



**Solicitation Information  
March 10, 2008**

**RFQ 7069843**

**TITLE: Architectural, Engineering and Design Services  
Rhode Island Department of Administration, Division of Capital Projects and Property  
Management  
The Cranston Street Armory  
Providence, Rhode Island**

**Submission Deadline: March 27, 2008 @ 2:00 PM (Eastern Daylight Time)**

<b>PRE-BID/ PROPOSAL CONFERENCE: Yes    Date: March 18, 2008 Time: 09:00 AM (EDT) Mandatory : Yes Location: Cranston Street Armory, Providence, RI</b>
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Questions concerning this solicitation may also be e-mailed to the Division of Purchases at [questions@purchasing.state.ri.us](mailto:questions@purchasing.state.ri.us) no later than March 14, 2008 @ **12:00 Noon** (EDT). Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be answered and posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

<b>SURETY REQUIRED: No</b>
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<b>BOND REQUIRED: No</b>
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Jerome D. Moynihan, C.P.M., CPPO  
Administrator of Purchasing Systems

**Vendors must register on-line at the State Purchasing Website at  
[www.purchasing.state.ri.us](http://www.purchasing.state.ri.us).**

**NOTE TO VENDORS:**

**Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.**

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

**INTRODUCTION**

The Rhode Island Department of Administration / Division of Purchases, on behalf of the Department of Administration / Division of Capital Projects and Property Management is soliciting proposals from qualified firms to provide Architectural, Engineering, and Design Services associated with historical preservation and reuse of the Cranston Street Armory in Providence RI. All conditions governing this solicitation are accordance with the terms of this Request and also the State's General Conditions of Purchase (available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)).

This is a RFQ / Letter of Interest, not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Office of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

**INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:**

Potential offerors are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

The state reserves the right to award to one or more offerer.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered.

It is intended that an award pursuant to this request will be made to a prime vendor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontractors are permitted, provided that their use is clearly indicated in

the offeror's proposal, and that the subcontractor(s) proposed to be used are identified in the proposal.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the selected vendor(s).*

Bidders are advised that all materials submitted to the State of Rhode Island for consideration in response to this Letter of Interest will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFQ / LOI.

The offerer should be aware of the State's Minority Business Enterprise (MBE) requirements, which addresses the State's requirement of a minimum of ten per cent (10%) participation by MBE's in all State procurements (RIGL 37-14.1). For further information, contact the MBE Administrator, at (401) 222-6253 or visit the website <http://www.rimbe.org>

#### SERVICES COVERED BY THIS REQUEST INCLUDE, BUT ARE NOT LIMITED TO:

The selected vendor will provide complete design, engineering, and construction administration services for the historic preservation and reuse of the Cranston Street Armory.

The Cranston Street Armory (the Armory), located between Parade and Dexter Streets in Providence, Rhode Island was designed by William R. Walker & Son and completed in 1907 as headquarters for the Rhode Island National Guard. The 160,000 square foot complex consists of twin four story office towers bracketing a 40,000 square foot drill hall. Designed to mimic a medieval fortress, the monumental exterior consists of yellow brick, pink granite, terra cotta and decorative weathered copper crenellations.

For many years the Drill Hall was a significant public space and witnessed countless dances, graduations, track meets and other public gatherings in addition to its function as a Drill Hall. The exposed steel structure of the seventy-foot tall Hall is a pure three-hinged arch consisting of paired truss members pinned together seventy feet above the drill hall floor and tied together by 6" diameter steel rods below. A monumental staircase with turned wood balustrades rises through a four-story skylit atrium to reach the upper floors of the flanking tower buildings.

In 1996 the National Guard moved out of the Armory leaving it to the State. Well before that time, however, the building's exterior envelope had deteriorated allowing significant amounts of water to penetrate the construction. Subsequent damage was so widespread and severe that in 1999, the Armory was listed as one of the ten most endangered historic buildings in the United States.

In 2000 the State, with the assistance of Durkee Brown Viveiros & Werenfels Architects (DBVW), embarked on a series of projects aimed at restoring integrity to the exterior envelope and preserving the Armory for future public use. Thanks to the efforts of the past seven years, this irreplaceable public asset has been considerably improved. Reports documenting the various restoration projects completed to date as well as recommendations for future projects will be made available to the successful Firm.

