



**Solicitation Information  
04-28-09**

**RFP # 7243883**

**TITLE: INFRASTRUCTURE STUDY - RHODE ISLAND COLLEGE**

**Submission Deadline: 2-JUNE- 09 @ 10:00 AM (Eastern Time)**

**PRE-BID/ PROPOSAL CONFERENCE: Yes Date: 8-MAY-09 Time: 10:00 AM  
Mandatory : YES  
Location: Rhode Island College Physical Plant Conference Room 2<sup>nd</sup> floor  
600 Mt. Pleasant Ave, Providence, RI 02908**

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at [Rgill@purchasing.state.ri.us](mailto:Rgill@purchasing.state.ri.us) no later than **MAY 15, 2009 at 12:00 Noon (ET)** Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. 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.

**SURETY REQUIRED: No**

**BOND REQUIRED: No**

**Raymond Gill  
Rhode Island Division of Purchases**

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

**NOTE TO VENDORS:**

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

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

**Table of Contents:**

**1. INTRODUCTION**

- 1.0 General Information
- 1.1 Definition of Parties
- 1.2 Instructions and Notification of Offerors

**2. PROFILE OF RHODE ISLAND COLLEGE**

**3. PURPOSE OF THE INFRASTRUCTURE STUDY**

- 3.1 General
- 3.2 Summary of Existing Infrastructure

**4. SCOPE OF WORK**

**5. QUALIFICATIONS**

**6. AVAILABLE DOCUMENTS**

**7. PROJECT DELIVERABLES**

- 7.1 Memorandum from initial meeting with Facilities & Operations.
- 7.2 Existing Conditions Survey Mapping (hard copy and electronic as described above).
- 7.3 Memorandums that summarize evaluation for each utility
- 7.4 Executive Summary of Findings and Recommendations
- 7.5 Draft Infrastructure Study with phased improvement plan and cost estimates (10 copies)
- 7.6 Final Infrastructure Study with phased improvement plan and cost estimates (10 copies)

**8. PRE-PROPOSAL QUESTIONS AND MEETING**

**9. PROPOSAL SUBMISSION REQUIREMENTS AND FORMAT**

**10. EVALUATION FACTORS**

**11. SELECTION PROCESS**

# **1. INTRODUCTION**

## **1.0 GENERAL INFORMATION**

The Rhode Island Department of Administration/Office, on behalf of Rhode Island College, is soliciting proposals from qualified firms to provide an Infrastructure Study, as described elsewhere herein, and in accordance with the terms of this request and the State's Governing Terms and Conditions, which is available on the State of Rhode Island Division of Purchases internet home page [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

Rhode Island College is seeking assistance to conduct an Infrastructure Study to guide infrastructure maintenance, upgrading, and new infrastructure installation for the next five (5) years.

This is a Request for Proposal (RFP), not an Invitation to Bid: response will be evaluated on the basis of 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.

The RFP states the instructions for submitting proposals, the procedures and criteria by which a vendor may be selected and the contractual terms by which The State of Rhode Island intends to govern the relationship between it and the selected vendor.

### **1.1 Definition of Parties**

Rhode Island College with henceforth be referred to as RIC or the College. Respondents to the RFP shall be referred to as Offerors. The Offeror to whom the contract is awarded shall be referred to as the Contractor.

#### **1.1.1 Terms/Definitions**

"Request for Proposal", or "RFP", refers to this document or the contents of this document.

"Customer" or "State" refers to the State and/or associated State institution or agency covered under this RFP.

The terms "Vendor", "Bidder", and "Offeror" used herein all refer to the vendor submitting a response to this RFP. The terms "proposal" and "response" are synonymous.

Throughout this document the word "Study" refers to the Rhode Island College Infrastructure Study.

## **1.2 Instructions and Notification to Offerors**

### **1.2.1 General Conditions**

This contract will be awarded under the State of Rhode Island Division of Purchases general conditions of purchasing which are available on the State of Rhode Island's website <http://www.purchasing.ri.gov>

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

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 RFP.

