



**Solicitation Information  
June 1, 2021**

**RFP #7642822**

**TITLE: Owner's Program Manager – Clarke Science Renovations at Rhode Island College**

**Submission Deadline: June 30, 2021 @ 10:00 AM (Eastern Time)**

**PRE-BID/ PROPOSAL CONFERENCE: YES  
MANDATORY: NO**

**DATE: June 8, 2021 @ 10:00 AM**

**LOCATION: Zoom Invitation**

**Division of Purchases is inviting you to a scheduled Zoom meeting.**

**Topic: Pre-Bid Meeting RFP 7642822**

**Time: Jun 8, 2021 10:00 AM Eastern Time (US and Canada)**

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/84829078007?pwd=VTJRbVRacVJ1Z1VmekVGalZDZXJCQT09>**

**Meeting ID: 848 2907 8007**

**Passcode: 576907**

**One tap mobile**

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**+1 253 215 8782 US (Tacoma)**

**833 548 0282 US Toll-free**

**877 853 5247 US Toll-free**

**888 788 0099 US Toll-free**

**833 548 0276 US Toll-free**

**Meeting ID: 848 2907 8007**

**Passcode: 576907**

**Find your local number: <https://us02web.zoom.us/u/ko2d30eXY>**

Questions concerning this solicitation must be received by the Division of Purchases at [doa.purquestions3@purchasing.ri.gov](mailto:doa.purquestions3@purchasing.ri.gov) no later than **June 15, 2021 @ 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**

**Gary P. Mosca, Chief Buyer**

**Note to Applicants:**

1. Vendors must register in RIVIP at the Division of Purchases' website at <https://www.purchasing.ri.gov/RIVIP/VendorRegistration.aspx>.
2. Proposals received without a completed RIVIP Vendor Certification Cover Form attached may result in disqualification.

**THIS PAGE IS NOT A RIVIP VENDOR CERTIFICATION COVER FORM**

## **COVID-19 EMERGENCY PROTOCOL FOR BID OPENINGS**

Vendors and the public are advised that due to Covid-19 emergency social distancing requirements bid openings at the Division of Purchases shall be conducted via live streaming on the ZOOM website/application. Vendors and the public shall not be permitted to enter the Division of Purchases to attend bid openings. Vendors and the public who attend bid openings via live streaming shall be required to identify themselves and a record of all such attendees shall be maintained by the Division of Purchases. Vendor bid proposals shall be opened and read aloud at the date and time listed herein. The results of bid solicitations requiring a public copy for public works projects shall be posted on the Division of Purchases website as soon as possible after the bid opening. For RFP solicitations only vendor names shall be read aloud at the opening.

Vendors and the public are further advised that visitor access to the Powers Building at One Capitol Hill, Providence, RI requires pre-screening at the entrance to the building. In accordance with the Governor's Executive Order(s) and Department of Health emergency regulations all visitors to the Powers Building must wear a cloth mask which covers the nose and mouth. Vendors delivering bid proposals to the Division of Purchases should allow sufficient time for the pre-screening process. The Division of Purchases assumes no responsibility for delays caused by the screening process or any other reason. Vendors are solely responsible for on time delivery of bid proposals. The Division of Purchases shall not accept late bids for any reason.

### **BID OPENING ZOOM INFORMATION**

Division of Purchases is inviting you to a scheduled Zoom meeting for the bid opening.

Division of Purchases is inviting you to a scheduled Zoom meeting.

Topic: RFP 7642822

Time: Jun 30, 2021 10:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89842126563?pwd=SW9MWGowYlNmU1VGVIRsd3NKNTREdz09>

Meeting ID: 898 4212 6563

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833 548 0276 US Toll-free  
Meeting ID: 898 4212 6563  
Passcode: 920534  
Find your local number: <https://us02web.zoom.us/j/89842126563>

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## SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the [Rhode Island College (RIC)], is soliciting proposals from qualified firms to provide [Owner's Program Manager for the Clarke Science Renovations, 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](http://www.ridop.ri.gov).

The Services include providing one or more Project Managers, Construction Inspectors and associated support staff as required to provide pre-design, design phase, construction phase, and closeout services for the Clarke Science Renovations project at RIC. RIC anticipates this to be a minimum of one full-time project manager for approximately three years. It is possible that different project managers could be employed during the design and construction phases. However, additional support staff, such as estimators, schedulers, mechanical coordinators, claims experts, document coordination reviewers, regulatory experts and additional field inspectors may be required throughout the duration of this contract. The Project Manager will provide overall supervision and direction to architects, engineers, contractors, consultants and others to accomplish implementation of the project and report to the Director of Capital Projects Administration.