After twelve years during which it was used primarily to store surplus furniture, the Armory came into partial reuse in December 2005 as production offices and a soundstage for a major motion picture. The lower level and the first floor, including the drill hall, are now protected by an approved sprinkler system and the upper office floors, while not currently usable, are equipped with standpipes. Numerous other code upgrades were made to the basement and first floor.

Masonry repair projects completed in 2007 include initial stabilization of a tower at risk for collapse. Proposed projects include repairing an identical tower in similar condition as well as restoring numerous ornamental balconies. A report issued by DBVW Architects in November 2007 provides an itemized list of critical exterior repairs including masonry re-pointing, terra cotta restoration and replacement of copper crenellations.

Parallel with preservation of the Armory's exterior fabric, the successful Firm will assist in the State's continuing efforts to upgrade the building's interior systems to allow eventual occupancy of the entire structure. Offices for the State Fire Marshall are currently located on the first floor and various state agencies use the lower level for records storage. The Rhode Island Film Office has requested the facility be made available for filming and several community groups are working with a legislatively mandated planning effort to make recommendations for the long-term reuse of the Armory.

The State has appropriated \$ 5.2 Million (\$1.3 Million per year for four years, subject to annual approval) to cover all project expenses including, but not limited to: 1) A/E professional fees (including reimbursables), 2) Site improvements, 3) Building renovation and fit out, 4) Furnishings, fixtures and equipment, 5) Contingencies, 6) Utilities and waste disposal systems, 7) Permits and fees, and, 8) Owner's representative. Additionally, printing, reimbursables and consulting costs will be included in this amount. As with any construction project, but particularly those involving renovation of existing structures, the State anticipates unforeseen conditions during the course of construction and will expect the successful Firm to intelligently manage any change order requests to the benefit of the project. No additional funds will be made available. The intention of the State is to contract with the successful vendor for the full four year period.

## **MANAGEMENT CONSIDERATIONS**

The successful Firm will carry forward the work already underway at the Armory. All reports, assessments and documents prepared in connection with the project will be made available to the successful Firm. Upon successfully negotiating an Agreement with the State, the first order of

business will be to produce a work plan detailing how best to spend the construction funds available from annual appropriation. Such a planning effort will require a thorough knowledge of construction and restoration processes and should explore imaginative phasing of construction and methods to maximize quality production and minimize expensive means such as scaffolding. Purchasing regulations prohibit any contractual commitment without an actual appropriation of funds thus making it illegal for annual expenditures to exceed \$1.3 million. Accordingly, during the four years of this project there will be a minimum of four separate construction bid packages with funding available at the outset of each fiscal year.

## **DESIGN CONSIDERATIONS**

Mindful of the Armory's public significance, the successful Firm will solicit input from organizations and individuals with an interest in the successful continuation of the project. These entities include but are not limited to the West Broadway Neighborhood Association, The Rhode Island State Historical Commission, The State Building Commissioner, The State Fire Marshall, the City of Providence, the Governor's Commission on Disabilities, the Rhode Island Film Office, the General Assembly and the Providence City Council.

## **SELECTION PROCEDURE AND SUBMISSION REQUIREMENTS**

Responses will be evaluated in two parts. Part one is a technical proposal and part two is a fee proposal. Part one will require a technical submission and will be evaluated on the following criteria:

1. Competence to perform the desired services by virtue of the **experience of the firm, project principals, consultants and partners** in providing similar services, and the qualifications and experience of the staff who would be assigned to perform the services (35 points)
2. Ability to perform the services expeditiously, as stated in the **project plan** reflecting current workload and the availability of an adequate number of personnel (20 points);
3. Past performance, as reflected by the evaluation and **references** of clients for whom similar work has been performed, including but not limited to other state agencies, ability to meet deadlines, and control of costs (25 points).

All OFFERERS must receive a minimum score of 60 points on the technical submission. Offers not scoring at least 60 points will not be considered further.

A Technical Review Committee will review all submissions. A "short list" of finalists will be developed and each finalist will be given two weeks to present a sealed cost proposal to the Division of Purchases. The cost proposal shall indicate the number and type of professionals to be employed and the hourly rate, including overhead, for each. The cost proposal will also list a total fixed cost for the entire project. The cost proposal will represent 20 points for a possible total score of 100 points.

