



**Solicitation Information  
March 5<sup>th</sup>, 2018**

**RFP# 7589549**

**TITLE: Stedman Government Center HVAC, Electrical and Building Envelope**

**Upgrades Submission Deadline: Monday April 2<sup>nd</sup>, 2018 at 11:00 am**

**PRE-BID/ PROPOSAL CONFERENCE: YES**

**MANDATORY: YES**

If YES, any Vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory Pre-Bid/ Proposal Conference. The representative must register at the Pre-Bid/ Proposal Conference and disclose the identity of the vendor whom he/she represents. A vendor's failure to attend and register at the mandatory Pre-Bid/ Proposal Conference shall result in disqualification of the vendor's bid proposals as non-responsive to the solicitation.

**DATE: March 19<sup>th</sup>, 2018 at 1:00 pm**

**LOCATION: 4808 Tower Hill Road, Wakefield, RI 02879**

Questions concerning this solicitation must be received by the Division of Purchases at [max.righter@purchasing.ri.gov](mailto:max.righter@purchasing.ri.gov) no later than **Wednesday March 21<sup>st</sup>, 2018 (EST)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**BID SURETY BOND REQUIRED: NO**

**PAYMENT AND PERFORMANCE BOND REQUIRED: NO**

Max Righter, Buyer II

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

**Note to Applicants:**

Proposals received without a completed RIVIP Bidder Certification Cover Form attached may result in disqualification.

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

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## SECTION 1. INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Administration Division of Capital Asset Management and Maintenance (“DCAMM”), is soliciting proposals from qualified firms to provide Architectural and Engineering Services for the renovations of the Stedman Government Center, in accordance with the terms of this Request for Proposals (“RFP”) and the State’s General Conditions of Purchase, which may be obtained at the Division of Purchases’ website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

The initial contract period will begin approximately May 2018.

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

### **Instructions and Notifications to Offerors**

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this RFP are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP may be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP or for providing oral or written clarification of its content, shall be borne by the vendor. The State assumes no responsibility for these costs even if the RFP is cancelled or continued.
4. Proposals are considered to be irrevocable for a period of not less than 180 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated in the proposal.
6. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Subcontracts are permitted, provided that their use is clearly indicated in the vendor’s proposal and the subcontractor(s) to be used is identified in the proposal.
7. The purchase of goods and/or services under an award made pursuant to this RFP will be contingent on the availability of appropriated funds.

8. Vendors are advised that all materials submitted to the Division of Purchases for consideration in response to this RFP may be considered to be public records as defined in R. I. Gen. Laws § 38-2-1, *et seq.* and may be released for inspection upon request once an award has been made.

Any information submitted in response to this RFP that a vendor believes are trade secrets or commercial or financial information which is of a privileged or confidential nature should be clearly marked as such. The vendor should provide a brief explanation as to why each portion of information that is marked should be withheld from public disclosure. Vendors are advised that the Division of Purchases may release records marked confidential by a vendor upon a public records request if the State determines the marked information does not fall within the category of trade secrets or commercial or financial information which is of a privileged or confidential nature.

9. 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.
10. By submission of proposals in response to this RFP vendors agree to comply with R. I. General Laws § 28-5.1-10 which mandates that contractors/subcontractors doing business with the State of Rhode Island exercise the same commitment to equal opportunity as prevails under Federal contracts controlled by Federal Executive Orders 11246, 11625 and 11375.

Vendors are required to ensure that they, and any subcontractors awarded a subcontract under this RFP, undertake or continue programs to ensure that minority group members, women, and persons with disabilities are afforded equal employment opportunities without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability.

Vendors and subcontractors who do more than \$10,000 in government business in one year are prohibited from engaging in employment discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability, and are required to submit an “Affirmative Action Policy Statement.”

Vendors with 50 or more employees and \$50,000 or more in government contracts must prepare a written “Affirmative Action Plan” prior to issuance of a purchase order.

- a. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation.
- b. Vendors further agree, where applicable, to complete the “Contract Compliance Report” (<http://odeo.ri.gov/documents/odeo-eeo-contract-compliance-report.pdf>), as well as the “Certificate of Compliance” (<http://odeo.ri.gov/documents/odeo-eeo-certificate-of-compliance.pdf>), and submit both documents, along with their Affirmative Action Plan or an Affirmative Action Policy Statement, prior to issuance of a purchase order. For public works projects vendors and all subcontractors must submit a “Monthly Utilization Report” (<http://odeo.ri.gov/documents/monthly-employment->

[utilization-report-form.xlsx](#)) to the ODEO/State Equal Opportunity Office, which identifies the workforce actually utilized on the project.

For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail at [Krystal.Waters@doa.ri.gov](mailto:Krystal.Waters@doa.ri.gov).

11. In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State. This is a requirement only of the successful vendor(s). For further information, contact the Secretary of State at (401-222-3040).
12. In accordance with R. I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1 it is the policy of the State to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs) and to support the fullest possible participation of small disadvantaged businesses owned and controlled by persons with disabilities (Disability Business Enterprises a/k/a “DisBE”)(collectively, MBEs, WBEs, and DisBEs are referred to herein as ISBEs) in the performance of State procurements and projects. As part of the evaluation process, vendors will be scored and receive points based upon their proposed ISBE utilization rate in accordance with 150-RICR-90-10-1, “Regulations Governing Participation by Small Business Enterprises in State Purchases of Goods and Services and Public Works Projects”. As a condition of contract award vendors shall agree to meet or exceed their proposed ISBE utilization rate and that the rate shall apply to the total contract price, inclusive of all modifications and amendments. Vendors shall submit their ISBE participation rate on the enclosed form entitled “MBE, WBE and/or DisBE Plan Form”, which shall be submitted in a separate, sealed envelope as part of the proposal. ISBE participation credit will only be granted for ISBEs that are duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity or firms certified as DisBEs by the Governor’s Commission on Disabilities. The current directory of firms certified as MBEs or WBEs may be accessed at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php>. Information regarding DisBEs may be accessed at [www.gcd.ri.gov](http://www.gcd.ri.gov).

