic information displays if provided, and other items that may affect the efficiency of customer flow in the building.
11. The Existing Conditions Report shall include an assessment of the functionality of problem areas identified in this RFP and other functional issues that may be identified by the successful Respondent. This shall include a photographic record of the design issues that affect the functionality of the building. Photos shall be tied into existing floor plan layouts.
12. The Existing Conditions Report shall identify any underutilized areas in the building.
13. The Existing Conditions Report shall include an assessment of the functionality of the service yard, access to the loading dock and accommodations for: deliveries, mail, trash pick-up, recycling, dumpster/compactor location, and truck turn around areas including tractor trailer truck turning areas.
14. Additional site security considerations to be evaluated include potential risks/threats to the facility from the following:
 - Vandalism, terrorism, and intrusion
 - Vehicular assault on the building
15. Evaluate toilet fixture count for the population served and adequacy of public rest rooms and employee rest rooms.

3.2 ASSESSMENT OF OPERATIONAL SPACE NEEDS AND PHYSICAL BUILDING LAYOUT:

In addition to the concerns expressed in the background narrative listed above, the successful Respondent shall more specifically evaluate the following operational concerns:

1. Provision for organized exterior customer waiting lines to enter the building in the morning, in a safe location with an efficient layout.
2. Provision for overhead protection/shelter for exterior waiting lines.
3. Separate vestibules for people entering and exiting the building.

4. Vestibules designed to mitigate wind and cold or hot air infiltration.
5. Space for x-ray machines and metal detector machines (magnetometers).
6. Potential need and space for waiting line areas for x-ray machines and magnetometers.
7. Location and space for an indoor waiting line for Accidents Work Area.
8. Additional window service station for Accidents Work Area.
9. Usefulness and provision for state-of-the-art electronic information displays.
10. Evaluate need for installation of information desks in lobby and on 2nd floor.
11. Secure rear entry for employee use only.
12. Security cameras/CCTV to be added to all entry areas.
13. Evaluate need for enlarging lobby area to accommodate applicable items listed above.
14. Current use of some existing conference rooms as office space for employees.
15. Providing space for a secure law enforcement interview room.
16. Evaluate truck access to the existing loading dock and required turning radii for deliveries by tractor trailer trucks.
17. Evaluate existing trash storage.
18. Evaluate usefulness of providing a dumpster and/or trash compactor.
19. Evaluate the need for additional storage space in the building. This shall include:
 - Receiving area at loading dock
 - Holding area adjacent to receiving area (with room to break down deliveries on palettes).
 - Trash storage
 - License plate storage (potentially 200 – 300 boxes)
 - Validation sticker storage
 - Office supply storage
 - Food storage
 - Janitorial equipment and supplies storage
20. Evaluate usefulness of existing loading dock area in relationship to location of potential new storage areas.

21. Analyze the layout of the service yard, access to the service yard and how the proposed back of the house storage and service spaces would relate to the existing and/or a new loading dock.
22. Evaluate need for an addition or additions to the building to provide any necessary lobby, vestibule, and storage space requirements.
23. Evaluate any deficiencies in air conditioning effectiveness on the south side of the building and recommend solutions.
24. Review all space in the building and identify underutilized space that could be used more productively. This includes but is not limited to the following items that have been identified by the DMV:
 - An existing locker room on the second floor which could be reused for another purpose.
 - Overly wide corridors in the employee areas on the second floor.
 - Wide corridors in the conference room and hearing room areas on the third floor.
 - Third floor northwest corner waiting area is underutilized.
 - Third floor, north side office storage. Can this be converted into an office?
 - There appears to be an excessive amount of customer space in the Café.
25. Evaluate all space utilization and space layouts in the building to determine if more efficient layouts can be attained. Review space use for business units and recommend improvements including potential office layout reconfiguration and/or relocation of some units within the building. See attached Rhode Island Department of Administration Real Estate Efficiency Design Guidelines for office space standards which shall be utilized by the successful Respondent in evaluating space utilization and recommending potential improvements.
26. Determine number of additional cubicles, private offices and support spaces that may be needed.
27. Review the following list of physical improvements requested by the DMV:
 - Employee lockers are needed for many of the employees. The successful Respondent shall evaluate the need and determine the number of lockers needed and appropriate locations for lockers. Lockers need to be tall enough to accommodate a winter coat. The lockers in the current locker room are half size lockers. Providing hallway lockers in the overly wide corridors in the employee areas on the second floor is a possibility identified by the DMV.
 - An additional counter adjacent to the exam room is needed. This would increase utilization of this space.