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 vendors who have submitted proposals.

### **Instructions and Notifications to Vendors**

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 vendors/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-compliancereport.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 further information, contact the Rhode Island Equal Employment Opportunity Office via e-mail at [odeo.eeo@doa.ri.gov](mailto:odeo.eeo@doa.ri.gov).

11. In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State. This is a requirement only of the successful vendor(s). For further information, contact the Secretary of State at (401-222-3040).
12. In accordance with R. I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1 it is the policy of the State to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs) and to support the fullest possible participation of small disadvantaged businesses owned and controlled by persons with disabilities (Disability Business Enterprises a/k/a “DisBE”)(collectively, MBEs, WBEs, and DisBEs are referred to herein as ISBEs) in the performance of State procurements and projects. As part of the evaluation process, vendors will be scored and receive points based upon their proposed ISBE utilization rate in accordance with 150-RICR-90-10-1, “Regulations Governing Participation by Small Business Enterprises in State Purchases of Goods and Services and Public Works Projects”. As a condition of contract award vendors shall agree to meet or exceed their proposed ISBE utilization rate and that the rate shall apply to the total contract price, inclusive of all modifications and amendments. Vendors shall submit their ISBE participation rate on the enclosed form entitled “MBE, WBE and/or DisBE Plan Form”, which shall be submitted in a separate, sealed envelope as part of the proposal. ISBE participation credit will only be granted for ISBEs that are duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity or firms certified as DisBEs by the Governor’s Commission on Disabilities. The current directory of firms certified as MBEs or WBEs may be accessed at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php>. Information regarding DisBEs may be accessed at [www.gcd.ri.gov](http://www.gcd.ri.gov). For further information, visit the Office of Diversity, Equity & Opportunity’s website, at <http://odeo.ri.gov/> and see R.I. Gen. Laws Ch. 37-14.1, R.I. Gen. Laws Ch. 37-2.2, and 150-RICR-90-10-1. The Office of Diversity, Equity & Opportunity may be contacted at, (401) 574-8670 or via email [Dorinda.Keene@doa.ri.gov](mailto:Dorinda.Keene@doa.ri.gov)
13. In the RIVIP Vendor Certification Cover Form, Section 4, Question 11, bidders shall certify agreement to the State’s contract terms. However, in accordance with Section 220-RICR-30-00-13.3(C)(3) of the General Conditions, the Vendor may submit in their bid or proposal, “[q]ualified or conditional offers which impose limitations of the Vendor’s liability or modify the requirements of the solicitation, offers for alternate specifications, or offers which are made subject to different terms and conditions, including form contracts, other than those specified by the State.” However, qualified or conditional offers “may be, at the sole discretion of the State Purchasing Agent:
  - a. Rejected as being non-responsive; or,
  - b. Set aside in favor of the requirements set forth in the solicitation (with the consent of the Vendor); or,



- c. Accepted, if the State Purchasing Agent determines in writing that such acceptance is in the best interest of the State.”

By submitting a conditional or qualified offer, the Vendor bears the risk of their bid or proposal being considered non-responsive. In the event the State receives a conditional or qualified offer, the State reserves the right to adjust evaluation points in an RFP procurement, conduct a best and final offer process offering the same terms to all vendors, and/or reject a qualified/conditional proposal as being non-responsive at any time during the review process. The Vendor should not assume that any further negotiation will occur upon selection.

14. **Insurance Requirements** – In accordance with this solicitation, or as outlined in Section 13.19 of the General Conditions of Purchase, found at <https://rules.sos.ri.gov/regulations/part/220-30-00-13> and General Conditions - Addendum A found at <https://www.ridop.ri.gov/documents/general-conditions-addendum-a.pdf>, the following insurance coverage shall be required of the awarded vendor(s):

***General Requirements:***

- 14a)  Liability - combined single limit of \$1,000,000 per occurrence, \$1,000,000 general aggregate and \$1,000,000 products/completed operations aggregate.
- 14b)  Workers compensation - \$100,000 each accident, \$100,000 disease or policy limit and \$100,000 each employee.
- 14c)  Automobile liability - \$1,000,000 each occurrence combined single limit.
- 14d)  Crime - \$500,000 per occurrence or 50% of contract amount, whichever is greater.