For further information, visit the Office of Diversity, Equity & Opportunity’s website, at <http://odeo.ri.gov/> and *see* R.I. Gen. Laws Ch. 37-14.1, R.I. Gen. Laws Ch. 37-2.2, and 150-RICR-90-10-1. The Office of Diversity, Equity & Opportunity may be contacted at, (401) 574-8670 or via email [Dorinda.Keene@doa.ri.gov](mailto:Dorinda.Keene@doa.ri.gov)

## **SECTION 2. BACKGROUND**

This three-story masonry, 47,000 square foot facility houses many state agencies, including the Department of Labor and Training (DLT), Department of Human Services (DHS), Rhode Island Traffic Tribunal, Department of Motor Vehicles (DMV), Coastal Resources Management Council (CRMC), South County Tourism Council (SCTC), and Department of Children Youth and Families (DCYF). These departments have different operating hours throughout the week. The DCYF spaces (entire 2nd floor) are open 24/7 and occupied on an as-needed basis by staff and community members.

The building, designed by Lloyd W. Kent of Kent, Cruise & Associates, was built in 1968 as a Catholic women’s school called Mount St. Joseph’s College. The college closed in 1975, and transferred to the State of RI in 1981. The building is directly adjacent to a forested wetland complex and is within the CRMC jurisdictional area.

The heating system consists of an oil-fired hot water boiler plant consisting of seven residential sized boilers. These boilers are turned on and off manually. There are a mixture of perimeter baseboard heaters and hot water fan coil units throughout the building. For a majority of the building, space cooling is provided by individual window AC units. There are two central cooling-only AC units serving the DLT and DHS spaces; these units are believed to be providing recirculation air only. There are five split AC systems serving the RI Traffic Tribunal; these split systems are controlled by DOA DCAMM. There is no mechanical ventilation in the building; however, there are 5 building exhaust fans located in the penthouse that operate 24/7. Lighting is largely fluorescent T8 fixtures on the ground and 1st floors, and T5 fixtures on the 2nd floor (DCYF) which was renovated in 2011. The 2nd floor has some lighting occupancy sensors; however, the rest of the building lighting fixtures are manually controlled.

The fully occupied ground floors of the masonry buildings are partially below grade with water from saturated soils penetrating through the foundations and concrete floor slabs into the occupied space. There is a very high ground water table at the eastern portion of this site roughly between at grade to 2' below grade to seasonally at the ground surface, as reported by the Building and Grounds Officer. It appears some of the building occupants are working in a space with impaired indoor air quality due to the high moisture levels.

The heating, ventilation, air conditioning, and electrical systems are old and need to be replaced. The building envelope is uninsulated and does not meet current energy codes. The uninsulated building requires high HVAC demand, makes it difficult to control temperatures and moisture levels. The exterior masonry needs to be repointed. The single glazed windows, original to the building, are set in continuous curtain walls attached to the exterior of the building and the steel frame. The windows and curtain walls need to be replaced with units that meet the energy code. The roof is nearing its' expected life; we would like to replace the roofing system as part of this project. The attached FCA Report details the condition of the various building systems.

Deficiencies to be addressed in this project:

1. Impaired indoor air quality with the likely presence of mold.
2. Damaged flooring in areas impacted by high moisture levels and old outdated flooring.
3. Sustained groundwater infiltration through the foundation walls and floor slabs that create high moisture levels on the inside of the building creating unacceptable conditions for occupied space. This project will be a pilot project for LEED for Sites. We anticipate that process to drive solutions including a perimeter foundation drain system.
4. Approximately 1' of Standing water in the spring and after rain events in the open courtyard. This project will utilize the LEED for Sites process to identify the best way to handle site stormwater and to pilot the LEED for Sites process. As a pilot project, there will be waived registration fees, discounted certification fees, and training and cost/benefit analysis will be provided by USGBC.
5. HVAC, portions of the plumbing, and Electrical systems should be replaced. Based on the DMI Study, Consider the following HVAC options for the building:
  - Dedicated Outdoor Air System (DOAS) with a parallel terminal system such as Radiant Ceiling Panels, Variable air volume system, ground source or air source heat pumps or fan coil units.
  - Split System Ground or Air Source Heat Pumps on exterior walls with outside air supply.
  - Split System AC Units with outside air and HW heating System.
  - Fan Coil Units 4 pipe system with a boiler and chiller, with ERV for 100% outside air.
  - Fuel Source: Gas (will require a new gas supply connection), Electric, or Oil.
6. The 50-year old windows and curtain walls should be replaced.
7. The building envelope (interior walls and ceilings) must be insulated to meet current energy codes, minimize HVAC demand and allow for proper control.
8. The exterior masonry walls must be repointed.
9. There is asbestos and other hazardous material in the building that must be tested, an abatement plan prepared and approved by the RIDOH and ultimately removed during construction.
10. The building lighting is old and should be upgraded to LED's. Work shall include all National Grid coordination and work shall maximize rebates, incentives, and on-bill financing.
11. The fire alarm system has been upgraded, but it must be verified that the fire alarm panel can accommodate the proposed upgrades and modifications to the existing fire alarm system must be identified and documented as part of this project.
12. The design must meet the requirements of the RI Green Buildings Act; we anticipate that the design would meet the RI Green Building Code and the newly adopted RI Stretch Code for Commercial Construction.