- Provide more customer counter space at the License Plate and Enforcement areas.
 - Provide additional directional signage to direct customers, particularly to the waiting areas on the second floor.
28. The product for this RFP section shall be a Needs Assessment for the existing facility.

3.3 SITE AND BUILDING PROGRAM – EXISTING AND PROPOSED:

The Respondent shall develop a written existing building and site program for the existing facility and also a written proposed building and site program that includes any proposed facility modifications based on the following: The Needs Assessment, the preliminary program elements outlined below, and additional items that may be recommended by the successful Respondent, the DMV, DCAMM and DCAMM's security consultant. The successful Respondent and their sub-consultants shall determine the size and quantities of these spaces and if any additional spaces are needed for the facility.

The successful Respondent shall make changes as needed to the program based on comments from the DMV and DCAMM. The program shall include a written description of every proposed space, including size, square footage, function, adjacencies and any necessary equipment. Elements to be included in the preliminary proposed program are as follow:

SITE PROGRAM:

1. Covered outdoor customer waiting line area.
2. New entrance plaza if lobby is expanded.
3. Service yard capable of accommodating large delivery and trash vehicles including deliveries by tractor trailer trucks. Provide required turning radii for vehicles.
4. Location of dumpster or compactor in service yard.
5. Protection of building and exterior grade level equipment from vehicular assault.
6. Site security measures. To be coordinated with DCAMM Director of Security, DCAMM's Security Consultant and DMV Security Manager.

BUILDING PROGRAM:

The successful Respondent shall provide estimated square footage for all program elements plus separate square footage estimates for related circulation space. The proposed building program shall be based on the Needs Assessment and consider but not be limited to the following:

1. Lobby sized to accommodate all applicable items identified in Needs Assessment.
2. Separate entrance and exit vestibules.

3. Provision for state-of-the-art electronic information displays.
4. Potential information/security desks on first and second floors.
5. Area(s) for employee lockers. Determine number of full height lockers needed.
6. Toilet room fixture increases if deemed necessary in the Needs Assessment.
7. Additional number of staff offices and workstations to be based on Needs Assessment.
8. Additional conference/meeting rooms
9. Printing, copying, and scanning area
10. Records receiving and shipment area.
11. Records processing area.
12. Records storage area(s) with fixed or mobile shelving or a combination thereof. Estimate storage program needs projected for ten (10) years taking into consideration potential off-site storage. Provide floor load requirements for different types of proposed storage systems. Provide floor load capability for locations of any proposed storage.
13. Office supplies storage area
14. Covered loading dock with adjacent receiving area, holding area, and building superintendent's office.
15. Food storage area for Café.
16. Building supplies storage
17. Trash/recycle area, including direct access to dumpster and/or trash compactor
18. General security in and around the building. Coordinate with DCAMM's Director of Security, DCAMM's security consultant, and DMV Security Manager.
19. Positive security controls such as through card access, cameras, key pad, motion detectors, glass break that detects vibration, sign in and out, etc. shall be based on recommendations of DCAMM's security consultant. Successful Respondent to coordinate with DCAMM's Director of Security, DCAMM's security consultant and DMV Security Manager.
20. If exterior curtain wall needs to be replaced, window design and construction which address security issues, air infiltration, humidity, UV, and heat and cold transmission.
21. Secured area for exterior HVAC equipment and generator