***Professional Services:***

- 14e)  Professional liability (“errors and omissions”) - \$2,000,000 per occurrence, \$2,000,000 annual aggregate.
- 14f)  Environmental/Pollution Liability when past, present or future hazard is possible - \$1,000,000 per occurrence and \$2,000,000 aggregate.
- 14g)  Working with Children, Elderly or Disabled Persons – Physical Abuse and Molestation Liability Insurance - \$1 Million per occurrence.

***Information Technology and/or Cyber/Privacy:***

- 14h)  Technology Errors and Omissions - Combined single limit per occurrence shall not be less than \$5,000,000. Annual aggregate limit shall not be less than \$5,000,000.
- 14i)  Information Technology Cyber/Privacy – minimum limits of \$5,000,000 per occurrence and \$5,000,000 annual aggregate. If Contract Party provides:

- a)  key back office services Contract Party shall have a minimum limit of \$10,000,000 per occurrence and \$10,000,000 annual aggregate;
- b)  if Contract Party has access to Protected Health Information as defined in HIPAA and its implementing regulations, Personal Information as defined in in R.I. Gen. Laws § 11-49.3-1, et seq., or as otherwise defined in the Contract (together Confidential Information”), Contract Party shall have as a minimum the per occurrence, per annual aggregate, the total rounded product of projected number of persons data multiplied by \$25 per person breach response expense per occurrence; but no less than \$5,000,000 per occurrence, per annual aggregate; or,
- c)  if the Contract Party provides or has access to mission critical services, network architecture and/or the totality of confidential data \$20,000,000 per occurrence and in the annual aggregate.

**Other:**

Specify insurance type and minimum coverage required, e.g. builder’s risk insurance, vessel operation (marine or aircraft):

14j)  Other - [Specify insurance type and minimum coverage required]

- 15. AIA Contract - For public works projects, the selected Vendor must submit a fully executed Rhode Island custom AIA contract. If awarded the contract, Vendor shall be required to obtain the specified AIA Documents from <https://documentsondemand.aia.org/?filter=Rhode>. Design Agents must obtain and utilize the Custom Rhode Island AIA Documents G701-2017, AIA G714-2017, AIA G802-2017, which can also be located at <https://documentsondemand.aia.org/?filter=Rhode>. Full instructions will be included in the Tentative Selection Letter.

**SECTION 2: BACKGROUND**

**Rhode Island College** plans to renovate and modernize Clarke Science. The building will be renovated to meet the needs of current and future programs. In 2020, RIC completed a feasibility study for Clarke Science. The building was constructed in 1962 and currently serves as the home for the Department of Physical Sciences, part of the Faculty of Arts and Science, which includes chemistry, physics, geology, astronomy, and oceanography. This department contributes to the education of many other students at Rhode Island College by providing important services in support of other colleges, departments, and programs including the following:

- General Education requirements
- Undergraduate and Graduate Certificate Programs
- Faculty of Arts and Sciences
- Feinstein School of Education and Human Development
- School of Nursing

The Clarke Science building has had some deferred maintenance improvements, however the building is showing its age and is in need of major improvements. Within Clarke Science, some chemistry and physics teaching laboratories have remained nearly untouched since they were

constructed in 1963. Other spaces last saw upgrades forty years ago. Significant space deficiencies include a significant lack of faculty-student research space as well as teaching laboratories, classrooms, and collaboration spaces that do not support 21st century pedagogies.

It was recommended in the feasibility study that the most appropriate way to renovate this building was to construct a new addition and do an extensive renovation on the existing building to provide new and improved classrooms, offices, and research labs.

It is envisioned that the building will remain partially occupied during the renovations and that the renovations will be done in a phased manner.

A copy of the feasibility study prepared by SLAM is posted with this RFP and provides more detail on the planned project.

In March 2021, a RI voter referendum was passed that included \$38 million for the renovation of the building. RIC has issued an RFP for architectural and engineering services and the selection process is underway. RIC will be using the Construction Manager at Risk (CMAR) method of construction delivery. RIC will also be forming a committee to review whether a Project Labor Agreement (PLA) is appropriate and in the best interest of the state for this project.

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

### **I. BACKGROUND AND PURPOSE**

Rhode Island College is located on a 180-acre campus in the Mount Pleasant section of Providence. There are forty two (42) buildings on campus with a total of approximately 1.5 million square feet. The buildings include classrooms, offices, dormitories, dining, performance spaces, a library, and recreational facilities. The original campus buildings were constructed in the mid to late 1950s. In 1992, RIC took possession of ten existing buildings formerly belonging to the Department of Youth, Children, and Families. These buildings largely make up the East Campus.