13. The design must consider the needs of the building occupants. We anticipate that the project would be completed in stages with temporary relocation of the building occupants during construction as necessary.
14. Replace the 50 year old elevator considering that there is an underlying stream under the elevator shaft that freezes the elevator shaft.
15. Work with the National Grid Technical Assistance Consultant who will be developing an energy model for the building and will provide guidance and assistance for the HVAC and envelope design.
16. Building security items such as bollards, door hardware. Access control has been installed in the building, however this project to include: interior access control to separate spaces, bollards to protect exterior elements, security cameras.
17. One of the agencies in the building has a significant amount of paper records; the project will include the Owner (DoIT) removing and digitizing the paper records. The owner will proceed with this process, and the design team to consider this in the design.
18. First floor lobby and conference room upgrades. The lobby is old and outdated. Our intent is to provide a new, modern lobby and conference rooms.
19. Remove and dispose all defunct and non-operational equipment.
20. New drinking water fountains.
21. New EV charging station in the main parking area.

These deficiencies threaten the health and Safety of building occupants, threaten the structural longevity of the building, and create additional maintenance burdens to manage the problems.

The building is fully occupied by seven State of RI Agency tenants. The project must be designed to be built in multiple phases as part of one construction contract. For example, we envision moving tenants out of the building into temporary trailers on site or to leased space to allow for construction work to proceed in the part of the building that the tenant/s vacated. Once construction is complete, another tenant would be moved into the newly renovated space and their old space would be rebuilt. The construction would proceed in this manner throughout the building. The design plans and specifications must include provisions for at least 4 temporary office trailers to be installed on the site for the duration of the construction. Temporary utilities, access ramps, sidewalks, and supports should be included in the design.

## SECTION 3: SCOPE OF WORK AND REQUIREMENTS

### General Scope of Work

Architectural and Engineering Services to provide construction plans and specifications, testing, bid and construction phase services for the renovations to the Stedman Government Center Building in South Kingstown, RI.

### Specific Activities / Tasks

1. The Lead A&E Firm will appoint a project manager who shall be responsible for all communications related to the project and who will be responsible for seeing that all services are performed within the agreed upon time limits and meet the needs of the Owner.
2. The buildings in question are occupied. The A&E firms and their staff and sub-contractors shall include in the design provisions to complete the work with the building occupants and with staging the project; see the attached plans.
3. The design must fit within the total project budget and must be detailed so that any construction change orders, if required, will not exceed the **project budget of \$16,000,000.00** including all hard and soft costs.
4. The construction plans must show all existing conditions, detailed and accurate locations of all site utilities, edges of pavement, curbing, location of all building foundations, bench marks and elevation reference, property lines and any ROW's. The plan must

make provisions for side slopes, structural supports, water control, utilities, and features. It is critical that the final design is drawn to enough level of detail so that the contractor can build the project with minimal change orders and questions; the Owner is not providing a budget for construction change orders that exceed 2.5% of the base bid price.

### **Project Phases:**

**Schematic Design Phase “SD”:** Schematic Design services include the necessary site and building testing, surveys, drafting and calculations to define the design to the 30% level to solve the identified problems. Include (2) meetings with DCAMM and RIHPHC and all necessary site visits.

#### **Deliverables:**

1. Architectural, MEP, remediation, and Site Plans and sections including overall dimensions and enough detail to describe the work to the 30% level and per the standards listed in Attachment “A”.
2. Results of site and building investigations.
3. Building Investigations including mold, lead, moisture, and asbestos testing.
4. Structural Inspection of the building.
5. Submit all Permits including CRMC and the RI Department of Health.
6. Preliminary Construction Cost Estimate.

**Design Development Phase “DD”:** Design development services use the initial design documents from the schematic phase and take them one step further. This phase lays out civil, landscape, structural, and any mechanical, electrical, plumbing, and architectural details. Include (2) meetings with DCAMM and RIHPHC.

#### **Deliverables:**

1. Plans, details, schedules, and sections including all dimensions and showing enough detail to describe the work to the 60% level and per the standards listed in Attachment “A”.
2. Results of any further site and/or building testing.
3. All required permits including CRMC and RIDOH.
4. Outline technical specifications.
5. Detailed construction cost estimate itemized for each part of the work.

**Construction Documents Phase “CD”:** Once the owner and vendor are satisfied with the documents produced during DD, the vendor moves forward and produces drawings with greater detail. These drawings typically include specifications for construction details and materials. Once Construction Documents (CDs) are satisfactorily produced, the vendor delivers the stamped, signed documents to the owner, for permitting and bidding. This phase results in the contractors’ final estimate of project costs Include (2) meetings with DCAMM and RIHPHC.

#### **Deliverables:**

1. AutoCAD plan set of the construction drawings.
2. RI State Building Code Commission, CRMC and RI State Fire Marshall Approval Letters to go out to bid.
3. Updated Detailed Construction Cost Estimate.
4. LEED for Sites v2 Scorecard

**Bid Phase:** The first step of this phase is preparation of the bid documents to go out for public bid. The bid document set includes an advertisement for bids, instructions to bidders, the bid form, bid documents, the owner-contractor agreement, labor and material payment bond, and any other sections necessary for successful price bids. The owner, with the help of the vendor, evaluates the bids and selects a winning bid.

