



**Solicitation Information**  
27 Oct 10

**LOI # 7447970**

**TITLE: A & E Services for Construction Administration / Envelope Repairs**

**Submission Deadline: 24 Nov 10 @ 2:00 PM (Eastern Time)**

**Pre-Bid meeting: No**

Questions concerning this solicitation must be received by the Division of Purchases at [questions@purchasing.ri.gov](mailto:questions@purchasing.ri.gov) no later than **9 Nov 10 at 12:00 NOON** (Eastern Time). Please reference the 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 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**

The Rhode Island Department of Administration/Division of Purchases, is soliciting proposals for Architectural and Engineering services from qualified respondents, and in accordance with the terms of this Request for Letters of Interest (LOI) and the State's General Conditions of Purchase.

This solicitation, and subsequent award, is governed by the State's General Conditions of Purchase, which is available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

**INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:**

Potential offerors are advised to review all sections of this Request 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.

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 Division of Purchases at the time of opening for any cause will be determined to be late and will not be considered. The "Official" time clock is in the reception area of the Division of Purchases.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation 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 will be a requirement only of the successful bidder (s).*

Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.

Also, Submitters should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or [cnewton@gw.doa.state.ri.us](mailto:cnewton@gw.doa.state.ri.us) Visit the website <http://www.mbe.ri.gov>

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 / LOI

Equal Employment Opportunity (RIGL 28-5.1) § 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 or via email [raymond1@gw.doa.state.ri.us](mailto:raymond1@gw.doa.state.ri.us)

Subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

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.

RIGL 37-13-3.1 State public works contract apprenticeship requirements. \* (a) Notwithstanding any laws to the contrary, all general contractors and subcontractors who perform work on any public works contract awarded by the state after passage of this act and valued at one million dollars (\$1,000,000) or more shall employ apprentices required for the performance of the awarded contract. The number of apprentices shall comply with the apprentice to journeyman ratio for each trade approved by the apprenticeship council of the department of labor and training.

#### ARRA SUPPLEMENTAL TERMS AND CONDITIONS

For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions For Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)."

**Persons or firms practicing Architectural and/or Engineering Services in the State of Rhode Island must possess a proper registration and Certificate of Authorization in accordance with Rhode Island General Laws.**

A copy of the current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for the individual(s) who would perform the work must be included behind TAB 1 of each copy of the Proposal.

To acquire a Rhode Island registration(s) and Certificate of Authorization the Board of Design Professionals can be contacted as follows:

Board for Design Professionals  
One Capitol Hill (3<sup>rd</sup> Floor)  
Providence, RI 02908-5860  
Tel: 401-222-2565  
Fax: 401-222-5744  
Website: [www.bdp.state.ri.us](http://www.bdp.state.ri.us)

The respondent's Proposal may be disqualified and removed from consideration if the Proposal fails to include the required current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s), or, in absence of these documents, to acknowledge need to acquire them prior to award if selected.

Responses to questions received, if any, will be provided, as an Addendum to this LOI, and posted on the Rhode Island Division of Purchases website at ([www.purchasing.state.ri.us](http://www.purchasing.state.ri.us)). It is the responsibility of all interested respondents to download this additional information. *If technical assistance is required to download, call the Help desk at (401) 222-2142, ext. 134.*

## SECTION 2 – SCOPE OF WORK

### BACKGROUND AND PURPOSE

The State owns numerous buildings in Rhode Island that are subject to leakage of storm water through masonry walls, roofs, gutters, roof overhang, window surrounds, and foundations. The objective of this solicitation is to establish a Master Price Agreement to have A&E firms inspect such buildings, identify the causes(s) of water infiltration and develop plans and specifications to correct such conditions.

The intent of this solicitation is to establish a **Master Price Agreement** to be used for services on an “as needed” basis. Past utilization is no guarantee of future need. Inclusion as a qualified service provider on a Master Price Agreement is no guarantee of income.

The State intends to make multiple awards under this solicitation.