3.4 BUILDING STUDY INCLUDING SITE IMPROVEMENTS

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

1. Provide detailed site analysis and floor plan analysis to provide space for the program elements identified under the Site Program and Building Program. Analyze existing building and site and test fit program developed under Section 3.3 above.
2. Evaluate potential of constructing a new floor in one or both of the existing atria for additional office space, storage or other pertinent uses.
3. Provide two (2) schematic floor plan options for renovating and/or adding to the existing building and site for the intended uses. Show all required spaces including cubicle layouts and sizes, offices and circulation areas. Show square footages for all spaces.
4. Building renovation designs shall include a site plan, floor plans, building section, and exterior building elevations. Additionally, for the interior, interior elevations of featured spaces such as lobby area, and atrium areas if modified shall be provided. One (1) exterior and one (1) interior high-quality computer-generated rendering for each proposed building addition option shall be provided.
5. Provide narratives for proposed modifications to mechanical, electrical, plumbing, fire protection, security, and other building systems that may be needed as part of the different floor plan options.
6. Provide conceptual site/civil design for any proposed entrance plaza, truck access and turn-around designs for service yard and loading dock, modifications to vehicular circulation, drainage, stormwater management and landscaping.
7. Identify special systems and equipment including physical storage systems for hard copy records storage. Provide a budget for purchase and installation.
8. Identify a preliminary list and budget for new furniture, fixtures, and equipment (FF&E).
9. The Building Study shall provide a building code analysis for any proposed building modifications.
10. ADA/accessibility compliance pertaining to proposed modifications and the building in general including signage.
11. The Building Study shall provide a fire code analysis for any proposed building modifications.
12. The Building Study shall include site/civil engineering evaluations for any proposed building and site modifications including grade elevations and storm water management.
13. Provide a detailed schedule for design and construction of the project.
14. Security measures including magnetometer layouts to be based on recommendations of DCAMM's security consultant, DCAMM's Director of Security and DMV Security Manager. The cost for services by DCAMM's security consultant shall be borne by DCAMM and not included in the Respondent's lump sum bid.

15. Prospective Respondents to this RFP shall address the requirements of the RI Green Building Act, such as to include LEED and LEED for Neighborhood Development and or SITES as applicable.

3.4a BUILDING STUDY - DESIGN CONSIDERATIONS:

1. Some major design considerations for the DMV headquarters include: operational effectiveness, efficiency, security, the segregation of public areas from non-public areas, and the efficient storage of records in climate-controlled conditions (temperature, relative humidity, and air filtration) with proper fire detection and suppression.
2. Consider existing floor to floor heights in the building and their impact on various types and size of storage.
3. Evaluate existing structural floor load bearing capacities for any proposed storage areas.
4. If needed, provide structural engineering solutions and recommendations for increasing the structural load bearing capacity for floors in storage areas.
5. Potential construction hardening of any proposed building additions or new plaza.

3.5 COST ESTIMATES AND PROJECT BUDGET:

1. Preliminary cost estimates and final cost estimates shall be provided for each design option. The costs shall be escalated to a construction start date agreed upon by the DMV and DCAMM. The preliminary cost estimates shall be included in the draft study report and the final cost estimates shall be included in the final study report. These shall include overhead and profit, bond, and design and construction contingencies. An independent cost estimator who is not a member of the Respondent's firm or an employee of a contractor shall be part of the Respondent's team and the cost estimating services shall be included in the Respondents lump sum fee for the A&E Design Services.
2. In addition to the construction cost estimate, the cost estimator shall provide an overall project budget for the project including line items for building construction, site development, landscaping, overhead and profit, bond, design and construction contingencies, abatement, FF&E, electronic display equipment, interior and exterior signage, AV equipment and instruction, A&E costs, utility connections, commissioning, telecommunications and data, security, other specialized items that may be identified, the State's statutory requirement for 1% of project costs for public art, Fire Marshall review, review fees by other Authorities having jurisdiction, testing and inspections, permits, clerk of the works, and other project costs. Provide budget projections escalated to a projected construction start date agreed upon by the DMV and DCAMM. The cost estimates shall be updated as needed for the final Building Study.