**Construction Administration Phase “CA”:** CA services begin with the initial contract for construction and terminate when the final certificate of payment is issued. The

vendor's core responsibility during this phase is to help the contractor to build the project as specified in the CDs as approved by the owner. Questions may arise on site that require the vendor to develop sketches or respond to requests for information (RFIs). Different situations may require a Change Order to complete the project.

**Deliverables:**

1. Attendance at bi-weekly construction progress meetings.
2. Shop Drawing reviews.
3. Response to RFI's from the contractor.
4. Production of SK drawings as required.
5. Redesign as required to correct any design deficiencies and to offset any cost increases that would result.
6. Progress inspections of the work as it is being constructed.
7. Contractor Progress Payment reviews.
8. 128 Forms for the RI Building Code Commission.
9. Punch List.
10. LEED for Sites Certification.

**Owner Supplied Information:** DCAMM will provide the selected Vendor with all existing plan information including the following:

1. 2011 Renovation Project drawings.
2. East and South EPDM roof installation 2007.
3. We do not have copies of the original building plans. Gathering of additional information resulting from incomplete data will be the responsibility of the Vendor.
- 4..
5. 2018 Plans and Specifications by Saccoccio Associates for the building restroom renovations.

**Attachments to the RFP:**

1. Occupancy and phasing schematic plans.
2. April 6, 2017 TA Study Final Report by the Demand Management Institute.
3. Hazardous materials report.
4. Photos of the building and site.
5. Facility Condition Assessment Report.
6. National Grid draft MOU.
7. Exhaust Fan Airflow Measurements report 12-29-2016.

**Other Concurrent Projects:** There are three other projects currently under design in this building; a restroom upgrades project, and a new building generator project. DCAMM will provide the design team with plans and specifications as necessary to coordinate with these other projects. DCAMM plans to replace the roof after this project is completed.

**Reimbursibles:** The Vendor will be responsible for all costs associated with postage, client invoices and other related forms and/or correspondence. The vendor should include an allowance of \$2,000 for printing costs.

**Preliminary Schedule:**

**Design:** June 2018 to June 2019

**Construction:** October 2019 to October 2020

**Construction Documentation Drawing Set Minimum Standards**

**Project Manual**

The following shall be considered and provided as needed when documenting Standard Specifications:

- Test reports, asbestos, lead, hazardous materials, and borings.
- Utility back charges if required.

- Factory finishes or field applied finishes (usually in the painting section).
- The extent of demolition; the standard is that abatement work occurs first, then utility disconnects, and then general Contractor demolition.
- Describe the extent of the work, the materials and workmanship, and include the work under the proper Section. If any portion of the work included in a Section of the Specifications is to be performed by a trade covered by another Section, there shall be clear and distinct cross referencing between the Sections. Merely to state "by others" is not acceptable.
- Add the words "or equal" after at least three manufacturers and each acceptable trade name.
- Specify materials mined or manufactured in Rhode Island whenever possible.
- Do not use general clauses intended to be all-inclusive in lieu of complete descriptions.
- Use consistency throughout.
- Avoid such terms as "to the satisfaction of the Design Agent," "as directed by the Design Agent," "as approved," and "as required."
- Specify work in appropriate Sections per local trade authority.
- Do not use words that preclude the use of recycled materials, i.e., "virgin materials."
- Specifications must be modified to the project. Delete sections and references that do not apply. All sections must be reviewed and edited to remove products not used.

### **Quality Control**

The Design Agent shall provide complete coordination of all drawings and specifications including those of their consultants. This coordination shall be within the architectural drawings, between the architectural drawings and specification, between the architectural drawings, specifications, and all other drawings.

The quality control review shall address, but not be limited to the space provided between the underside of the roof structure and the ceiling below, and the space between the floor structure and the ceiling below on a typical floor to eliminate the conflict of trades.

Additionally, the size of the mechanical room shall accommodate the equipment with space for access for service and future expansion. The location and size of vertical shafts for utilities and all roof top equipment shall be addressed and coordinated.

Minimal quality requirements are as followed:

- All symbols and nomenclature shall be consistent from drawing to drawing and drawing to specification. *(For example: Do not indicate plywood and sheathing as the same specified item.)*
- All schedules shall be coordinated with the drawings and the specification.
- All equipment shall be indicated and connected to a source.
- All existing and new construction must be differentiated.
- All discipline drawing sets shall indicate phasing if required.
- The design must meet FM Global standards. FM Global is the insurer for State of RI Buildings and Facilities.

### **Civil/Site Drawings shall indicate the following:**

- Layout and location, with details, of all proposed work, including: buildings, structures, retaining walls, and other site improvements. Existing and proposed grades and contours, including: floor elevations, existing structures and topography, survey base line, wetland edges and setback lines, 100 year floodplain, bench marks, boring and test pit locations, and site profile sections.
- Landscaping and planting, including contract limit line and storage area for construction materials.
- All utility service lines, systems and structures for electricity, gas, oil, water, steam, telephone, sanitary and storm drainage including size, composition, grades, and directions of flow. (Note: Use a separate site drawing to show utilities on projects with extensive layouts and details.) The Design Agent shall certify, in writing, to DCAMM that all applicable local and state officials have been contacted regarding each utility connection and that the department responsible for permits or connection approval has agreed to the system's use.
- Erosion control and sedimentation control drawings shall include: Engineering drawings, stamped by a professional engineer indicating the work Erosion control plan consistent with RIDEM's best management practices
- LEED for Sites information included in the civil drawings.

