



Solicitation Information

July 28, 2021

RFP #7651813

TITLE: A/E Services: Rhode Island State Police New Southern Barracks

Location: New London Turnpike, West Greenwich

Submission Deadline: August 31, 2021 at 10:30 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: Tuesday August 3, 2021 at 1 PM

LOCATION: Town Plat 1, Highway Plat 964, West Greenwich

New London Turnpike and Interstate 95 Northbound at Exit 7, West Greenwich

Optional tour of Wickford and Hope Valley Barracks to follow

(Meet and park at State owned Park and Ride adjacent to the site)

Questions concerning this solicitation must be received by the Division of Purchases at Thomas.bovis@purchasing.ri.gov no later than **August 10, 2021 (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:

- Vendors must register in RIVIP at the Division of Purchases' website at <https://www.purchasing.ri.gov/RIVIP/VendorRegistration.aspx>.
- 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: 7651813

Time: Aug 31, 2021 10:30 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83945228935?pwd=Z3VPbHhiVE1TYjNrWIZnZERwQ215UT09>

Meeting ID: 839 4522 8935

Passcode: 470535

One tap mobile

+16465588656,,83945228935#,,,,*470535# US (New York)

+13017158592,,83945228935#,,,,*470535# US (Washington DC)

Meeting ID: 839 4522 8935

Passcode: 470535

Find your local number: <https://us02web.zoom.us/u/k8xcZ90sU>

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SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island State Police and the Rhode Island Department of Administration, Division of Capital Asset Management and Maintenance (DCAMM) is soliciting proposals from qualified firms to provide full architectural design and engineering services for the construction of a new Barracks in the southern portion of the State in accordance with the terms of this Request for Proposals (“RFP”) and the State’s General Conditions of Purchase, which may be obtained at the Division of Purchases’ website at www.ridop.ri.gov.

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

Instructions and Notifications to Vendors

- A. 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.
- B. 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.
- C. 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.
- D. 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.
- E. All pricing submitted will be considered to be firm and fixed unless otherwise indicated in the proposal.
- F. 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.
- G. The purchase of goods and/or services under an award made pursuant to this RFP will be contingent on the availability of appropriated funds.

- H. 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.

- I. 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.
- J. 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.eoo@doa.ri.gov.

- K. 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).
- L. 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
- M. 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:
1. Rejected as being non-responsive; or,
 2. Set aside in favor of the requirements set forth in the solicitation (with the consent of the Vendor); or,
 3. 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.

N. **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

Additional Instructions and Notifications to Vendors:

- I. AIA Contract - For public works projects, the selected Vendor must submit a fully executed Rhode Island custom AIA contract. Vendor shall obtain the Rhode Island custom AIA contract at: <https://documentsondemand.aia.org/?filter=>. Further instruction shall be provided at notice of tentative selection.
- II. 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.
- III. 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.
- IV. 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
- V. 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.
- VI. Vendors must submit a completed Minority Business Enterprise "MBE" Plan (attached) in the separate, sealed envelope with the *MBE, WBE and/or DisBE Plan Form*, as part of the proposal. Requirements of this solicitation include State of Rhode Island General Laws § 37-14.1-6, et seq. The State's goal is for a minimum ten percent (10%) participation by MBE/WBE in all State procurements.
- VII. The Work shall integrate the requirements of R.I. General Laws, § 37-24 The Green Building Act and reflect integration of these requirements in all professional fees and cost estimates.

13. Please note that this is a project with sensitive security information. The vendor will be required to enter into an agreement to keep all information strictly confidential and adhere to document distribution protocols. The selected vendor for the project, and sub-consultants who will spend time at the Rhode Island State Police properties:
 - a. Complete a criminal history check, performed through the Rhode Island State Police (RISP). The selected vendor is required to furnish a list of all persons who will be performing work under the Contract and shall designate which persons will be performing work at the project site. Such list shall include the full name and date of birth of each person listed. As deemed necessary, the State reserves the right to request that any listed individuals, provide a State issued Driver's License; State issued Identification Card or Passport. Further, the vendor shall provide the State with updates to such list throughout the duration of the project to include any new employees or agents who will be performing work under the Contract. The State, at its discretion may decide that anyone with a criminal history will not be allowed to work at the project site.
 - b. Pursuant to the above, the vendor shall not utilize any employees who are not included on the above-referenced list. Further, the vendor shall immediately remove any employee, sub-consultant or agent performing services under the Contract if it becomes known to the vendor that such person may pose a potential security threat or danger. The vendor's failure to comply with the requirements, shall be considered a material breach of the Contract, upon where the Contract may be terminated, at the sole discretion of the State, without any further compensation to vendor.