3.6 ADDITIONAL REQUIREMENTS:

1. All phases of this project shall include regular meetings with representatives of the DMV and DCAMM. The successful Respondent shall provide meeting minutes within 72 hours of a meeting for distribution to attendees and/or a distribution list approved by DCAMM.
2. The preliminary and final reports for the feasibility study shall be bound, paginated, and have a table of contents. The reports shall include an executive summary, text, space programs, narratives for proposed MEP and HVAC design; existing and proposed building floor plans, existing and proposed exterior elevations, and site plans; cost estimates, hazardous materials report for curtain wall, code reviews, recommendations and other related information. Similarly, the Existing Condition Report shall be bound, paginated, have a table of contents, an executive summary and include all required information as listed in Section 3.1 above.
3. Funding: No additional funds will be made available to the successful Respondent. The successful Respondent shall provide all services required by the RFP and any resulting contract.
4. PowerPoint presentation: The successful Respondent shall provide a professional PowerPoint presentation for use by the state to present to the governor's office, legislature, finance committees, state agencies, community organizations, the press and other public media.

3.7 CONSULTANT DELIVERABLES CHECKLIST AND REQUIRED COPIES:

1. Respondent shall provide within one (1) week of receiving a Purchase Order, a detailed schedule to complete all tasks required under this RFP through final acceptance of the Feasibility Study by the agencies mentioned above. The schedule shall include dates for various submissions by the successful Respondent and proposed owner review periods (digital copy).
2. Revit LOD 200 Drawings of Existing Building including floor plans, exterior elevations, and roof plan. (1 full size set, 2 half size sets and 2 CDs).
3. Hazardous Materials Report for existing curtain wall. (Five (5) bound hard copies and two (2) CDs.)
4. Existing Site Plan for existing building and site including grades at one-foot intervals, parking, and accessibility. (1 full size set, 2 half size sets and 2 CDs).
6. Site engineering evaluations for any proposed building additions or plaza (5 bound hard copies and 2 CDs)
7. Existing Conditions Report (5 bound hard copies and 2 CDs)
8. Building program and site improvements program (5 bound hard copies and 2 CDs)
9. Ten-year records storage projection and a space plan with proposed storage equipment to accommodate that growth taking into account off-site storage (5 bound hard copies and 2 CDs)

10. Site plan layouts for different development options showing building, plaza, sidewalks,

service court, truck turning areas, and other proposed site improvements (1 full size set, 2 half size sets and 2 CDs)

11. Preliminary site/civil design for the site plan layouts (1 full size set, 2 half size sets and 2 CDs)
12. Two (2) Building Layout Options in Revit LOD 200 with preliminary floor plans, exterior elevations, building section(s) and roof plan (1 full size set, 2 half size sets and 2 CDs)
13. Narratives for proposed MEP, HVAC and Fire Protection systems.
14. Building Code Analysis for existing building.
15. Building Code Analysis including the Green Building Code for proposed building layouts.
16. FF&E Cost Estimate - Furniture, Fixtures & Equipment including preliminary list of items and budget (digital copies)
17. Preliminary and Final Cost estimates for each of the two (2) design options.
18. Project budget estimates for each of the two (2) options that includes hard construction costs plus project soft costs
19. Two (2) high quality computer perspective color renderings of each option: One hard copy of each rendering @ 24" x 36" mounted on foam core board plus digital copies on 2 CDs
20. Projected schedule for design and construction of each option
21. Draft Feasibility Study which includes a Table of Contents, an Executive Summary, explanatory text, numbered pages and the items identified above (7 bound hard copies and 2 CDs)
22. Final Feasibility Study incorporating owner review comments (7 bound hard copies and 2 CDs)
23. Preliminary power point presentation for review (electronic copy and 2 CDs) plus final power point presentation (electronic copy and 5 CDs)
24. Ten (10) combined meetings with the agencies listed above.
25. Meeting minutes of all meetings with agencies.