### **Architectural Drawings shall indicate the following:**

- Floor plans of each floor, with room and corridor dimensions, wall thickness, column locations, floor elevations, mechanical and electrical openings, door and window designations, and schedules.

- Room finish schedules that clearly designate types of finish and substrate materials and limits. Abbreviations may be used to indicate the materials.
- Roof plan showing openings, drainage, pitch, expansion joints, lightning protection, and all projections and penetrations, including equipment.
- Reflected ceiling plans, perimeter details, and support details.
- Legend of materials, abbreviations, and symbols.
- Wall sections indicating dimensions, flashing, anchorage, reinforcing, coursing, cladding, and other details showing all conditions.
- Exterior and interior elevations and cross-sections including floor to ceiling heights. Designate all materials and coordinate with the specification; use the same terminology in both places.
- Details for roofing, flashing, insulation, windows, doors, entrances, interior and exterior walls, expansion, control or construction joints, water stops, stairs, handrails, millwork, and built-in equipment.
- Locations of all major mechanical and electrical penetrations through walls and floors.
- Access provisions for servicing mechanical and electrical equipment in mechanical rooms. Provide metal walkways, catwalks, ladders, etc., as required to provide access. *(Note: The installation of all metal walkways, catwalks, ladders, handrails and stairways shall be furnished and installed by the Miscellaneous and Ornamental Iron Subcontractor.)*
- Meet the requirements of the RI Stretch Code for Commercial Construction.

**Structural Drawings shall indicate the following:**

- Coordinate the following items with the site plan: Boring plans with dates, ground elevation, water level, and bottom grades of footings and slabs.
- Foundation plan with bottom grades showing layout of all footings, walls, slabs on grade including reinforcing, grade beams, and columns; include design soil bearing pressures and live loads for each area.
- Floor and roof plans of structural systems including framing, elevation of finished floors and depressed areas, with locations and dimensions for all openings. Indicate design floor loads.
- Complete foundation wall elevation and typical sections with reinforcing, indicating location, dimensions, and grades for all footings, steps, and wall openings.
- Complete details and sections with dimensions for all construction including expansion and construction joints, reinforcing and other embedded items.
- Schedules (with dimensions) for all lintels, beams, joists, and columns.
- Unless detailed on the drawings, the following information shall appear in the general notes: class and 28-day strength of concrete for each portion, structural steel, and concrete reinforcing design stresses for each type of structural member; concrete cover for each type of structural member; shrinkage and temperature steel requirements; reinforcing laps for main reinforcing; and temperature steel, bend point, cutoff, and hook locations for all members; minimum beam and lintel bearing. Reinforcing steel fabrication shall be in accordance with most recent ACI, "Manual of Standard Practice for Detailing Reinforced Concrete." Structural steel fabrication shall be in accordance with the AISC "Manual of Steel Construction."

Roofs shall not be dead level. They shall have a minimum slope of ¼" per foot to roof drains. This may be accomplished by either sloping the structure or by using sloped insulation. Two roof drains are preferable to one (in case of blockage of one drain), and, if a parapet is used, relief scuppers should be employed to limit the height of water build-up.

**Plumbing Drawings shall indicate the following:**

- All work done by the Plumbing Subcontractor shall include all water, gas, air, vacuum, sanitary and storm wastes, and accessories. Site utilities shall be indicated on the utility drawings.
- Plumbing work, other than site work, shall not be combined on the same sheets with the Fire Protection, HVAC, Electrical, or other drawings except with the prior approval of DCAMM.
- Trapping and venting of all plumbing fixtures including floor drains.
- Water and gas supply sources, storm water and sanitary discharge mains.
- All piping shall be carefully sized, and all sizes shall be indicated on the drawings and riser diagrams. Indicate all direction of flow and pitch on piping.
- All accessories, valves, and fixtures, including all drinking fountains, grease traps for kitchen waste, and all necessary panels, identified as to type and size. Acid waste and vents for laboratories conforming to the requirements of the latest issue of the State Plumbing Code.
- Plumbing Legend and/or graphical symbols on the first sheet of the plumbing drawings in accordance with the National Standards Institute ANSI
- Plumbing riser diagrams for structures two or more stories in height above ground level.

- Domestic water booster pumps, boiler feed water, meter location, hose bibs.
- Hot water storage tanks, piping material, hanger details.
- Back flow preventers in accordance with requirements of the local water authority.
- Clean-outs in accordance with the RI State Plumbing code.

**Heating Ventilating and Air Conditioning Drawings shall indicate the following:**

- Site Utilities on the utility drawings.
- HVAC work, other than site work, shall not be combined on the same sheets with Fire Protection, Plumbing, Electrical or other drawings except with the prior approval of DCAMM.
- The location and size of all piping and ductwork systems.
- All systems sized at all reductions, as well as all riser diagrams of piping and duct systems.
- All directions of flow, pitch on piping, and volumes for duct systems.
- Sufficient servicing and/or replacement space of all large items of equipment.
- All equipment, accessories, valves, and dampers with all necessary access panels identified as to type and size. Access panels, where required for access to valves and dampers, etc.
- All cooling system pumps, chillers, cooling towers, air handling units, ductwork systems, dampers, fan details, temperature control systems, air and hydraulic balancing equipment, and schedules.
- The cooling tower design on the drawings showing site location, elevations and floor plan of equipment layout and typical flow diagram as related to the total HVAC system.
- That adequate ventilation is provided in utility tunnels and for exterior utility tunnels on the utility drawings.
- That all fire and smoke dampers, access panels, and doors are installed in accordance with the latest edition of NFPA Code 90.A
- Mechanical room designs, including the following details:
  - Vent pipes for safety valves, relief valves, back pressure valves and tanks shall be extended above flat roofs in accordance with all governing authorities.
  - Motor starters: who provides? Who wires?
- In all designs for boiler and refrigeration plants, include a complete floor plan indicating location of all major mechanical equipment and sufficient service space.
- In all designs of new and/or replacement boiler and refrigeration plants, provide a flow diagram detailing steam or hot water distribution systems, return systems, including all existing equipment and their function, as well as any proposed expansions with all necessary instrumentation and controls.
- All ductworks shall be shown double line unless otherwise approved in writing by DCAMM.
- Meet the requirements of the RI Stretch Code for Commercial Construction.

