



**Solicitation Information
January 14th, 2020**

RFP#759927

Owner's Program Management Services for the Phase 1 Improvements at the University of Rhode Island, Narragansett Bay Campus:

Submission Deadline: February 11th, 2020 at 11:00 am (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: NO

**DATE:
LOCATION:**

Questions concerning this solicitation must be received by the Division of Purchases at Max.Richter@purchasing.ri.gov no later than **January 27th, 2020 at 5:00 pm (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 Richter, Senior Buyer

Note to Applicants:

1. Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov
2. 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 Post Secondary Education and The University of Rhode Island is soliciting proposals from qualified firms to provide **Owners Program Management Services for the Phase 1 and Phase 2 Improvements at the University of Rhode Island, Narragansett Bay Campus** as a combined project management delivery contract 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.

The initial contract period will begin approximately January 2020 and extend through the close out of construction based on vendor performance and the availability of funds.

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 Vilma Peguero at the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail at ODEO.EOO@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.

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

13. HIPAA – Not required
14. Eligible Entity - Not required
15. Bid Surety Bond – Not required
16. Payment and Performance Bond - Not required
17. Master Price Agreements - Not required

SECTION 2. BACKGROUND

The University of Rhode Island (URI) is the State's public learner-centered research university. It is a community joined in a common quest for knowledge. The University is committed to enriching the lives of its students through its land and sea grant traditions. URI is the only public institution in Rhode Island offering undergraduate, graduate, and professional students the distinctive educational opportunities of a major research university. Its undergraduate, graduate, and professional education, research, and outreach serve Rhode Island and beyond. Students, faculty, staff, and alumni are united in one common purpose: to learn and lead together.

Embracing Rhode Island's heritage of independent thought, URI values:

- Creativity and Scholarship
- Diversity, Fairness, and Respect
- Engaged Learning and Civic Involvement
- Intellectual and Ethical Leadership

Located on the coast of Rhode Island, six miles east of the Kingston campus, Narragansett Bay Campus (NBC) is an ideal setting and natural laboratory for studying marine systems and their response to natural and human impacts. The campus houses programs and departments related to ocean research and teaching. The major tenant is URI's Graduate School of Oceanography, founded there in 1961; the campus is also home to the, Department of Ocean Engineering, a part of URI's College of Engineering. Also located on the Bay campus are facilities for several federal agencies: the Environmental Protection Agency (EPA) and National Oceanic and Atmospheric Administration (NOAA) laboratories.

The Narragansett Bay Campus contributes over 30% of the University's annual research revenues and the campus renewal will help ensure sustainability and growth of that contribution going forward. In addition, the campus contributes to the economy both at the local and state level. It is anticipated that the implementation of the Campus Master Plan will significantly increase this contribution.

Notable features of the Narragansett Bay Campus include infrastructure that provides continuous running seawater to the Ann Gall Durbin Marine Research Aquarium, Ark Annex to the Aquarium, and Luther Blount Aquaculture Laboratory; the Equipment Development Lab, which provides design, fabrication, and test capabilities for scientists; a large geological samples storage facility; GSO's telepresence hub, the Inner Space Center; and numerous specialized research facilities for physical and numerical modeling of large-scale ocean circulation or earth mantle behavior. The Narragansett Bay Campus also serves as home port for GSO's research vessel, R/V *Endeavor*, with a pier located along the campus waterfront. The R/V *Endeavor* pier allows for efficient staging of cruises and easy access to the open ocean, only a few miles south of the campus.

Although mainly focused on research, undergraduate teaching is also conducted in these facilities. Research focus areas include ocean robotics, underwater acoustics, tsunamis, coastal circulation, marine geo-mechanics, ocean structures, and offshore energy generation. The University's long-range plan is to continue to use the facilities at the NBC for ocean related research and teaching activities.

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

General Scope of Work

The University of Rhode Island seeks qualified firms to provide comprehensive Owner's Program Management Services (OPM) to assist with the Phase 1 & Phase 2 Improvements at the University of Rhode Island, Narragansett Bay Campus.

This is the first of three potential phases for the Narragansett Bay Campus. The University engaged Ellenzweig Architects and Planners in late 2015 to undertake advance planning for the Narragansett Bay Campus, creating a Master Plan Report. The Report evaluates all existing buildings and site conditions and establishes priority projects for a comprehensive renewal of the campus. Work scope has been identified for individual buildings that require major renovations or replacement due to age, code conformity, life-cycle status, and ability to meet current or future programmatic requirements. Site work and utility upgrades are also identified to meet contemporary ecological and environmental requirements.

Projects included in the Phase 1 & Phase 2 improvements are as follows:

1. Removal of Existing Pier and Installation of New Pier to support the next class of Research Vessel that will arrive in early 2022.
 - Pier Design includes orientation into bay, pier deck elevation, loading & unloading areas, moon pool, davit, fueling operations, salt water intake pump station, and on-pier science laboratory.
 - Modifications to utilities and roadway approach to pier to support the required new elevation of the pier to accommodate the new vessel and expected sea level changes over the life of the pier.
2. Relocation/elevation of Pier Road
 - Relocation and elevation of the western section of Pier Road and associated utility infrastructure including water, gas, electric, and telecommunications services further west to accommodate campus building expansion and consolidation of parking. Electric and telecommunications infrastructure is recommended to be located underground to provide campus resiliency and reduce visual clutter.