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

3.8 SCHEDULES:

1. **Work Schedule:** Within ten (10) calendar days after receiving a Purchase Order for the project, the successful Respondent shall provide the owner with a detailed work schedule

listing time frames including owner review periods for completion of all consultant work related to the RFP. The schedule shall include dates for all deliverables identified in the RFP. A preliminary schedule developed by DCAMM is listed below. This schedule is provided for informational purposes and may need to be revised slightly to adjust for a later RFP solicitation date if applicable. The successful Respondent's schedule is to provide more detail, however, the basic time allotments should remain unchanged.

2. Preliminary Schedule Target Dates:

RFP Announcement:	See Page 1 of RFP
RFP Proposal due:	December 18, 2019
Firm Selection:	January 22, 2020
Work Starts (Contract Signed):	February 5, 2020
Existing Conditions Report Submission:	March 4, 2020
Owner Review Period:	Mar. 4 – Mar. 18, 2020
Assessment of Operation Space Needs and Physical Building Layout:	April 8, 2020
Owner Review Period:	April 8 – April 22, 2020
Building and Site Program – Existing and Proposed	April 29, 2020
Owner Review Period:	April 29 – May 13, 2020
Preliminary Design Options Submission:	May 20, 2020
Preliminary Cost Estimates Submission:	June 4, 2020
Owner Review Period:	June 4 – June 18, 2020
Draft Building Study including Site Improvements:	June 25, 2020
Cost Estimates and Project Budget:	July 10, 2020
Owner Review period:	July 10 – July 24, 2020
Draft Feasibility Study Submission:	July 31, 2020
Owner Review Period:	Aug. 3 – Aug. 17, 2020
Renderings Submission:	August 31, 2020
Final Feasibility Study Report Submission:	August 31, 2020
Owner Review Period:	Aug. 31 – Sept. 15, 2020
PowerPoint Submission:	Sept. 22, 2020

3.9 ADDITIONAL TERMS AND CONDITIONS

1. The successful Respondent shall be solely responsible for meeting all terms and conditions specified in this RFP, and any resulting contract. The use of any subcontractors or other vendors must receive prior approval by the State. The Division of Purchases reserves the right to clarify the terms and conditions of any proposal submitted. The Respondent recommended for contract award will be notified by the Division of Purchases. The attached AIA contract as modified by the owner shall be utilized for this project.
2. The selected Respondent must complete the scope of services in this RFP within the time frame specified in the final work plan and schedule and shall be required to appoint a representative from their firm who will act as their project manager and who will be responsible for seeing that all services are performed in accordance with this RFP and the final work plan and schedule. The selected Respondent shall not change its designated representative during the project without prior written consent from DCAMM.

3. The selected Respondent must comply with all State and Federal statutory, regulatory and ANSI standards. The selected Respondent must cooperate and coordinate with other State agencies, contractors, or entities, as necessary, to successfully complete the project. Rights to data, work products, etc., revert to the State of Rhode Island upon completion of the contract. All information related to vital records and systems must be kept confidential at all times during and after completion of the project.
4. Payment Schedule: Payments shall be made monthly in proportion to services performed so that compensation shall aggregate to the following percentages at the completion of each phase of work:

SERVICES PERFORMED	PERCENTAGE
1. Existing Conditions Report:	20%
2. Assessment of Operational Space Needs and Physical Building Layout	30%
3. Building and Site Program – Existing and Proposed	40%
4. Building Study including Site Improvements	75%
5. Cost Estimates and Project Budget:	80%
5. Additional Requirements:	85%
6. Final Feasibility Study	95%
7. Closeout: Five percent (5 %) retainage shall be held on all but reimbursable expenses until project closeout =	100%