**Fire Protection Drawings shall indicate the following:**

- Fire protection drawings shall indicate standpipe systems, sprinkler systems, access panels, fire pumps, and accessories.
- Fire Protection work, other than site work, shall not be combined on the same sheets with the Plumbing, HVAC, Electrical, or other drawings except with the prior approval of DCAMM.
- Fire protection system calculations and narrative report, as required by 780 CMR, shall be provided.
- Coordinate with “Commissioning Agent.”

**Electrical Drawings shall incorporate the following elements:**

- Indicate temporary power needs on the drawings when applicable.
- Electrical work, other than site work, shall not be combined on the same sheets with Fire Protection, Plumbing, HVAC, or other drawings except with the prior approval of DCAMM.
- General arrangement: Outline layout of each floor. Typical sections through the structure, floor and ceiling heights and elevations, and type of construction, including concrete pads shall be indicated.
- Interior lighting system: type of wiring, light fixture schedules, location and mounting heights of all fixtures, cable trays, receptacle and switch outlets, sizes and types of all lamps, conduits, all other accessories, and riser diagrams shall be indicated on the drawings. Indicate details and method of supporting electrical fixtures, cable trays, and conduits. Design Agent shall specify that all electrical lighting fixtures be supported from the building structure, and shall be independent of ducts, pipes, ceilings, and their supporting members.

- Power system: locations, types, and method of control for all motors, heaters, appliances, controllers, starters, branch circuits, feeder conductors, and conduits. Indicate riser diagrams. Show details and indicate method of supporting electrical conduit. For larger projects, thermostats and control wiring are normally covered under the HVAC contract.
- Services: location and details of all services, whether overhead or underground, feeder sizes, plans and elevations of switchgear and transformers, metering, and service switchboard arrangements, wiring and ground fault diagram, and bus ducts.
- Exterior lighting: location, size, and types of transformers, luminaries, poles, light standards, cables, ducts, and manholes, details of control equipment, and connection diagrams.
- One-line diagram indicating load in KVA, and available short circuit amperes at each transformer, switchboard, distribution panel board, branch circuit panel board, and at major pieces of equipment.
- Riser diagrams for all systems.

## SECTION 4: PROPOSAL

### A. Technical Proposal

Narrative and format: The proposal should address specifically each of the following elements:

1. **Architect Qualification Statement** - To demonstrate experience and qualifications provide the following:
  - Provide history of the firm, including number of years it has been in business doing general contracting; a list of representative projects with final cost, year completed and description of work.
  - Provide resumes for principals and key personnel who will be assigned to the project, including a list of relevant projects with which they were personally involved.
  - List three or more similar projects the firm has completed within the last five years. Include the date of completion, the age of the building, the cost of the project, a detailed description of the work, and a project reference with phone number.
  - Provide firm history, resume of principals, and a list of relevant projects for each subcontractor.
  - The owner reserves the right and sole discretion to determine equivalent or prior experience and the right to reject any or all bids which fail to demonstrate equivalent prior experience. The owner will contact project references, and reserves the right to reject bids based on poor performance with similar projects.
  - Qualifications will be evaluated based on similar project experience for:
    - A. Completion of at least 3 similar projects.
    - B. Size and dollar value of completed projects.
    - C. Architect's performance with similar projects. *List references for projects listed in 'a' above.*
    - D. Architect's ability to subcontract with qualified firms.
    - E. Experience of individuals assigned to the project.
2. **Schedule** - Please describe in detail, the design schedule anticipated for this project to bring the project to the construction bid phase.
3. **Approach/Methodology** – Define the methodology to be used for the renovation and repairs.

## B. Cost Proposal

Vendors are requested to provide pricing in the following format:

1. Provide a lump-sum price for the work described above.
2. Provide an hourly breakdown of the above lump-sum price per primary and secondary roles.
3. Carry an allowance of two thousand dollars (\$2,000.00) for anticipated project reimbursables. Reimbursables will be limited to a 4% mark-up above initial cost.

## C. ISBE Proposal

See Appendix A for information and the MBE, WBE, and/or Disability Business Enterprise Participation Plan form(s). Bidders are required to complete, sign and submit these forms with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.

## SECTION 5: EVALUATION AND SELECTION

Proposals shall be reviewed by a technical evaluation committee (“TEC”) comprised of staff from State agencies. The TEC first shall consider technical proposals.

Technical proposals must receive a minimum of 60 out of a maximum of 70 points to advance to the cost evaluation phase. Any technical proposals scoring less than 60 points shall not have the accompanying cost or ISBE participation proposals opened and evaluated. The proposal will be dropped from further consideration.

Technical proposals scoring 60 points or higher will have the cost proposals evaluated and assigned up to a maximum of 30 points in cost category bringing the total potential evaluation score to 100 points. After total possible evaluation points are determined ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

The Division of Purchases reserves the right to select the vendor(s) or firm(s) (“vendor”) that it deems to be most qualified to provide the goods and/or services as specified herein; and, conversely, reserves the right to cancel the solicitation in its entirety in its sole discretion.