The College now serves approximately 9,000 students in courses and programs both on and off campus. Approximately 1,200 students live in the dormitories. The College is open year-round, as well as evenings and weekends.

Rhode Island College has a continuing program of capital improvement projects under development and in execution. Projects are funded through multiple sources including, but not limited to, General Obligation funds, RIHBEF bond funds, Federal Grants, RI state revenues for asset protection, and private donations and grants. RIC's Capital Projects Administration manages multiple projects of various sizes each year. The current project load requires supplemental professional project management services. Therefore, Rhode Island College will engage an Owner's Program Manager to provide pre-design, design phase, and construction phase management of the Clarke Science Renovation.

### **II. SCOPE OF SERVICES**

Rhode Island College seeks qualified firms to provide comprehensive Architectural and Engineering Project Management (Owner's Program Manager - OPM) services to assist with the implementation of the Clarke Science Renovations. The selected firm shall provide qualified project management personnel who will be resident on the Rhode Island College campus.

Assigned personnel shall provide program team leadership, management and technical expertise, and coordination of the projects. The Capital Projects Administration will provide daily executive level direction and support to the program during the design and construction phases of the projects; the OPM is to provide a concomitant presence on site for maximum effectiveness and efficiency. All work shall be done in collaboration with and at the general direction of College representatives in a team environment. The OPM team shall provide comprehensive coordination of project activities to ensure that the responsibilities by the appropriate parties are undertaken in a manner that serves and protects Rhode Island College's best and overall interest.

This proposal is divided into two management activities:

1. Design Phase Services, including pre-design and design phase services, obtaining approvals, overseeing the preparation of bidding documents, assisting with bidding, FF&E management, and design management required during the construction phase.
2. Construction Phase Services, including construction procurement management, all construction phase services, commissioning, punch list, final acceptance, Owner move-in and collection of close-out documentation.

The selected firm shall provide qualified personnel with the appropriate education, training, background and experience to successfully manage assigned projects, such as registered architects and/or engineers, or construction management professionals, as well as other supporting positions as required. RIC will review and evaluate all proposed personnel and approve final assignments of projects to the accepted firm(s). At a minimum, the OPM personnel shall have qualifications and experience including but not limited to following:

Management Experience:

The OPM shall have significant experience in managing complex building design, construction and renovation projects, preferably in higher education, from the initial planning and programming phases through A/E selection, the design phase, bidding phase, and construction phase through move-in and occupancy, until project is successfully closed out. This experience should include "Owner's Representative" experience serving as the primary agent of the owner. The OPM shall have the ability to protect the owner's needs and interests, comply with applicable policies and laws, and maintain professional integrity in the discharge of their responsibilities in coordinating project activities.

The OPM shall have at least seven (7) years experience in the construction and supervision of the construction of buildings of similar size and complexity.

The OPM shall have particular experience working on Construction Management at Risk (CMAR) projects.

Rhode Island College is considering the implementation of a mandatory Project Labor Agreement (PLA) for this project. The OPM must describe any experience of the firm or employees have in the managing projects which include a PLA.

Relocation Management and Coordination:

The OPM shall have the skills and experience necessary to facilitate and coordinate relocation of equipment, personnel and property at the appropriate stages of the projects.

Collaboration with Rhode Island College personnel:

The OPM will receive direction from the Director of Capital Projects Administration. The OPM will collaborate with other RIC departments and personnel as directed or required by the projects. The OPM will provide team leadership, management, and technical expertise needed to facilitate the successful implementation of assigned projects. The OPM staff will have the necessary experience and foresight to anticipate project issues and to plan ahead and coordinate/communicate ahead with other RIC units in order to avoid potential conflicts and problems, minimize disruption of regular campus activities, and to facilitate timely and effective actions as required when issues arise.

Adherence to Rhode Island College Procedures and Protocol:

The OPM shall respect the fact that Rhode Island College is a public institution and shall adhere to established State of Rhode Island and Rhode Island College policies and procedures.

Budget, Schedule, and Quality Assurance Management:

The OPM team will have the skills and experience necessary to develop project budgets and schedules, evaluate General Contractor's project schedules, prepare detailed cost estimates, forecast expenditures, evaluate change order proposals and track project budgets and schedules. The OPM shall institute and maintain a quality assurance program to ensure the highest quality, on-time, and within budget projects.