## SCOPE OF WORK

Deliverables under this A&E project include, for any given building identified in a Purchase Order:

- An inspection report of the building that enumerates the sources of water leakage, recommends remedial actions, and provides professional cost estimates for said remedies.
- A Construction Project Manual which includes plans and specifications for the remedial work.
- Construction administrative services.

Supplement to the Scope of Work

**The following requirements of the Division of Purchases are additive to the agency's Scope of Work:**

A. Payments to the Architect and/or Engineer

Payments on account of the architect and/or engineer's basic services shall be made monthly in proportion to services performed.

B. Reimbursable Expenses

Reimbursable expenses, when authorized in advance in writing by the State, will be paid to the architect and/or engineer on the basis of the architect and/or engineer's verified costs plus a fee not to exceed six percent (6%) of the total cost. Expenses shall include, but not necessarily be limited to, reproductions, postage and handling of drawings, specifications and other documents, staging, lifts or special equipment / instrumentation. Items that are not reimbursable include reproductions for the office use of the architect and the architect's consultants, and expense of any additional insurance coverage or limits, including professional liability insurance, requested by the owner in excess of that normally carried by the architect and the architect's consultants. Sub-consultant services and any other approved reimbursable expenses shall also be paid at actual cost incurred plus 6% markup.

C. Energy Efficiency

Energy efficiency is an important consideration. If appropriate to the design of this project, the architect and/or engineer will collaborate with the National Grid Company to achieve any cost reductions possible from that company's rebate program for energy efficient design.

D. Mercury Reduction and Education Act – Rhode Island General Law, Chapter 23-24.9

The Architect/Engineer shall comply with provisions of this Act and make every effort to specify non-mercury containing products whenever non-mercury containing products are available as a suitable alternative.

The successful respondent(s) shall be solely responsible for meeting all terms and conditions specified in the Request for LOI 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 respondent recommended for this award will be notified by the Department of Administration. A contract will be developed in cooperation with the Rhode Island State Department of Administration. Specific projects that result from this Agreement will be issued as Purchase Orders.

**Proposal Questions / Submission**

Questions concerning this solicitation must be received by the Division of Purchases at [questions@purchasing.ri.gov](mailto:questions@purchasing.ri.gov) no later than **9 Nov 10 at 12:00 NOON** (Eastern Time). Please reference the 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.

Letters of Interest to provide the required services must be received by the Division of Purchases on or before the date & time indicated on page one of this solicitation. Responses (**a clearly marked original** plus four **(4)** copies) should be mailed or hand-delivered in a sealed envelope marked “LOI #7447970: Architectural and Engineering Services for Construction Administration / Envelope Repairs” 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 may not be considered. Proposals must be presented to the Purchasing Receptionist for check-in and time stamp prior to the bid opening date and time. 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. **(Please be advised that Fedex/UPS do not always arrive by 10:30 am, you would be smart to send your submission to arrive at least one day early)**

## SECTION 3 - RESPONSE CONTENTS

An original Letter of Interest plus four (4) copies, including Standard Form 330 (available on the Purchasing Website on the Standard Forms page); other details including personnel, experience, and qualifications data may be provided. The State reserves the right to make an award or to reject any or all proposals based on what it considers to be in its best interest.

Respondents' submittals should be formatted as ring bound documents with 6 tabs, the contents of which are outlined below.

### TAB 1

1. A completed, signed three page R.I.V.I.P. generated bidder certification cover sheet (downloaded from the R.I. Division of Purchases Internet home page at <http://www.purchasing.ri.gov>.)
2. A copy of the current Rhode Island Certificate of Authorization (RICOA) for the firm and copies of current Rhode Island registration(s) for professionals who would perform the work. (Firms that do not have a RICOA or RI professional registration must include a letter acknowledging the intent and requirement to expeditiously acquire said Certifications.)
3. A completed and signed W-9 Form downloaded from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov) by clicking on RIVIP, then General Information and then Standard Forms.
4. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CDRom , diskette, or flash drive). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked "original".