### **Tentative Schedule Target Dates Year 1:**

LOI Announcement:	March, 2008
Short list selection:	March, 2008

Firm Selection:	April, 2008
Work Starts (contract signed):	April, 2008
Scope of work for FY '09	April, 2009
Construction Documents FY '09	June, 2008
Construction Bidding:	July, 2008
Construction Awards:	August, 2008
Construction Start Date:	August, 2008
Punch Out:	December, 2009

### **Pre-Submission Questions, Pre-Submission Meeting**

Questions, in **Microsoft Word Format**, concerning this solicitation may be e-mailed to the Division of Purchases at [questions@purchasing.state.ri.us](mailto:questions@purchasing.state.ri.us) no later than the Date & Time indicated on page 1 of this solicitation. Please reference the RFQ 7069843 on all correspondence. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

A **mandatory** pre-bid meeting will be held at the Rhode Island Department of Administration, on the date & time indicated on page one of this solicitation.

### **Proposal Submission**

Offers to provide the services covered by this Request must be received by the Division of Purchases on or before the **DATE AND TIME** indicated on page one of this solicitation. Responses (an original plus five (5) copies) should be mailed or hand-delivered in a sealed envelope marked "RFQ # **7069843**: "Architectural, Engineering and Design Services" to:

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

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and may not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The "official" time clock is located in the reception area for the Division of Purchases.

### **PROPOSAL CONTENTS**

Proposals must include the following:

- A completed and signed three-page RIVIP generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet home page at <http://www.purchasing.state.ri.us>,
- A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page.

- Narrative, Project Plan and References:

- **Experience of the firm and project principals**

Describe the firm's general experience as well as its experience and qualifications with projects of a similar size, scope and use. Identify the Project Manager, other consultants as well as other members of the project and design team. Offerors shall demonstrate a high level of technical expertise in preservation of historic structures. Required skills include but are not limited to knowledge of masonry, mortar, copper, and terra cotta construction detailing and technique as well as a listing of successful comparable restoration projects. Please list the level of effort to be committed to this project by each assigned staff or consultant in hours per week for the duration of the project. List the percentage of work to be completed by the firm and the percentage to be completed by outside consultants. Include Standard Form 254 (for staff and consultants) and Standard Form 255 in this section.

- **Project Plan**

This section shall describe the firm's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or method to be employed, and a Work Plan for accomplishing the results proposed. The description of approach shall discuss and justify the proposed approach for each task, and the technical issues that will or may be confronted at each stage and steps taken to assure that the project conform to time and financial constraints. The Work Plan description shall include a general project schedule that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and deliverables for each. A more detailed Work Plan will be required from short-listed firms.

- **References**

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

## **Fee Proposal**

OFFERERS short-listed as finalists will be required, within five days of their selection, to provide a fixed fee cost proposal and work schedule. The cost proposal shall include a first year budget and narrative for the project that includes the OFFERERS cost or fee structure for this project. Justification for each line item must be included. Any items that may represent costs outside of industry standards should be explained.

Short-listed firms will provide a Work Plan description that shall include a detailed proposed project schedule for the first year of work valued at \$1.3 Million (by task and sub-task), a list of tasks, activities and/or milestones that will be employed to administer

the project, the assignment of staff members and concentration of effort for each. List the percentage of work to be completed by the OFFERER and the percentage to be completed by outside consultants.

It is required that the fee be divided into two parts, the first to include the fixed fee for managing the first year of work. That fixed fee will include providing for construction documents and providing construction administration services. The second part of the fee will include a listing of hourly reimbursement rates for the first year of work for, 1) the project principal, 2) project architect and, 3) any and all consultants or sub-contractors. Hourly rates will be allowed to increase during the term of the contract by 3 percent or the consumer price index, whichever is lower. The fee amounts after the first year will be based on the scope of work required as well as funds available to complete the work.

The State reserves the right to award on price alone.

## **EVALUATION CRITERIA QUESTIONS:**

### **Experience of the Firm and Project Principals –35 Points**

Does the OFFERER have experience with projects of a similar size, scope and use?

Does the Project Manager and each consultant assigned to the project have the background and experience necessary for a successful project?