Proposals shall be reviewed and scored based upon the following criteria:

| <b>Criteria</b>                          | <b>Possible Points</b>                    |
|--|---|
| <b>Architect Qualification Statement</b> | 20 Points                                 |
| <b>Schedule</b>                          | 10 Points                                 |
| <b>Approach/Methodology</b>              | 40 Points                                 |
|  |   |
| <b>Points</b>                            | <b>Total Possible Technical 70 Points</b> |
|  | 30 Points                                 |

|   |                       |
|---|-----------------------|
| Cost proposal*                          |                       |
| <b>Total Possible Evaluation Points</b> | <b>100 Points</b>     |
| ISBE Participation**                    | 6 Bonus Points        |
| <b>Points</b>                           | <b>Total Possible</b> |
|   | <b>106 Points</b>     |

**\*Cost Proposal Evaluation:**

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

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

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

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

**\*\*ISBE Participation Evaluation:**

a. Calculation of ISBE Participation Rate

1. ISBE Participation Rate for Non-ISBE Vendors. The ISBE participation rate for non-ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of non-ISBE vendor's total contract price that will be subcontracted to ISBEs by the non-ISBE vendor's total contract price. For example if the non-ISBE's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs, the non-ISBE's ISBE participation rate would be 12%.
2. ISBE Participation Rate for ISBE Vendors. The ISBE participation rate for ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of the ISBE vendor's total contract price that will be subcontracted to ISBEs and the amount that will be self-performed by the ISBE vendor by the ISBE vendor's total contract price. For example if the ISBE vendor's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs and will perform a total of \$8,000.00 of the work itself, the ISBE vendor's ISBE participation rate would be 20%.

b. Points for ISBE Participation Rate:

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

$$(\text{Vendor's ISBE participation rate} \div \text{Highest ISBE participation rate}$$

$$\times \text{Maximum ISBE participation points})$$

For example, assuming the weight given by the RFP to ISBE participation is 6 points, if Vendor A has the highest ISBE participation rate at 20% and Vendor B's ISBE participation rate is 12%,

Vendor A will receive the maximum 6 points and Vendor B will receive  $(12\% \div 20\%) \times 6$  which equals 3.6 points.

### General Evaluation:

Points shall be assigned based on the vendor's clear demonstration of the ability to provide the requested goods and/or services. Vendors may be required to submit additional written information or be asked to make an oral presentation before the TEC to clarify statements made in the proposal.

## SECTION 6. QUESTIONS

Questions concerning this solicitation must be e-mailed to the Division of Purchases at [Max.Richter@purchasing.ri.gov](mailto:Max.Richter@purchasing.ri.gov) no later than the date and time indicated on page one of this solicitation. No other contact with State parties is permitted. Please reference **RFP # 7589549** on all correspondence. Questions should be submitted in writing in a Microsoft Word attachment in a narrative format with no tables. Answers to questions received, if any, shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases website for any procurement related postings such as addenda. If technical assistance is required, call the Help Desk at (401) 574-8100.

## SECTION 7. PROPOSAL CONTENTS

1. Proposals shall include the following:

- a. One completed and signed RIVIP Bidder Certification Cover Form (included in the original copy only) downloaded from the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). *Do not include any copies in the Technical or Cost proposals.*
  - b. One completed and signed Rhode Island W-9 (included in the original copy only) downloaded from the Division of Purchases website at <http://www.purchasing.ri.gov/rivip/publicdocuments/fw9.pdf>. *Do not include any copies in the Technical or Cost proposals.*
  - c. Two (2) completed original and copy versions, signed and sealed Appendix A. MBE, WBE, and/or Disability Business Enterprise Participation Plan. Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation. *Do not include any copies in the Technical or Cost proposals.*
  - d. Technical Proposal - describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The technical proposal is limited to six (6) pages (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request).
- a. One (1) Electronic copy on a CD-R, marked "Technical Proposal - Original".
  - a. One (1) printed paper copy, marked "Technical Proposal -Original" and signed.

b. Four (4) printed paper copies

e. Cost Proposal - A separate, signed and sealed cost proposal reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.

f. One (1) Electronic copy on a CD-R, marked “Cost Proposal -Original”.

4. One (1) printed paper copy, marked “Cost Proposal -Original” and signed.

g. Four (4) printed paper copies

2. Formatting of proposal response contents should consist of the following:

1 Formatting of CD-Rs – Separate CD-Rs are required for the technical proposal and cost proposal. All CD-Rs submitted must be labeled with:

7. Vendor’s name

8. RFP #

9. RFP Title

10. Proposal type (e.g., technical proposal or cost proposal)

11. If file sizes require more than one CD-R, multiple CD-Rs are acceptable. Each CD-R must include the above labeling and additional labeling of how many CD-Rs should be accounted for (e.g., 3 CD-Rs are submitted for a technical proposal and each CD-R should have additional label of ‘1 of 3’ on first CD-R, ‘2 of 3’ on second CD-R, ‘3 of 3’ on third CD-R).

Vendors are responsible for testing their CD-Rs before submission as the Division of Purchase’s inability to open or read a CD-R may be grounds for rejection of a Vendor’s proposal. All files should be readable and readily accessible on the CD-Rs submitted with no instructions to download files from any external resource(s). If a file is partial, corrupt or unreadable, the Division of Purchases may consider it “non-responsive”. USB Drives or any other electronic media shall not be accepted. Please note that CD-Rs submitted, shall not be returned.