### **1.2.2 Mandatory Pre-Proposal Conference**

There will be a mandatory pre-proposal conference on xx/xx, 2009, at xx:xx AM/PM (allow 3 hours to include a campus tour), at Roberts Hall-Board of Governor's Conference Room Rhode Island College, 600 Mt. Pleasant Avenue, Providence, RI. This will provide vendors with the opportunity to talk to the staff responsible for administering the RIC Infrastructure Study. Vendors will also be taken on a campus tour in order to familiarize themselves with the Colleges environment.

Prospective bidders may also make written inquiries concerning this RFP to obtain clarification of requirements. See the cover page of this solicitation for instructions.

Beyond the terms and conditions expressed herein, no additional discussions regarding this solicitation with State Employees will be permitted.

### **1.2.3 MBE Goal**

The State of Rhode Island has a goal of ten percent (10%) participation by MBE's in all State procurements. For further information, visit the website [www.mbe.ri.gov](http://www.mbe.ri.gov). To speak with an MBE officer, call (401) 574-8253.

### **1.2.4 Equal Employment Opportunity**

**§ 28-5.1-1 Declaration of policy.** – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090.

### **1.2.5 E-Verify Vendor Requirement**

If you wish to seek to do business with the State of Rhode Island, you must register and utilize the E-Verify program. Please refer to [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify) or the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov) for more information.

### **1.2.6 No Guarantee of Services**

Selection of Vendor under this RFP is not a guarantee that the Vendor will be selected to provide services during the agreement period. Vendors and services will be selected by Customer based on need, in addition to vendor qualifications, pricing, and ability.

### **1.2.7 Proposal Costs**

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

### **1.2.8 Proposal Validity**

Responses are considered to be irrevocable for a period of not less than one hundred and twenty (120) 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.

### **1.2.9 Foreign Corporations**

In accordance with Title 7, Chapter 1.2 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 vendors.

### **1.2.10 Right to Reject**

The State reserves the **right to reject** the proposal of any vendor that fails to comply with all of the specifications and requirements contained herein. The State also reserves the right to approve or reject a vendor's participation in any portion of the requested services without rejecting the vendor's entire offer.

### **1.2.11 Modifications to RFP**

The State reserves the right to revise, modify, supplement, or withdraw this RFP at any time. Vendors are encouraged to visit the Division of Purchases' website on a regular basis, as any additional information relating to this solicitation will be released in the form of addenda relating to this RFP.

### **1.2.12 Submission Materials**

All materials submitted regarding this RFP will become the property of the State and will only be returned to the vendor at the State's option. Disqualification of a vendor or non-acceptance of the RFP does not eliminate this right. Bidders are advised that all materials submitted to the State for consideration in response to this Request 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.

### **1.2.13 RFP Submission Compliance**

Proposals which are not present in the Division of Purchases at the time of opening for any cause will be determined to be late and not considered. For the purposes of this requirement, the official time and date shall be set by the time clock in the Division of Purchases reception area.

## **2.0 PROFILE OF RHODE ISLAND COLLEGE**

Rhode Island College is located on a 180-acre campus in the Mount Pleasant section of Providence. There are forty eight (48) 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 1,500 students live in the dormitories.

Rhode Island College is the oldest of the three public institutions of higher education that operate under the aegis of the Board of Governors for Higher Education. The board consists of 13 individuals appointed by the governor.

## **3.0 PURPOSE OF INFRASTRUCTURE STUDY**

**3.1 General** - The College's objective is evaluate the existing infrastructure and to develop a comprehensive 5-year phased infrastructure improvements program (with associated costs) that incorporates the college's current and future needs (as identified in the 2009 Campus Master Plan currently under development).

The Infrastructure Study shall focus on a comprehensive evaluation of the existing infrastructure and the need to replace or upgrade existing infrastructure and identification of new infrastructure required to support existing and planned facilities.

The evaluation shall include review of factors such as condition, age, system redundancy, code and standards requirements, health & safety, and accepted engineering and industry practice.

### 3.2 Summary of Existing Infrastructure

RIC owns, operates, and maintains all of the infrastructure within the college campus with the exception of some limited natural gas mains which belong to National Grid. The college's infrastructure includes electric, steam (and condensate), water, sewer, drain, site lighting, and telecommunications. The limits of the infrastructure to be included in this study are from the point of connection to the utility to the connection point on the individual buildings (including valves, meters, switchgear, etc. at the connection). Infrastructure also includes all roadways, parking lots, and walkways. RIC has some of the above information in plan/map format (hard copy) which will be made available to the successful offeror.