Maintaining Project Records and Reporting:

The OPM shall appropriately maintain all project documentation and records in accordance with RIC procedures and in a timely fashion. The OPM shall prepare and submit appropriate project reports at intervals as requested by the College and in the format and level of detail requested.

Scope of Services:

The OPM will provide management services as listed in Appendix A and as directed by Rhode Island College. This list identifies specific project services covered under this RFP, however, other related project services may be added as needed.

Duration of Owner's Program Manager Services Contract:

Subject to the terms of the agreement, the duration of the OPM services contract will be approximately three years. The intent is the OPM would be engaged through the close-out of the construction project.

### **III. OWNER'S PROGRAM MANAGER STAFF REQUIREMENTS**

Rhode Island College anticipates the need for the following positions over a three year period:

Full time on-site Project Management staff

- Project Manager having significant construction experience, higher education renovation project experience is preferred. This PM must be a graduate architect or engineer or other construction professional, with at least ten years professional experience acceptable to Rhode Island College. This project manager must have experience with projects of similar size and complexity.

Part-time or temporary Project Management support may include

- Executive Project Manager: graduate architect, or engineer or other construction professional with extensive leadership experience in the project management.
- Administrative Support with experience in the maintenance of facilities or construction project files, accounts, and computerized project management systems.

- Mechanical / Electrical / Plumbing Coordinator: Registered engineers available on an on-call basis to provide specialized services in their respective fields.
- Scheduler with at least five years professional experience in the field of computer generated schedules of commercial and institutional projects.
- Cost Estimator with at least 10 years professional experience in estimating commercial and institutional projects in the Rhode Island region.
- AutoCAD Document Specialist
- Other specialists related to project management as needed

Fee proposals must state the hourly rates for the positions identified in the Cost Proposal Form included with this RFP. These rates are fixed for the year 2021 and adjustable annually at the first of the calendar year to reflect cost-of-living adjustments as measured by the CPI-U index published by the Federal Government.

Owner's Program Manager Services and additional support, staffing and services will be contracted on an as-needed basis with the rates in accordance with the OPM's current Purchase Order and Agreement.

Consultants may be engaged under the Owner's Program Manager agreement if agreed in advance by both parties and billed at cost plus four percent (4%).

#### **IV. TERMS AND CONDITIONS**

Please refer to the attached *Standard Form of Agreement between Owner and Program Manager for Use on a Single Project (AIA C172-2014)* for the terms and conditions of the proposed Owner's Program Manager services. The successful firm will be required to agree to and execute this agreement as a condition of award.

Rhode Island College will provide all necessary office space, facilities maintenance, and associated utilities for the Owner's Program Manager's on-campus office. RIC will provide the on-site PM with access to high-speed internet service and shared RIC servers designated. If needed and approved by RIC, and as a reimbursable project expense described in Attachment B, the OPM shall provide furniture, computers, office equipment, supplies and other non-personnel support required for project administration. Upon reimbursement, all capital improvements and equipment/supplies purchases shall become the property of the RIC. |

### **SECTION 4: PROPOSAL**

#### **A. Technical Proposal**

A Technical proposal describing the background, qualifications, and experience of your firm with similar programs, as well as your work plan and management approach proposed for this Request. The Technical Proposal must contain the following sections:

- Executive Summary
- Staff Qualifications (see below)
- Capability, Capacity, and Qualifications (see below)
- Work Plan |

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

1. **Staff Qualifications** – Provide staff resumes/CV and describe qualifications and experience of key staff who will be involved in this project, including their experience in management of design and construction projects similar to this one. The resume of the staff member intended for the onsite project manager must be included. If it is not known at the time of the proposal, provide resumes of two candidates for onsite project manager(s). If the submitting firm does not have current employees or consultants for all the part time and temporary positions listed in the above Owner's Program Manager staff listing, provide information for only the project management position and other staff available at this time.
2. **Capability, Capacity, and Qualifications of the Vendor** - Please provide a detailed description of the Vendor's experience as an owner's program manager. Provide a list of similar project management experience. Include the name of the project; its location; a short description of the OPM services; the name, address and phone number of the owner representative; program budget; and the start and completion dates of the services provided. From the list above, detail your firm's role for at least three (3) similar projects. Include photographs of the completed projects. List a minimum of three (3) relevant client references, to include client names, addresses, contact names with emails and phone numbers, dates of service and type(s) of service(s) provided.
3. **Work Plan** - Please describe in detail, the framework within which requested [owner's program management] services will be performed.

