



**Solicitation Information**

**4 January 06**

**RFP # B05956**

**TITLE: Engineering Services for malfunctioning Individual Sewage Disposal Systems (ISDS)**

**Submission Deadline: February 6, 2006 @ 10:45 am**

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at [wanderson@purchasing.state.ri.us](mailto:wanderson@purchasing.state.ri.us) no later than **January 24, 2006 at 4:00 pm**(Eastern Time). Please reference the RFP# 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>
<b>BOND REQUIRED: No</b>

**William J. Anderson, C.P.M. 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**

## SECTION 1 – INSTRUCTIONS AND NOTIFICATIONS TO OFFERERS:

The Rhode Island Department of Administration/Division of Purchases, on behalf of the All State agencies and Quasi-State agencies is soliciting proposals for the purpose of establishing a Master Price Agreement regarding Engineering Services for malfunctioning Individual Sewage Disposal Systems, from qualified respondents, and in accordance with the terms of this Request for Proposals (RFP) and the State's General Conditions of Purchase, which is available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

To access the State's General Conditions of Purchase, enter our website, click on RIVIP, then click on General Information and then click on Rules and Regulations. Once the Rules and Regulations are displayed, scroll to the bottom of the page and double click on Appendix A, which contains the State's General Conditions of Purchase.

The scope of work is described herein.

Potential Offerers 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 respondent. The State also reserves the right to award this project based on pricing alone.

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 offerer. The State assumes no responsibility for these costs.

**Proposals are considered to be irrevocable for a period of not less than ninety (90) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.**

All pricing submitted is to be considered 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 may not be considered.

It is intended that an award pursuant to this request will be made to a prime contractor, 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

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is clearly indicated in the Respondent’s proposal, and that the subcontractor(s) proposed to be used are identified in the proposal.

**A clearly marked original Letter of Interest plus four (4) copies, including Standard Form 330 (available on the Purchasing Website),** as well as other details including personnel, experience, and qualifications data are required. 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.

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 work plan; the fixed fee price (subject to further downward negotiation); and an hourly rate schedule by employee title for additional services that might be required beyond the original Scope of Work.

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/Request for Proposal 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 website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.

The respondent should be aware of the State’s Minority Business Enterprise (MBE) requirements, which addresses the State’s goal of a minimum of ten per cent (10%) participation by MBE’s in all State procurements. For further information, contact the MBE Administrator, at (401) 222-6253 or visit the website at <http://www.mbe.ri.gov>

The selected Contractor will provide services for a period of *three (3) years, renewable at the sole option of the State for a maximum of two (2) additional twelve (12) month periods*

Questions, in **Microsoft Word Format**, concerning this solicitation, may be e-mailed to the Division of Purchases at [wanderson@purchasing.state.ri.us](mailto:wanderson@purchasing.state.ri.us) no later than the date & Time indicated on page 1 of this solicitation. Please reference **RFP #B05956** on all correspondence.

Responses to questions received, if any, will be provided, as an Addendum to this RFP, 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.*

Proposals to provide the required services must be received by the Division of Purchases **on or before February 6, 2006 @ 10:45 am (EDT)**. Responses (**a clearly marked original** plus **(4)** copies) should be mailed or hand-delivered in a sealed envelope marked “RFP NUMBER: **B05956** to:

**By Courier or Mail:**

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)**

**RESPONSE CONTENTS**

Responses 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 [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us))
- A statement of experience describing the Offeror’s background, qualification, and experience with similar projects and all information described elsewhere in this solicitation.
- A completed and signed W-9 Form downloaded from the RI Division of Purchases Internet home page at [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us) by clicking on RIVIP, then General Information and then Standard Forms.

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SECTION 2 – SCOPE OF WORK

BACKGROUND AND PURPOSE

**Intent**

The intent of this Request for Proposals is to identify qualified engineering/construction firms that may be interested in providing the services necessary to bring the selected systems into compliance with all State code requirements.

GENERAL DESCRIPTION

**General Scope of Work**

- Perform an investigation into the cause for each failure
- Develop a design to repair or replace the current malfunctioning system.
- Provide plans and specifications to facilitate the bidding of the proposed system.
- Prepare all required applications for State and Local permitting.
- Develop Project cost estimates.
- Provide Construction oversight by a DEM Class III Designer's License holder as required by law.
- Provide As-Built Drawings upon project completion if construction varies from the original plan.

PROPOSAL SUBMISSION

Interested offerors may **submit proposals** to provide the services covered by this Request **on or before** February 6, 2006 @ 10:45 am. Proposals received after this time and date may not be considered.

Proposals must include the following:

1. An 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.state.ri.us>.)
2. A Technical Proposal describing the background, qualifications, and experience with and for similar programs, as well as the work plan or approach proposed for this requirement.
3. **If you are selected by the Evaluation Committee as a Finalist for this award,**

you will be asked to provide a *separate*, signed and sealed, Cost Proposal reflecting the fee structure proposed for this scope of service within two weeks of the committee's request.