### 4.0 SCOPE OF WORK

The following scope items shall be considered the minimum requirements. The offeror shall include any additional scope items in their proposal that they believe will allow RIC to better meet the project objective.

1. **Kick-off Meeting** - Meet with representatives from Facilities and Operations to discuss utility operations and areas of concern at project outset. Summarize understanding of operations and areas of concern in a memorandum. Plan for at least five (5) progress meetings throughout the project.
2. **Existing Data Review** - Review 2009 RIC Campus Master Plan (or available draft sections). Review available maps and schematics of existing utilities.
3. **Survey** - Conduct Survey of RIC campus. Use photogrammetric survey utilizing aerial photography from 2008 or later to develop base plan of the entire campus (180 acres +/-). Supplemental ground survey to be conducted by a Professional Surveyor licensed in Rhode Island. Include all buildings, topography (2-ft. contours), roads, sidewalks, parking areas, and utility surface features. Obtain GPS coordinates (x,y, and z) on all utility surface features including water gate boxes, gas valve boxes, manholes, catch basins, hydrants, electric hand holes, steam access pits, utility poles, and light poles with sub-foot or better accuracy. Mapping shall be suitable for producing 1"=40' design level drawings with 2-ft. contours.

Using the survey and existing mapping data, develop a comprehensive existing utility plan in AutoCAD. All campus utilities shall be included and each shown on a separate layer. Provide the plan to RIC in electronic format (AutoCAD and PDF) and hard copy (mylar and paper). Scale to be 1 inch = 40 ft. Provide a comprehensive utility plan and an individual plan for each utility (cable, electric, telephone, steam, gas, water, sewer, drain, lighting).

## RIC Infrastructure Study

4. **Conditions Evaluation** - Evaluate the condition of the existing infrastructure. Conduct inspections and tests to assist with evaluation. Prepare summary table(s) for each utility with infrastructure components, age, length, material, condition, and life expectancy. Recommended tests and associated costs should be included in the proposal. Summarize findings and general recommendations in a memorandum for each utility.
5. **Electric** – Electric power is supplied by National Grid through one master meter at 26,800 volts. The RIC main transformer transforms the power to 4,160 volts. Four main feeders distribute the power throughout the campus through a combination of above-ground and below-ground service. Individual buildings have power transformers to convert the power from 4,160 volts to building voltage (either 110/208 v or 277/480 v). Evaluate capacity of system relative to planned campus facilities. Evaluate main campus transformer and all system components up to and including building transformers and switchgear inside buildings. Evaluate appropriateness of campus distribution voltage for both short-term and long-term planning horizons.
6. **Steam & Condensate** – RIC has a central boiler plant which is utilized year-round for heat and air conditioning. Steam is supplied to the campus through 2 steam lines. Steam is delivered via steel mains ranging in diameter of 4 inches to 10 inches. Condensate mains are fiberglass and range in diameter of 2 inches to 6 inches. The steam system has had periodic leaks in both the underground steam and condensate lines. Upon inspection these pipes have been found to be degraded both from age and stray current corrosion. Perform additional inspections and make recommendations for upgrading the steam and condensate system.
7. **Water** – RIC owns and operates the campus water distribution system. Water is supplied by Providence Water from three primary supply locations. Several buildings along Fruit Hill Avenue have individual water services. Much of the system is original and was installed in the 1950's and 1960's. It is predominantly asbestos cement pipe with some sections of cast iron, ductile iron, and PVC ranging in size from 6-inch diameter to 12-inch diameter. Evaluate water system and its ability to meet current and future domestic and fire needs. Of particular concern are the campus water pressure and the potential need for a water booster pumping station(s). Review looping opportunities and a new connection to Fruit Hill Avenue to improve redundancy.
8. **Sanitary Sewer** – All sanitary building discharges flow to the campus sewer system. The west half of the campus discharges to a Narragansett Bay Commission sewer on Fruit Hill Avenue and the east half of the campus discharges to a Narragansett Bay Commission sewer on Mt. Pleasant Avenue. The main campus system is a gravity system with pipes ranging from 6-inch to 15-inches in diameter. Several building have ejector pump stations. Review system capacity with regard to potential new buildings.