### TAB 2

1. An Executive Summary that highlights the contents of the Technical Proposal and provides State evaluators with a broad understanding of the offeror's technical approach and ability.
2. A Table of Contents

### TAB 3

#### Staff Qualifications/Experience of the Respondent and project principals

Describe the Respondent's general experience as well as its experience and qualifications with projects of a similar size, scope and use. Identify the prospective Project Managers,

other consultants, as well as other members of the project team. Use Standard Form 330 (available on the Purchasing Website) for this purpose.

TAB 4

Project Approach

This section shall describe the offeror's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or methodology to be employed. The description shall discuss and justify the approach proposed for each task, and the technical issues that will or may be confronted at each stage on the project. In this tab respondent should explain how he plans to address the State's Minority Business Enterprise (MBE) goal of 10% participation of MBE's in all state procurements.

TAB 5

References

Select a minimum of three projects and provide principal contacts, including all current contact information for projects on buildings of size and scope similar to those on the Pastore Center. References will be contacted by members of the selection sub-committee to obtain all pertinent information. Please see evaluation criteria below relating to references.

TAB 6

Hourly Rates

Architect  
All Engineering Consultants  
CAD Operator  
Clerical  
Reimbursable.....cost + \_\_\_\_\_ %

Respondents are advised that reimbursable expenses, to include sub-consultant services, that may be included in the contract award resulting from this solicitation, shall not exceed architect/engineer's actual cost incurred x 1.06.

## SECTION 4 - EVALUATION AND SELECTION CRITERIA

Evaluation of proposals will include consideration of competence and general experience to provide the required services; experience and qualifications of personnel; availability of personnel, equipment and facilities to perform expeditiously; past performance with respect to control of costs, quality of work, ability to meet deadlines; the submittal of a formal “planned approach” for identifying and repairing problems with the envelopes of institutional buildings; and an hourly rate schedule by employee title for services that might be required.

The State will commission a Technical Review Committee, which will evaluate and score all proposals, using the following criteria:

<b><u>Criteria</u></b>	<b><u>Possible Points</u></b>
Staff qualifications	25 Points
Quality of Project Approach	25 Points
References	25 Points
Cost	25 points

The successful vendor must agree to provide the contract deliverable by the dates established in the final work plan and schedule.

### Evaluation Criteria

#### Staff Qualifications/Experience of Agency and Project Principals –25 Points

Does the respondent have experience with projects of a similar size, scope and use?  
Do the Project Managers and each consultant prospectively assigned to the project have the background and experience necessary for a successful project?  
Are staff and consultants available to be assigned to this project experienced with projects of similar size, scope and use?  
Does the Project team appear able to incorporate program goals and criteria into their work?

#### Project Approach –25 Points

Did the respondent 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 plan address relevant problems and program issues?  
Does the plan identify both constraints and opportunities posed by this project?  
Does the plan address accomplishing the State’s MBE goal.

References – Past Performance – 25 Points

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

Did the respondent's final product provide a clear, comprehensive and useful problem analysis and resolution?

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

Were technical and budget issues fairly balanced with a good outcome resulting?

Did the respondent adequately research relevant technical and program issues?

Was the respondent's investigative process and reports characterized by effective communication, clear graphic and verbal presentations?

Did the project come in on time and on cost?

Did the respondent contribute to overruns?

Were there an excessive number of change orders?

Cost (Hourly Rates) – 25 Points

Architect

All Engineering Consultants

CAD Operator

Clerical

Reimbursable.....cost + 1.06%

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 Purchasing Agent, or his designee, who will make the final award decision.

The successful vendor shall be solely responsible for meeting all terms and conditions specified in this request, their proposal and any resulting contract. Subcontractors must be approved by the State; however, it is the responsibility of the selected vendor to supervise and monitor the work performed by the subcontractor.

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.

Responses found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all responses submitted and to waive any informalities in any vendor's submission

**END**