6. All drawings shall be submitted in hard copy and PDF formats.
7. Reimbursable expenses: Only the actual reimbursable expenditure will be paid. When authorized in advance in writing by DCAMM, reimbursable expenses shall be paid based on verified costs and shall generally be limited to document reproductions, postage and handling requested by the Owner beyond the number of reproductions outlined in **Section 3.7, Consultant Deliverables Checklist and Required Copies**. Reproductions for office use by the selected Respondent and its' consultants shall not be reimbursable. Transportation, telephone expenses and other telecommunication expenses are not considered reimbursable expenses under this RFP.

8. Conflicts of interest: The selected Respondent shall certify that neither the firm, its employees, nor its consultants, have or enter into, any contract or business venture with any general contractor or trade sub-contractor who is selected to work on this project. This provision shall not apply to sub-contractors hired to provide sub-contractor services during the investigation phase.
9. Cancellation for convenience: The State reserves the right to cancel, for its convenience, any and all contracts that are entered into as the result of this award and the selected Respondent shall have no claim to any reimbursement for lost work or profits and shall have only a claim for work done until the date of cancellation for convenience. The State shall provide seven (7) days' notice of any cancellation.
10. Bid review and Respondent de-scoping: The selected Respondent shall make their project principals and all key engineering staff and/or consultant(s) available for de-scoping.
11. The selected Respondent shall be allowed to invoice monthly based on the percentage of work completed.
12. The professional cost estimator required for construction cost estimates shall NOT be an employee of the selected Respondent and shall NOT be a regular employee of a construction firm.

SECTION 4: PROPOSAL

A. Technical Proposal

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

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

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

Proposals must provide answers to the following questions:

- i. What experience does the Respondent have with projects of a similar size, scope and use? Has a list of at least three projects completed in the last ten (10) years been provided?
- ii. Does the Respondent have specific experience in major building renovations?
- iii. Does the Respondent's team have demonstrated evidence of experience with building feasibility studies for reuse of existing buildings including existing condition reports, structural evaluation, hazardous materials evaluation, programming, new floor plan layouts, multi-discipline design including architectural, structural, mechanical, electrical, plumbing, fire protection, site/civil, environmental, communications,

- technical/IT, security, cost estimating, and fiscal analyses?
- iv. Does the Project Manager and each consultant assigned to the project have the background and experience necessary for a successful project?
- v. Does the Proposal illustrate that the Project Manager and each consultant assigned to the project have the background and experience necessary for a successful feasibility study? Are specific project examples included?
- vi. Are staff and consultants assigned to this project experienced with projects of a similar size, scope and use with consideration given to buildings of this type and age? Has the team's experience been provided for the last ten (10) years and includes three or more relevant projects?
- vii. Has an organizational chart for the Respondent and project team/sub-consultants been provided for the project?
- viii. Is the cost estimator familiar with projects of this nature?
- ix. Does the Respondent's team have the capability to incorporate program goals and criteria into their design work?
- x. Does the Respondent have LEED Accredited Professionals on Staff?

2. PROJECT PLAN (0-35 points):

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

Proposals must provide answers to the following questions:

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

3. REFERENCES (0-10 Points):

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

Proposals must provide answers to the following questions:

- i. Were the references provided related to projects of a similar size, scope and use to the proposed project?
- ii. Did the Respondent's final project provide a good design and program fit?
- iii. Did the Respondent identify problems and issues in a timely and complete manner?
- iv. Were technical, budget and aesthetic issues fairly balanced with a good outcome resulting?
- v. Did the projects come in on time and in budget? If yes, what was the budget and what were the number of change orders on the project?
- vi. Did the Respondent adequately research relevant design and program issues?
- vii. Was the Respondent's design process characterized by effective communication, clear graphic and verbal presentations and appropriate inclusion of all designated stakeholders?
- viii. Was the project designed for energy efficiency?
- ix. Does the Respondent have a history of delivering feasibility studies on time and on budget?
- x. Was the planning and design approach cost effective for systems improvements?
- xi. Were the construction cost budgets accurate?
- xii. Was the Respondent's cost estimator able to make reliable cost estimates?
- xiii. Did the Respondent contribute to project delays? Were there an excessive number of consultant change orders?