SECTION 2: BACKGROUND

The Rhode Island State Police (RISP), was created in 1925, at the request of the State's General Assembly. Today, the RISP is comprised of approximately 228 sworn officers and 75 civilians who serve the citizens of Rhode Island. As the principal statewide law enforcement agency, the RISP mission is to fulfill the law enforcement needs of the people with the highest degree of fairness, professionalism and integrity and to protect the inherent rights of the people to live in freedom and safety.

The project involves the construction of a new 35,000 SF Barracks and land development to consolidate services in the southern portion of the State of Rhode Island. The Rhode Island State Police shall be closing their barracks located in Hope Valley and Wickford. The new barracks shall be located on New London Turnpike, at the extreme Northwest corner of West Greenwich adjacent to the northbound ramp of Exit 7 on I-95, the Town is West Greenwich. The 6.74 acre site (no existing official address), has been transferred to RISP via the Rhode Island Department of Transportation and the Federal Highway Authority, for the purposes of a new barracks. The Rhode Island State Police have a proposed project budget of approximately \$28 million including all direct construction and land development costs, professional services, furnishings, fixtures and equipment and all other indirect (soft costs).

In 2020, the Rhode Island State Police completed a Master Plan that focused on identifying short-term and long-term mission, program and facility needs, as well as capital investment priorities through 2040. Existing facilities were analyzed to determine appropriateness of geographic location, needed capacity and size, condition of existing structures, prioritization for improvements among all facilities, real estate opportunities and existing property constraints. A major outcome of the Master Plan was the need to consolidate existing undersized and outdated

Barracks in the southern portion of the State, and a Feasibility Study for a new Southern Barracks was carried out.

The State of Rhode Island is seeking qualified A/E design firms, to provide full architectural, code, interior design, FF & E selection and coordination with low voltage, site, civil, environmental, geotechnical, archeological, landscape, structural, mechanical, electrical, plumbing, fire suppression, fire alarm, tele/communications, audio visual, graphic design, security services and cost estimating services. Elevator, hardware, record storage and wall hardening/ballistic resistant design consultation shall be required. Services shall include pre-design, land and utility development assistance, programming update, schematic design, design development, construction documents, cost estimating, bidding, negotiation, construction administration and maintenance planning. Design of building and site shall be to CALEA* Standards.

**(CALEA stands for The Commission on Accreditation for Law Enforcement Agencies)*

Services related to designing and implementing connection into the State Communication Tower system are required. This shall require coordination with RIDOT and RIEMA.

Services related to bringing utility infrastructure to the site and working with several municipalities, county water authorities, sewer authorities and National Grid are required.

Services related to decommissioning the Hope Valley and Wickford Barracks are required. The RISP shall vacate these facilities upon completion of the New Southern Barracks.

Key State agencies participating in this design effort shall include the Rhode Island State Police, Department of Administration, Division of Capital Asset Management and Maintenance, Office of Management and Budget, Office of Energy Resources, Department of Environmental Management, Department of Transportation, Emergency Management Agency, and Governor's Commission on Disabilities. Coordination services with all of these State agencies is required of the selected team.

The parcel information is as follows:

1. New Southern Barracks Location

Town Plat 1, Highway Plat 964, West Greenwich
New London Turnpike and Interstate 95 Northbound at Exit 7, West Greenwich
6.74 +/- acres
Proposed: 35,000 SF building
Land transfer completed from RIDOT

2. Existing Wickford State Police Barracks:

Map 120, Lot 4
7875 Post Road, North Kingstown, RI
8.64 acres including a K-9 training course and kennel
5,981 gross square feet of existing buildings

3. Existing Hope Valley State Police Barracks:

Map 04B, Lot 18
54 Nooseneck Hill Road, Richmond, RI
2.6 acres
5,270 gross square feet of existing buildings