2 Formatting of written documents and printed copies:

2.1 For clarity, the technical proposal shall be typed. These documents shall be single-spaced with 1” margins on white 8.5”x 11” paper using a font of 12 point Calibri or 12 point Times New Roman.

2.2 All pages on the technical proposal are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not include the cover page or table of contents) through to the end, including all forms and attachments. The Vendor’s name should appear on every page, including attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to.

2.3 Printed copies are to be only bound with removable binder clips.

## **SECTION 8. PROPOSAL SUBMISSION**

Interested vendors must submit proposals to provide the goods and/or services covered by this RFP on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases, shall not be accepted.

Proposals should be mailed or hand-delivered in a sealed envelope marked “**RFP# 7589549**” to:

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

NOTE: Proposals received after the above-referenced due date and time shall not be accepted. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time shall be determined to be late and shall not be accepted. Proposals faxed, or emailed, to the Division of Purchases shall not be accepted. The official time clock is in the reception area of the Division of Purchases.

## **SECTION 9. CONCLUDING STATEMENTS**

Notwithstanding the above, the Division of Purchases reserves the right to award on the basis of cost alone, to accept or reject any or all proposals, and to award in the State's best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

If a Vendor is selected for an award, no work is to commence until a purchase order is issued by the Division of Purchases.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded for this RFP. The State's General Conditions of Purchases can be found at the following URL:  
<https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>.

## **APPENDIX A. PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM**

### **1. Proposer's ISBE Responsibilities (from 150-RICR-90-10-1.7.E)**

1. Proposal of ISBE Participation Rate. Unless otherwise indicated in the RFP, a Proposer must submit its proposed ISBE Participation Rate in a sealed envelope or via sealed electronic submission at the time it submits its proposed total contract price. The Proposer shall be responsible for completing and submitting all standard forms adopted pursuant to 105-RICR-90-10-1.9 and submitting all substantiating documentation as reasonably requested by either the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to the names and contact information of all proposed subcontractors and the dollar amounts that correspond with each proposed subcontract.
2. Failure to Submit ISBE Participation Rate. Any Proposer that fails to submit a proposed ISBE Participation Rate or any requested substantiating documentation in a timely manner shall receive zero (0) ISBE participation points.
3. Execution of Proposed ISBE Participation Rate. Proposers shall be evaluated and scored based on the amounts and rates submitted in their proposals. If awarded the contract, Proposers shall be required to achieve their proposed ISBE Participation Rates. During the life of the contract, the Proposer shall be responsible for submitting all substantiating documentation as reasonably requested by the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to copies of purchase orders, subcontracts, and cancelled checks.
4. Change Orders. If during the life of the contract, a change order is issued by the Division, the Proposer shall notify the ODEO of the change as soon as reasonably possible. Proposers are required to achieve their proposed ISBE Participation Rates on any change order amounts.
5. Notice of Change to Proposed ISBE Participation Rate. If during the life of the contract, the Proposer becomes aware that it will be unable to achieve its proposed ISBE Participation Rate, it must notify the Division and ODEO as soon as reasonably possible. The Division, in consultation with ODEO and Governor's Commission on Disabilities, and the Proposer may agree to a modified ISBE Participation Rate provided that the change in circumstances was beyond the control of the Proposer or the direct result of an unanticipated reduction in the overall total project cost.

### **2. MBE, WBE, AND/OR Disability Business Enterprise Participation Plan Form:**

Attached is the MBE, WBE, and/or Disability Business Enterprise Participation Plan form. Bidders are required to complete, sign and submit with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.



**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
DEPARTMENT OF ADMINISTRATION  
ONE CAPITOL HILL  
PROVIDENCE, RHODE ISLAND 02908**

**MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN**

Bidder's Name:

Bidder's Address:

Point of Contact:

Telephone:

Email:

Solicitation No.:

Project Name:

This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE and/or Disability Business Enterprise subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Office of Diversity, Equity and Opportunity MBE Compliance Office and all Disability Business Enterprises must be certified by the Governor's Commission on Disabilities at time of bid, and that MBE/WBE and Disability Business Enterprise subcontractors must self-perform 100% of the work or subcontract to another RI certified MBE in order to receive participation credit. Vendors may count 60% of expenditures for materials and supplies obtained from an MBE certified as a regular dealer/supplier, and 100% of such expenditures obtained from an MBE certified as a manufacturer. This form must be completed in its entirety and submitted at time of bid. **Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.**

|  |                              |                              |   |
|--|------------------------------|------------------------------|---|
| Name of Subcontractor/Supplier:  |                              |                              |   |
| Type of RI Certification:  | <input type="checkbox"/> MBE | <input type="checkbox"/> WBE | <input type="checkbox"/> Disability Business Enterprise |
| Address:   |                              |                              |   |
| Point of Contact:  |                              |                              |   |
| Telephone:   |                              |                              |   |
| Email:   |                              |                              |   |
| Detailed Description of Work To Be Performed by Subcontractor or Materials to be Supplied by Supplier: |                              |                              |   |
| Total Contract Value (\$):   |                              | Subcontract Value (\$):      | ISBE Participation Rate (%):                            |
| Anticipated Date of Performance:   |                              |                              |   |

I certify under penalty of perjury that the forgoing statements are true and correct.

|  |              |             |
|--|--------------|-------------|
| <b>Prime Contractor/Vendor Signature</b> | <b>Title</b> | <b>Date</b> |
|  |              |             |
| <b>Subcontractor/Supplier Signature</b>  | <b>Title</b> | <b>Date</b> |
|  |              |             |