Respondents are required to submit an original (**Clearly marked as "ORIGINAL"**) and four (**4**) copies of their Proposal.

### EVALUATION CRITERIA

Responses will be evaluated in two parts. Part one will require the technical submission and will be evaluated on the following criteria:

The Technical Proposal must contain the following sections:

a. Executive Summary

The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide State evaluators with a broad understanding of the offeror's technical approach and ability.

b. Offeror's Organization and Staffing

This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each (as well as resumes, curricula vitae, or statements of prior experience and qualification).

c. Work Plan/Approach Proposed

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, and a work plan for accomplishing the results proposed. The description of approach shall discuss and justify the approach to be taken for each task, and the technical issues that will or may be confronted at each stage on the project. The work plan description shall include a detailed proposed project schedule (by task and subtask), 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, and the attributable deliverables for each and will identify and describe what type of tutor training methodology will be utilized in the program.

d. Previous Experience and Background, including the following information:

i. A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects.

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- ii. A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position.
  
- e. The offeror's status as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Administration, and/or a subcontracting plan which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. Questions concerning this requirement should be addressed to Charles Newton, M.B.E. Officer, at (401) 222-6253 or on the MBE Website at [www.mbe.ri.gov](http://www.mbe.ri.gov)

**SECTION 5 - EVALUATION AND SELECTION**

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

<b>Criteria</b>	<b>Possible Points</b>
Staff Qualifications	15 Points
Capability, Capacity, and Qualifications of the Offeror	15 Points
Quality of the Work plan	15 Points
Suitability of Approach/Methodology	15 Points
References	10 Points
<b>Total Possible Technical Points</b>	<b>70 Points</b>
Cost [Calculated as (lowest responsive cost proposal) divided by (this cost proposal) times 30 points]	30 Points
<b>Total Possible Points</b>	<b>100 Points</b>

**All respondents must receive a minimum score of 50 points on the technical submission. Offers not scoring at least 50 points will not be considered further.**

A Technical Review Sub-Committee will review all submissions. After review, one or more respondents may be invited to present to the sub-committee and answer questions. A “short list” of finalists will be developed and each finalist respondent 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 the total fixed cost for the entire project. The cost proposal will represent 30 points for a possible total score of 100 points.

## Part One Submission Requirements:

### 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 Project Manager, other consultants as well as other members of the project team. Include Standard Form 330 (**available on the Purchasing Website**) in this section.

### Project Plan

This section shall describe the respondent'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 approach proposed 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

### References

Select a minimum of three projects and provide principal contacts, including all contact information for projects similar in size and scope to the proposed project. References will be contacted by members of the selection sub-committee to provide all required information. Please see evaluation criteria below relating to references.

## Part Two Submission Requirements:

**Respondents short-listed, as finalists will be expected, within two weeks of their selection, to provide a cost proposal.** The cost proposal shall include a budget and narrative for the project that includes the respondent's cost or fee structure for this project and the cost methodology used for all expenses related to the project and to provide justification for each line item. Any items that may represent costs outside of industry standards should be explained.

Provide a Work Plan description that shall include a detailed proposed project schedule (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 and the attributable deliverables for each. 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 respondent and the percentage to be completed by outside consultants.

*GENERAL PLANNING REQUIREMENTS*

Deliverables

The respondent must provide a tentative timetable to complete the following deliverables. The respondent must agree to provide all deliverables by the dates established in the final work plan and schedule in any resulting contract:

- The development of a plan for each component of this project, including but not limited to:

The successful vendor shall be solely responsible for meeting all terms and conditions specified in this request, their proposal and any resulting contract. Subcontracts 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.

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

Project Continuation

At the sole option of the State, the successful vendor may be requested to provide full Architectural and Engineering Services in addition to the Project Scope of Work.

Evaluation Criteria

Phase One

Experience of Agency and Project Principals –15 Points

Does the respondent 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?

Capability, Capacity and Qualifications - 15 Points

Are staff and consultants 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?

Does the respondent have the availability of the personnel, equipment and consultants to perform the services associated with this project?

Quality of Work/Project Plan – 15 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 proposed program and design appear sensitive to budget and time constraints?

#### Suitability of Approach/Methodology – 15 Points

Does the plan include a discussion of value engineering and/or applicable standards?  
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)?  
Does the plan address relevant design and program issues?

#### References – Past Performance – 10 Points

Were the references provided of a similar size, scope and use to the proposed project?  
Did the Respondent's final project provide a good design and program fit?  
Did the respondent 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 respondent adequately research relevant design and program issues?  
Was the respondent'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 respondent contribute to overruns?  
Were there an excessive number of change orders?