Are staff and consultants assigned to this project experienced with projects of similar size, scope and use, with consideration given to specific information technology projects?

Does the architectural team appear able to incorporate program goals and criteria into their design work?

### **Project Plan –20 Points**

Did the OFFERER analyze, interpret and discuss issues presented by the project in a manner likely to meet the needs of the client and other customers and end users?

Does the proposed plan appear sensitive to budget and time constraints?

Does the plan address relevant design and program issues?

Does the designer identify both constraints and opportunities posed by this project?

Is the project timeline and schedule achievable (not overly optimistic or needlessly long)?

Is the staff to be assigned to the project, including a project manager, sub-contractors, engineers and others, identified including FTE and/or hourly effort? Does the level of effort for each appear adequate?

### **References – Past Performance – 25 Points**

Were the references provided related to projects of a similar size, scope and use to the proposed project?

Did the Offerer's final project provide a good design and program fit?

Did the OFFERER identify problems and issues in a timely and complete manner?

Were technical, budget and aesthetic issues fairly balanced with a good outcome resulting?  
Did the OFFERER adequately research relevant design and program issues?  
Was the Offerer's design process characterized by effective communication, clear graphic and verbal presentations and appropriate inclusion of all designated stakeholders?  
Did the project come in on time and on cost? Did the OFFERER contribute to overruns? Were there an excessive number of change orders?  
Was the project designed for energy efficiency?  
Does the OFFERER have a history of delivering projects on time and on budget?  
Is the OFFERER'S cost estimator able to make reliable cost estimates?

**Professional Services Fee Proposal-Construction Cost Control (Short-listed Firms Only) – 20 Points**

The lowest bidder will receive the full 20 points. One-half of this amount will be based upon the fixed fee for the first year of work. One-half of the twenty point amount will be based on the average per hour charge to the State for the project principal, project architect and consultants or subcontractors. Bidders, other than the lowest bidder, will receive a number of points prorated for their total fee proposal as it reflects a proportion of the low bid (e.g. a bid of twice the amount of the low bid would receive 10 points).

**ADDITIONAL TERMS AND CONDITIONS**

The successful firm shall be solely responsible for meeting all terms and conditions specified in the Request for LOI, with consideration given to specific historic restoration projects and any resulting contract. The use of any subcontractors or other vendors must receive prior approval by the State. The Rhode Island Department of Administration shall reserve the right to clarify the terms and conditions of any proposal submitted. The firm recommended for award will be notified by the Department of Administration. A contract, based on standard A.I.A. documents will be developed by the Rhode Island State Department of Administration/Division of Capital Projects and the Division of Property Management and will incorporate a final work plan and schedule. The selected firm must agree to provide all deliverables by the dates established in the final work plan and schedule in the resulting contract.

The Department of Administration, Division of Capital Projects anticipates considerable staff involvement in a project team and working group(s). Due to the public nature of this project, the successful firm will also be required to appear before various authorities including,, but not limited to, State and local fire officials , State Building Code Commission 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.

The vendor must complete all tasks listed throughout this request within the time frame specified in the final work plan and schedule and in the resulting contract and, further:

- Appoint a project manager who will be responsible for seeing that all services are performed within the agreed upon time limits and meet the needs of the DOA. The vendor shall not change its designated representative during the performance of the services without prior written consent by the Rhode Island Department of Administration/Division of Capital Projects and Property Management.

- The firm must comply with all State and Federal statutory, regulatory and ANSI standards. The firm must cooperate and coordinate with other state agencies, contractors or entities, if necessary, to successfully complete this proposal. Rights to data, work products, etc., revert to the State of Rhode Island upon completion of the contract. All information related to vital records and systems must be kept confidential at all times during and after completion of the project.
- Construction Documents shall be submitted in hard copy and in CD AutoCAD. This shall include all “as built” at project completion.
- Reimbursables Expenses when authorized in advance in writing by the Department of Administration, Division of Capital Projects and Property Management, will be paid based on verified costs plus a fee not to exceed six percent and shall generally be limited to document reproductions, postage and handling. Reproductions for office use by the firm and its’ consultants are not reimbursable
- Five percent (5%) retainage on architectural service shall be held by the State until annual project closeout and the receipt of “as built” plans.

**END**