## B. Cost Proposal

In a *separate & signed* sealed envelope, provide a completed Cost Proposal Form describing the fee structure proposed for this scope of services. This proposal must include:

- a) A completed Cost Proposal Form with fixed hourly fees. The fixed hourly rates are for actual time worked and must include salary, payroll deductions, taxes, insurances, allowances to cover vacation and sick leave, employee fringe benefits, personnel transportation to and from the on-site office, associated company overhead (including all off-site home general management, office support and accounting, office operations, telephone costs, data processing/IT costs, and any other off-site expenses), and company profit.
- b) On the form, indicate your fixed Direct Employee Expense multiplier rate for additional salaried employees who may be required.
- c) A contract allowance amount of \$35,000 for additional staff time not defined in the itemized weekly and hourly rates. This allowance is established to cover additional consultants or staff contracted under the Agreement only as directed by RIC.
- d) A contract allowance amount of \$35,000 for reimbursable expenses. This contract allowance is also for sub-consultant services such as surveying, services, and



commissioning services associated with the assigned projects. Such sub-consultant services must be authorized in advance by RIC.

This cost proposal form will be used for fixing the unit rates of the proposal and for the evaluation and scoring of the proposals from vendors; the actual contracted services from selected vendors may vary from this estimate of service hours.

By submitting this Proposal, the respondent firm affirms agreement with the fixed multiplier rates for reimbursable expenses and sub-consultant services stated in the attached RIC *Standard Form of Agreement between Owner and Program Manager (AIA C-172-2014)*

### C. ISBE Proposal

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

## SECTION 5: EVALUATION AND SELECTION

### 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 56 out of a maximum of 70 points to advance to the cost evaluation phase. **Note: In order to advance to the interview phase, firms must score a minimum of 48 points in the first three categories.** Technical proposals scoring less than 56 points shall not have the accompanying cost or ISBE participation proposals opened or evaluated; such proposals shall not receive further consideration.

Technical proposals scoring 56 points or higher shall have the cost proposals evaluated and assigned up to a maximum of 30 points bringing the total potential evaluation score to 100 points. As total possible evaluation points are determined, vendor 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
Staff Qualifications	25 Points
Capability, Capacity, and Qualifications of the	20 Points



Vendor	
Work Plan	15 Points
Total Possible Technical Points to Qualify for Interview (Minimum 48 points required)	60 Points
Interview	10 Points
<b>Total Possible Technical Points</b>	<b>70 Points</b>
Cost proposal*	30 Points
<b>Total Possible Evaluation Points</b>	<b>100 Points</b>
ISBE Participation**	6 Bonus Points
<b>Total Possible Points</b>	<b>106 Points</b>

**\*Cost Proposal Evaluation:**

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

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

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

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

**\*\*ISBE Participation Evaluation:**

**A. Calculation of ISBE Participation Rate**

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

## B. Points for ISBE Participation Rate:

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

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

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

## General Evaluation:

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

## SECTION 6: QUESTIONS

Questions concerning this solicitation must be e-mailed to the Division of Purchases at [doa.purquestions3@purchasing.ri.gov](mailto: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 # 7642822** 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 Vendor Certification Cover Form (included in the original copy only) downloaded from the Division of Purchases website at [www.ridop.ri.gov](http://www.ridop.ri.gov). *Do not include any copies in the Technical or Cost proposals.*
2. 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/vendor to be utilized on the solicitation. *Do not include any copies in the Technical or Cost proposals.*
3. 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 fifty (50) 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. Six (6) printed paper copies
4. 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. Six (6) 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. If the solicitation includes a proposal template for vendor use, it shall be typed using the formatting provided in the 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# 7642822**” 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 shall be the contractual terms and conditions between the parties upon issuance of a Purchase Order by the Division of Purchases. The State’s General Conditions of Purchase can be found at <https://rules.sos.ri.gov/regulations/part/220-30-00-13> and addenda can be found at <https://ridop.ri.gov/rules-regulations/>.

## **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. Vendors 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  
DEPARTMENT OF ADMINISTRATION  
ONE CAPITOL HILL  
PROVIDENCE, RHODE ISLAND 02908**

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

Vendor's Name:

Vendor'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:		<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> 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.

<b>Prime Contractor/Vendor Signature</b>	<b>Title</b>	<b>Date</b>
<b>Subcontractor/Supplier Signature</b>	<b>Title</b>	<b>Date</b>