#### Budget (Phase two) – 30 Points

Does the respondent have a history of delivering projects on time and on budget?  
Is the respondent able to make reliable cost estimates?  
Does the budget submission fairly represent standard industry costs for similar projects?  
Is the design proposal responsive to the established project budget?  
Does the Project Manager appear able to work creatively to achieve program goals within budget constraints?  
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?  
Does staffing and hours projected by each assigned staff correspond with the schedule?

**Cost Sheet for RFP# B05956 – ISDS  
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Your cost proposal will be based upon the following fixed rates for services. You will need to provide costs for each of the 5 years of this award for all requested disciplines and services.

<b>Personnel/Service</b>	<b>Time Frame</b>	<b>Rate per Hour</b>
Engineer	4/1/06 – 6/30/07	_____
Engineer	7/1/07 – 6/30/08	_____
Engineer	7/1/08 – 6/30/09	_____
Engineer	7/1/09 – 6/30/10	_____
Engineer	7/1/10 – 6/30/11	_____
Associate Engineer	4/1/06 – 6/30/07	_____
Associate Engineer	7/1/07 – 6/30/08	_____
Associate Engineer	7/1/08 – 6/30/09	_____
Associate Engineer	7/1/09 – 6/30/10	_____
Associate Engineer	7/1/10 – 6/30/11	_____
Assistant Engineer	4/1/06 – 6/30/07	_____
Assistant Engineer	7/1/07 – 6/30/08	_____
Assistant Engineer	7/1/08 – 6/30/09	_____
Assistant Engineer	7/1/09 – 6/30/10	_____
Assistant Engineer	7/1/10 – 6/30/11	_____
Class IV Soils Evaluator	4/1/06 – 6/30/07	_____
Class IV Soils Evaluator	7/1/07 – 6/30/08	_____
Class IV Soils Evaluator	7/1/08 – 6/30/09	_____
Class IV Soils Evaluator	7/1/09 – 6/30/10	_____

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Class IV Soils Evaluator	7/1/10 – 6/30/11	_____
Wetland Biologist	4/1/06 – 6/30/07	_____
Wetland Biologist	7/1/07 – 6/30/08	_____
Wetland Biologist	7/1/08 – 6/30/09	_____
Wetland Biologist	7/1/09 – 6/30/10	_____
Wetland Biologist	7/1/10 – 6/30/11	_____
Senior Draftsman	4/1/06 – 6/30/07	_____
Senior Draftsman	7/1/07 – 6/30/08	_____
Senior Draftsman	7/1/08 – 6/30/09	_____
Senior Draftsman	7/1/09 – 6/30/10	_____
Senior Draftsman	7/1/10 – 6/30/11	_____
Draftsman	4/1/06 – 6/30/07	_____
Draftsman	7/1/07 – 6/30/08	_____
Draftsman	7/1/08 – 6/30/09	_____
Draftsman	7/1/09 – 6/30/10	_____
Draftsman	7/1/10 – 6/30/11	_____
2 Man Field Crew	4/1/06 – 6/30/07	_____
2 Man Field Crew	7/1/07 – 6/30/08	_____
2 Man Field Crew	7/1/08 – 6/30/09	_____
2 Man Field Crew	7/1/09 – 6/30/10	_____
2 Man Field Crew	7/1/10 – 6/30/11	_____
Clerical	4/1/06 – 6/30/07	_____
Clerical	7/1/07 – 6/30/08	_____

MPA 386 – RFP B05956 Attachment “A” Cost Sheet

Clerical	7/1/08 – 6/30/09	_____
Clerical	7/1/09 – 6/30/10	_____
Clerical	7/1/10 – 6/30/11	_____

**In-House Printing and Production Costs**

8.5” x 11”	4/1/06 – 6/30/07	_____
8.5” x 11”	7/1/07 – 6/30/08	_____
8.5” x 11”	7/1/08 – 6/30/09	_____
8.5” x 11”	7/1/09 – 6/30/10	_____
8.5” x 11”	7/1/10 – 6/30/11	_____
18” x 24”	4/1/06 – 6/30/07	_____
18” x 24”	7/1/07 – 6/30/08	_____
18” x 24”	7/1/08 – 6/30/09	_____
18” x 24”	7/1/09 – 6/30/10	_____
18” x 24”	7/1/10 – 6/30/11	_____
24” x 36”	4/1/06 – 6/30/07	_____
24” x 36”	7/1/07 – 6/30/08	_____
24” x 36”	7/1/08 – 6/30/09	_____
24” x 36”	7/1/09 – 6/30/10	_____
24” x 36”	7/1/10 – 6/30/11	_____

**Schedule of Reimbursables to be priced at cost plus % markup**

Printing and Reproduction Markup % \_\_\_\_\_

Septic System Pumping Markup % \_\_\_\_\_

Backhoe Services Markup % \_\_\_\_\_

Miscellaneous Sub-Contract Services Markup % \_\_\_\_\_