## RIC Infrastructure Study

9. **Telephone & Cable**– Verizon provides telephone and cable/internet service to campus. Review existing telecommunications routing. Identify opportunities to improve network by installation of additional conduit, transfer of above-grade wires to sub-grade, etc.
10. **Natural Gas** – Natural gas on campus is owned by National Grid on the East Campus, as well as the main gas feed to the steam plant. RIC owns small segments of gas mains elsewhere on campus. The primary use of natural gas on campus is for the boilers at the central steam plant. However, it is also used for individual gas-fired boilers in several buildings on the East Campus and for other purposes in several buildings on the main campus. Study should include review of the on-campus gas mains and uses and the need to upgrade gas mains.
11. **Drain** – Review known problem areas and make recommendations to correct.
12. **Roadways, Parking Lots, and Walkways** – Note condition of roadways, parking lots, and walkways and make recommendations for improvement. Improvements to these areas must be coordinated with utility improvements.
13. **Improvements Plan** - Provide a prioritized 5-year phased improvement plan with cost estimates for each phase and each recommended improvement. The plan shall take into consideration that RIC is active year-round. In addition, consideration shall be made to existing traffic, parking, and faculty, staff, and student access to buildings. Consideration should be given to development of utility corridors, grouping projects to include multiple utilities, and creative solutions to minimize disturbance to campus activities. In addition, projects must be developed to keep existing utilities “live” while new work is being accomplished.
14. **Draft Submittal** - Submit 10 copies draft Infrastructure Study within 150 days of notice to proceed for review and comment.
15. **Final Submittal** - Revise draft Infrastructure Study in accordance with RIC comments and submit 10 copies of the final Infrastructure Study within 30 days of receipt of comments of draft (hard copy and electronic copy – report in PDF, maps in AutoCAD & PDF).
16. **Presentation** - Make presentation to RIC staff to summarize findings and recommendations.

**5.0 QUALIFICATIONS**

Offerors shall be a multi-disciplined engineering company with at least 10 years of experience in the evaluation and design of the utility systems (particularly electric, steam, water, and sewer). Offerors shall have experience working for institutions of higher education. Offerors shall have conducted at least 3 studies of similar size and complexity (for a city, town, municipality, or college/university) in the past 10 years.

**6.0 AVAILABLE DOCUMENTS**

Documents available to the Contractors are as follows:

Asset Protection Plans	2009-2010	
Building Plans		
Campus Map		
Capital Budget	2009-2010	
Capital Improvement Plan	2010-2015	
College Fact Book	2009	
Consolidated Campus Needs List	2009 living document	
Master Plan	2009 (occurring concurrently with Infrastructure Study)	
Master Plan	1999	
Plan 2010 (Strategic Plan and Monitoring Task Force Updates		Ongoing
Topographical Maps		
Utility Plans		

**7.0 PROJECT DELIVERABLES**

The following is a list of end products that should result from the Infrastructure Evaluation Study:

- 7.1 Memorandum from initial meeting with Facilities & Operations.**
- 7.2 Existing Conditions Survey Mapping (hard copy and electronic as described above).**
- 7.3 Memorandums that summarize evaluation for each utility**
- 7.4 Executive Summary of Findings and Recommendations**
- 7.5 Draft Infrastructure Study with phased improvement plan and cost estimates (10 copies)**
- 7.6 Final Infrastructure Study with phased improvement plan and cost estimates (10 copies)**

## 8.0 PRE-PROPOSAL QUESTIONS AND MEETING

### Pre- Proposal Conference

A **mandatory** pre-proposal conference will be held on [XXXXXX @ XXXX] at Rhode Island College, Roberts Hall, Board of Governors Conference Room. The purpose of this conference is to answer questions and provide further clarification as may be required. Firms planning to attend this pre-proposal conference, or to get directions to the campus, visit <http://www.ric.edu/aboutRIC/directions.php>.

The information discussed at this pre-proposal meeting will be released as an addendum to the RFP and posted on the Internet at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

### Pre-Submission Questions

Questions, in **Microsoft Word Format**, concerning this solicitation may be emailed 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 RFP 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 interest parties to download this information.