B. Cost Proposal

Provide a cost proposal to include the following:

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

C. ISBE Proposal

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

SECTION 5: EVALUATION AND SELECTION

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

Technical proposals must receive a minimum of 55 out of a maximum of 70 points to advance to the cost evaluation phase. Any technical proposals scoring less than 55 points shall not have the accompanying cost or ISBE participation proposals opened and evaluated. The proposal will be dropped from further consideration.

Technical proposals scoring 55 points or higher will have the cost proposals evaluated and assigned up to a maximum of 30 points in cost category bringing the total potential evaluation score to 100 points. After total possible evaluation points are determined ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

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

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

Criteria	Possible Points
Capability, Capacity, and Qualifications of the Offeror	25 Points
Project Plan	35 Points
References	10 Points
Total Possible Technical Points	70 Points
Cost proposal*	30 Points
Total Possible Evaluation Points	100 Points
ISBE Participation**	6 Bonus Points

Points	Total	Possible	106 Points
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***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 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 # 7599841** 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

1. Proposals shall include the following:

- One completed and signed RIVIP Bidder Certification Cover Form (included in the original copy only) downloaded from the Division of Purchases website at www.purchasing.ri.gov. *Do not include any copies in the Technical or Cost proposals.*
- 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.*
- 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.*
- Technical Proposal - describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. As part of the Technical Proposal, all Respondents shall utilize and complete Standard Form 330 Part I and Part II. The form is available on the Division of Purchases web site. The technical proposal should include resumes of key staff that will provide services covered by this request.
 - a. One (1) Electronic copy on a CD-R, marked "Technical Proposal - Original".
 - b. One (1) printed paper copy, marked "Technical Proposal -Original" and signed.
 - c. Seven (7) printed paper copies
- Cost Proposal - A separate, signed and sealed cost proposal reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
 - a. One (1) Electronic copy on a CD-R, marked "Cost Proposal - Original".

b. One (1) printed paper copy, marked "Cost Proposal -Original" and signed.

c. Seven (7) printed paper copies

5. 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:

6. Vendor's name

7. RFP #

8. RFP Title

9. Proposal type (e.g., technical proposal or cost proposal)

If file sizes require more than one CD-R, multiple CD-Rs are acceptable. Each CD-R must include the above labeling and additional labeling of how many CD-Rs should be accounted for (e.g., 3 CD-Rs are submitted for a technical proposal and each CD-R should have additional label of '1 of 3' on first CD-R, '2 of 3' on second CD-R, '3 of 3' on third CD-R). Vendors are responsible for testing their CD-Rs before submission as the Division of Purchase's inability to open or read a CD-R may be grounds for rejection of a Vendor's proposal. All files should be readable and readily accessible on the CD-Rs submitted with no instructions to download files from any external resource(s). If a file is partial, corrupt or unreadable, the Division of Purchases may consider it "non-responsive". USB Drives or any other electronic media shall not be accepted. Please note that CD-Rs submitted, shall not be returned.

2. Formatting of written documents and printed copies:

a. For clarity, the technical proposal shall be typed. These documents shall be single-spaced with 1" margins on white 8.5"x 11" paper using a font of 12 point Calibri or 12 point Times New Roman.

b. All pages on the technical proposal are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not include the cover page or table of contents) through to the end, including all forms and attachments. The Vendor's name should appear on every page, including attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to.

c. The cost proposal shall be typed using the formatting provided on the provided template.

d. Printed copies shall be spiral bound.

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# 7599841 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

1. 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.

2. 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