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

Specific Activities / Tasks

Part I: Pre-Design, Land Development and Programming

- A. Schedule a kick-off meeting with RISP and DCAMM within 2 weeks of receipt of Purchase Order. Prepare an agenda, anticipated project schedule and meeting minutes.
- B. Review information from the recently completed RISP Master Plan.
- C. Provide Class I Site Survey with grades at one (1) foot intervals for new Southern Barracks Site.
- D. Provide Class I Boundary Survey for New Southern Barracks Site.
- E. Provide Class I Environmental Survey for New Southern Barracks Site.
- F. Provide Wetlands information for New Southern Barracks Site.
- G. Provide Geotechnical and soil information (reports) for New Southern Barracks Site.
- H. Provide Soil Borings (20 borings at 10 feet of depth).
- I. Prepare and Submit RIPDES permit (Rhode Island Pollutant Discharge Elimination System Program)
- J. Prepare and Submit all DEM applications.
- K. Prepare and submit Physical Alteration Permits to RIDOT.
- L. Evaluate utility infrastructure availability and make recommendations.
- M. Prepare and Submit all Water Authority applications.
- N. Prepare and Submit all National Grid applications for electric and gas.
- O. Prepare and Submit all permits for sewer connection if determined to be available.
- P. Prepare and Submit all permits for OWTS if determined to be waste solution.
- Q. Identify parking needs for the facility and potential layouts.
- R. Develop plans for storm water drainage and detention basins, in coordination with building locations and parking.
- S. Plan for optimum use of site.
- T. Review programming information provided by RISP from Master Plan and update.
- U. Tour the RISP Headquarters, North Scituate and RISP Lincoln Barracks, Lincoln for precedence.
- V. Tour Hope Valley and Wickford Barracks to observe and prepare any necessary documentation for the Barracks to be decommissioned.

Part II: Schematic Design, Design Development and Construction Documents

- A. Provide all applicable plans, details and specifications as required to procure General Contractor pricing. Include the following Architectural/Engineering services in the Construction Document process: architectural, structural, mechanical, electrical, plumbing, fire protection, information technology, security, commissioning, civil, landscape and environmental services (abatement plan). Connection of building systems into RISP IT network and BMS system is required.

- B. Submit Schematic Design, Design Development and 100% Construction Documents for State of RI review and comment.
- C. Submit Construction Documents and coordinate in advance with the: State of Rhode Island insurance carrier, Building Code Commission, Office of the State Fire Marshal, Governor's Commission on Disabilities, and the Office of Energy Resources,
- D. Coordinate project requirements related to the 1% for public art with RISCA and participate as part of the artist/artwork selection panel.
- E. Schedule and facilitate bi-weekly meetings with the State of Rhode Island for the duration of the Construction Document process. Stakeholders attending the meetings may vary, based upon subject matter to be discussed; regular attendees shall include the RISP and DOA DCAMM. Provide and maintain meeting agendas and meeting minutes.
- F. Cost Estimates: provide one (1) third party cost estimate at the Schematic Design Phase, one (1) third party cost estimate at the Design Development Phase, and one (1) third party cost estimate at the 100% Construction Document submission. Attend 3 meetings to discuss cost estimates.
- G. Include consultant for building Commissioning Services in accordance with State of Rhode Island requirements.

Part III: Bidding and Procurement:

- A. Attend one (1) pre-bid meeting.
- B. Respond to questions proposed by bidders.
- C. Prepare Addenda.
- D. Assist in reviewing bid results.
- E. Attend de-scope meeting with Contractor if required.

Part IV: Construction Administration

- A. Organize, attend and administer pre-construction meeting. Provide Agenda and Meeting Minutes.
- B. Review Submittals.
- C. Review and respond to contractor RFI's.
- D. Provide construction Sketches, WCPR's, ASI's and CCD's.
- E. Attend weekly site visits for the duration of construction and provide field reports.
- F. Provide field presence no less than 2 days a week for duration of construction.
- G. Record and Maintain Meeting Minutes for all Owner/Architect/Contractor weekly meetings, for the duration of construction.
- H. Attend twenty (20) additional site visits for mock-ups and to observe select installations.
- I. Review and approve contractor Pencil and final Applications for Payment.
- J. Review and approve contractor Change Orders. Prepare all Contractor AIA Change Order documents.
- K. Prepare punch-lists and monitor punch list progress.
- L. Interact with all levels of Building Code Commission and Office of the State Fire Marshal Officials as necessary.
- M. Timely Submission of Section 128 Project Certification Form for each required design discipline.
- N. Prepare a Facilities Maintenance Plan, reflecting approved Submittals. Maintenance Plan shall include: building components organized by specification division, brand/make/model number/pattern/approved paint color, serial number, warranty, recommended maintenance/replacement over a 30 year period, and annual associated

cost. Coordinate with Facilities Maintenance for equipment designations for accurate entry into building BMS.