## 9.0 PROPOSAL SUBMISSION REQUIREMENTS AND FORMAT

### Submission Requirements

- A completed and signed three-page RIVIP Bidder Certification Cover Form, available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)
- A summary section providing an overview of the services being proposed.
- Responses to the information requests in the Vendor Capability, Capacity, and Qualifications section. It is preferable for the Response to contain the actual text of the RFP followed by the Vendor's response to that paragraph.
- An exceptions listing, by paragraph number, of any specifications that have not been met (exceptions for specifications relating to services not being offered do not need to be provided).
- A completed and signed E-Verify W-9 (taxpayer identification number and certification) Form is downloadable at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
- Vendor may include further sections or appendices containing drawings, planning documents, or any other supplementary information the Vendor would like to include in their response. Additional information such as marketing and sales brochures is welcome, but is in no way a substitute for the information requested above.

- Not-to-exceed fee and approach to establishing fee. Documents are to be signed, sealed, and separate from the technical response.

**Submission Format**

**The deadline for submission is XXX @ XXX**

Offers to provide the services covered by this Request must be received by the Division of Purchases on or before the date & time indicated on page one of this solicitation.

Responses (an original plus \_\_\_\_\_ copies) should be mailed or hand-delivered in a sealed envelope marked ["RFP #xxxxxx – RIC Infrastructure Study"] 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 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 of the Division of Purchases.

*In addition to the multiple hard copies of proposals required, offerors are requested to provide their proposal in electronic format (CDRom). Microsoft Word / Excel OR PDF format is preferable. **Only 1 electronic copy is requested and it should be placed in the proposal marked "original"**.*

A Selection Committee will evaluate submitted proposals on the basis of the above criteria items. Consultant Teams may be invited to appear before the Committee for in-person presentations. The Committee will then make a qualifications based recommendation for final selection to the Rhode Island State Division of Purchases for final award determination.

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, and to award in its 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.

**10.0 EVALUATION FACTORS**

In order to select the Vendor that will be awarded this RFP, the RFP responses are evaluated in the following manner.

The college will convene a Selection Committee that will score each response. The response will be scored in the following categories, in which each category is given a weight factor expressed in a percentage of the total. The evaluation categories are:

- **Experience in performing Infrastructure Evaluations (35 Technical points)**  
The consultant(s) will be evaluated on their demonstrated experience in conducting infrastructure studies and developing improvement plans, preferably of comparable campuses. The emphasis that the firm places on infrastructure projects will also be a factor.
- **Project Approach (25 Technical points)**  
The consultant(s) must demonstrate an ability to find solutions for issues specific to Rhode Island College. Proposal shall include a detailed project approach which includes both a technical approach and consideration to accomplishing construction projects on a busy college campus that is active throughout the year.
- **Technical Expertise (25 Technical points)**  
The consultants should demonstrate expertise in various areas such as infrastructure evaluation and system analysis, planning, and design of electrical, steam, water, sewer, telecommunications, drainage, and other appropriate disciplines. Describe how the project will be managed and include the names and resumes of all key personnel who would work on project.
- **Fees (15 Cost points)** The fee structure will be evaluated along with the above items as a factor in selection. This project is structured as a not-to-exceed fee plus reimbursable expenses. Fee should be supported by a summary of project personnel, level of effort by labor category, hourly rates for each labor category, reimbursable expenses, sub-consultants, and any other information required to assess the fee.

## 11.0 SELECTION PROCESS

The Infrastructure Study Selection Committee will evaluate and score all proposals, using the criteria described earlier in this solicitation and repeated below. The applicant must receive a **minimum score of 60** of the **maximum 85** points on the critical aspects (noted below) prior to any consideration being given to the cost proposal submitted.

Proposals receiving less than 50 technical points will be dropped from further consideration and will not have their cost component opened or evaluated.

\_\_\_\_\_ Experience in conducting Infrastructure Studies  
0-35 points

\_\_\_\_\_ Project Approach  
0-25 points

\_\_\_\_\_ Technical Expertise  
0-25 points

Final Critical Aspects Score (maximum 85 points)

\_\_\_\_\_ Cost  
0 – 15 points

Notwithstanding the foregoing, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its 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.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration of award.

The Selection Committee will present written findings, including the results of all evaluations, to the State's Architect/Engineer and Consultant Services Committee.