Part V: Project Closeout

- A. Review all Contractor close-outs documents for completeness.
- B. Return to site to confirm that all punch-lists are complete and that civil/landscape work is established following a planting season and within the warranty period.
- C. Attend a 6 month post-occupancy review and an 11 month post-occupancy review/walk-thru with the RISP and DOA DCAMM.
- D. Prepare a log of 6 month and 11 month post-occupancy items noted, and classify whether or not an item is a construction Warranty item.
- E. Maintain and Manage Contract with Commissioning Agent, through post-occupancy, to ensure that all post-occupancy Commissioning services are carried out in accordance with State of Rhode Island requirements.

Part VI: Other Required Services

- A. The design team shall be required to provide access through a quality on-line web based library system that provides team collaboration, document exchange centers and overall project share points for project information. This shall be carried out in a secure environment (username and password) that allows items such as but not limited to:
 - 1. Document Library
 - 2. Drawing Library
 - 3. Project Calendars
 - 4. Project Contacts
 - 5. Meeting Minutes
 - 6. Review Comments and Reports
 - 7. Applications and Approvals
- B. When construction commences, libraries and project management database related to Construction shall be managed and maintained by the CMAR.
- C. Coordination with State of Rhode Island Owner's Program Manager.
- D. Coordination with State of Rhode Island Clerk of the Works.
- E. Coordination with State of Rhode Island Commissioning, Envelope and Registered Roof Observer consultants for peer reviews during design and subsequent construction administration services.
- F. Coordination with State of Rhode Island Special Inspections and Testing Consultant.
- G. Coordination with State of Rhode Island Correctional Industries for FF & E procurement related to office furniture.
- H. Design in accordance with utility companies rebate and incentive programs and assist in procurement of the programs.

Part VII. ADDITIONAL TERMS AND CONDITIONS

- A. The successful Respondent shall be solely responsible for meeting all terms and conditions specified in this RFP, and any resulting contract. The use of any subcontractors or other vendors must receive prior approval by the State. 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.

- B. The selected respondent 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 the final work plan and schedule. The selected Respondent shall not change its designated representative during the project without prior written consent from DCAMM.
- C. Due to the public nature of this project, the successful firm will be required to appear before various authorities including, but not limited to State and local fire code officials; State and local building code officials, State Property Committee, transportation and environmental officials, as well as legislative oversight committees. Fee proposals shall be adequate to allow complete participation of the project manager and other key principals in these essential processes.
- D. Rights to data, work products, etc., revert to the State of Rhode Island upon completion of the Contract.
- E. The selected Respondent shall be allowed to invoice monthly based on the percentage of work completed.
- F. Payment Schedule: Payments shall be made monthly in proportion to services performed.
- G. Payment: Five percent (5%) retainage shall be held on all expenses, with the exception of reimbursable expenses until project close out.
- H. Drawings: Existing basement, first floor and second floor plans are available to the successful respondent in AutoCAD format. All new drawings, shall be made in the most current format of Revit. The successful respondent shall make the Revit model available to their project team including all disciplines. The Revit model and all associated Revit files shall be turned over to the State of Rhode Island at project completion.
- I. All Revit, AutoCAD, Microsoft Excel, Word, Access, InDesign, and Powerpoint files as part of the project, shall be turned over to DCAMM for use by the State. The respondent shall organize all supporting files for final electronic deliverable.
- J. Provide two (2) hard copies and PDF electronic versions of all deliverables.
- K. Reimbursable expenses: Only the actual reimbursable expenditure will be paid. When authorized in advance in writing by the Division of Capital Asset Management and Maintenance, reimbursable expenses shall be paid based on verified costs plus a fee not to exceed four percent (4%). Transportation, parking, meals, alcohol, travel incidentals, PPE, Codes/Standards written material, telephone expenses, computers, tablets, software, cameras and other electronic expenses are not considered reimbursable expenses under this RFP.
- L. 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.
- M. 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.
- N. 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 if required.
- O. 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. Staff Qualifications (0-20 Points)

- a. Respondent shall demonstrate the depth of experience of the design team with law enforcement experience.
- b. Respondent shall demonstrate that the Project Manager has a minimum of 10 years of experience in law enforcement projects.
- c. Respondent shall demonstrate that the Cost Estimator has experience in estimating for public safety and/or law enforcement projects.
- d. Respondent shall demonstrate that a Security Consultant has experience in law enforcement projects.
- e. Respondent shall demonstrate that the proposed project team includes LEED Accredited Professionals with a depth of experience in energy efficiency programs and renewable energy systems, particularly with existing buildings.
- f. Respondent shall demonstrate that the team excels in public speaking and public presentations. This shall be demonstrated **by the Project Manager having at least 10 years** of experience in public speaking presentations.

2. Capability, Capacity, and Qualifications of the Offeror (0-20 Points)

- a. Respondent shall demonstrate expertise in designing and constructing law enforcement facilities of this size.
- b. Respondent shall demonstrate expertise in developing land of similar acreage, with complex coordination of agencies, entities and stakeholders.
- c. Respondent shall describe the current workload of the Project Manager and the team assigned to support the Project Manager.

3. Project Plan (0-30 Points)

- a. Respondent shall submit a Work Plan and Schedule which reflects timetable to complete the Scope of Work. It shall demonstrate a detailed understanding of the project goals, objectives and breakdown of all key tasks, including: meetings, deliverables, review periods, time for cost estimates, major milestones, bidding and negotiation, construction duration and coordination with multiple agencies and stakeholders.

NOTE: 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.

B. Cost Proposal

Provide a cost proposal to include the following:

1. 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.

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

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. Technical proposals scoring less than 55 points shall not have the accompanying cost or ISBE participation proposals opened or evaluated; such proposals shall not receive further consideration.

Technical proposals scoring 55 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	20 Points
Capability, Capacity, and Qualifications of the Vendor	20 Points
Project Plan	30 Points
Total Possible Technical Points	70 Points
Cost proposal*	30 Points
Total Possible Evaluation Points	100 Points
ISBE Participation**	6 Bonus Points
Total Possible Points	106 Points

***Cost Proposal Evaluation:**

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

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

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

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

****ISBE Participation Evaluation:**

A. Calculation of ISBE Participation Rate

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

it subcontracts a total of \$12,000.00 to ISBEs and will perform a total of \$8,000.00 of the work itself, the ISBE vendor's ISBE participation rate would be 20%.

B. Points for ISBE Participation Rate:

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

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

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 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 # 7651813** 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

3 Proposals shall include the following:

- A. 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. *Do not include any copies in the Technical or Cost proposals.*
- B. 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.*

- C. 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 shall 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.
 - b. Seven (7) printed paper copies

- D. 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”.
 - i. One (1) printed paper copy, marked “Cost Proposal -Original” and signed.
 - b. Seven (7) printed paper copies

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

- i. 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)
- 10. 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.

- ii. Formatting of written documents and printed copies:

- (b) 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.
- (c) 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.

- (d) If the solicitation includes a proposal template for vendor use, it shall be typed using the formatting provided in the template.
- (e) 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# 7651813**” 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

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. 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.

Prime Contractor/Vendor Signature	Title	Date
Subcontractor/Supplier Signature	Title	Date

APPENDIX B
PROFESSIONAL SERVICES
FEE PROPOSAL FORM - RFP# 7651813

Date: July 28, 2021

To: The Department of Administration,
Division of Purchases, 2nd floor
One Capitol Hill, Providence, RI 02908-5855

Project: **TITLE:** A/E Services: Rhode Island State Police New Southern Barracks
Location: New London Turnpike, West Greenwich

Submitted by: Firm Name and Address

(Please include in the firm's legal name, contact name, address, telephone, fax number, contact email address, and license number if applicable)

**APPENDIX B
PROFESSIONAL SERVICES
FEE PROPOSAL FORM - RFP# XXXXX**

1. BASE BID PRICE

The Bidder submits this bid proposal to perform all of the work (including labor and materials) described in the solicitation for this Base Bid Price (*including the costs for all Allowances and Addenda*):

\$,				,			.		
Numeric											

Written

Allowance:

which **INCLUDES** an Allowance. The Allowance may be utilized for Reimbursable Expenses or Additional Services. See RFP for defined uses and exclusions of Reimbursable Expenses. Hard copies required and defined as deliverables as part of this RFP, shall not be considered Reimbursable Expenses, and shall be included in the base fee. The amount of the project Allowance shall be: Fifty Thousand Dollars and Zero Cents (\$50,000.00)

\$,	5	0	,	0	0	0	.	0	0
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2. Fee Proposal Form Signature(s)

(Bidder's Name, Title) (Bidder's Signature and Company Seal)