NOTE: Items 1 and 2 are currently under design contract with Appledore Engineering and will be constructed as a separate construction project from the remaining work.

3. Site/Utility
 - The Master Plan recommendations include improvements to campus infrastructure (water, sewer, electric, telecommunications, fire alarm, lighting and security, natural gas, and storm water), way-finding, accessibility, circulation, and parking to support to the proposed building program, reduce impacts to the environment, and improve circulation and resiliency. The most significant infrastructure improvements proposed in support of the campus master plan include campus wide storm water improvements, the relocation and elevation of the western portion of Pier Road, and improvements to infrastructure.

4. Marine Operations Building
 - An approximately 12,250 gross square foot building containing storage, shops, offices, and other support spaces. Also includes dive program operations.

5. Ocean Innovation Center (Ocean Technology and Robotics)
 - An approximately 20,935 net square foot building including space for Robotics (4,000 sf of High Bay/Staging; 1,575 sf of Tank Area; 2,520 sf for (6) Primary Research Labs; and 840 sf for (4) Secondary Research Labs); 6,000 sf for Incubator; 2,000 sf for I-Core; and 4,000 sf for Engineering Design Lab..

6. Hazardous Material Yard
 - The planning and design of hazardous material yard to safely store materials related to research until such time the University can contract for disposal.

7. Renovation of Innerspace at Ocean Science & Exploration Center (OSEC)
 - The Inner Space Center will be expanded within the OSEC facility to provide expanded technical capabilities for teaching and research, including a new advanced autonomous vehicle mission control room/teaching lab, a telepresence conference room, a new studio, expanded staff areas, and associated technical support space.

8. Ocean Engineering Building (Teaching & Research/Wave & Acoustic Tanks)
 - An approximately 31,340 net square foot building including 5,040 sf of research; 4,800 sf of teaching; 15,900 sf tank facility including a 60m wave tank, acoustic tank, and flow tank; and 5,600 sf of office/administration.
 - Programming, Schematic Design, and Design Development of the facility will be included within the base fee.

NOTE: The scope and cost for the Construction Document and Construction Administration phases for the Ocean Engineering Building shall be itemized and possibly awarded as funding becomes available (as Phase 2).

9. GSO Research East/NBC Research East (replacement for Horn Laboratory)
 - An approximately 51,500 gross square foot wet lab research building Biology, Chemistry, Geology, Physics, and other support spaces.
 - Programming, Schematic Design, and Design Development of the facility will be included within the base fee.

NOTE: The scope and cost for the Construction Document and Construction Administration phases for the GSO Research East/NBC Research East building shall be itemized and possibly awarded as funding becomes available (as Phase 2).

Scope of Services (see also: Appendix B – Program Management Scope of Services)

The selected firm shall provide qualified program management personnel who will be resident on the University of Rhode Island Kingston or Narragansett Bay campus in

offices provided adjacent to Campus Design and/or Capital Projects. Assigned personnel shall provide project team leadership, management and technical expertise, and coordination of the projects. The offices of Campus Design and Capital Projects will provide daily executive level direction and support to the program during the design and construction phases of the project. The Program Manager is to provide a concomitant presence on site for maximum effectiveness and efficiency. All work shall be done in collaboration with and at the direction of university representatives in a team environment. The Program Management team shall provide comprehensive coordination of project activities to ensure that the responsibilities by the appropriate parties are undertaken in a manner that serves and protects the university's best and overall interest.

1. Design Phase Services: Program Management team shall provide comprehensive program management services to assist with oversight of the design team for the project during programming, schematic design, design development, construction documents, plan review, and FF&E management.
2. Permitting, Procurement, and Construction Phase Services: This phase will commence upon the submission of the Construction Documents to the authorities having jurisdiction including but not limited to the RI State Building Code Commission, the RI State Fire Marshal's Office, the Town of Narragansett (Fire and Water Department) the RI Department of Health, the Coastal Resources Management Council, and the RI Department of Environmental Management. Program Management team shall provide comprehensive program management services to assist with oversight of project budget, construction procurement management, all construction phase services, commissioning, punch list, final acceptance, FF&E Coordination, move-in, Owner's training, and project close out.

For Design, Permitting, Procurement, and Construction Phase services, the Program Manager will report to the Director of URI Office of Capital Projects. General building design direction will come from the Director of URI Office of Campus Planning and Real Estate, or their delegate.

DESIGN AND CONSTRUCTION PHASE SERVICES EXPECTATIONS

The selected firm shall provide qualified personnel with the appropriate education, training, background and experience to successfully manage the assigned project. The successful team may include registered architects and engineers, as well as construction management professionals. URI will review and evaluate all proposed personnel and approve final assignment of the project to the accepted team. At a minimum, the program management (PM) personnel shall have qualifications and experience including but not limited to following:

Management Experience:

The Program Manager shall have significant experience in managing complex utility, building design, construction, and renovation projects, preferably in higher education, from the initial planning and programming phases, the design phase, plan review phase, bidding phase, and construction phase through move-in and occupancy, until project is successfully closed out. The PM will have the qualifications and experience

necessary to manage both the design and construction phases of the project in collaboration with the Owner, Architect of Record and their consultants, the General Contractor, Commissioning Agent and associated team participants.

The PM's experience shall include "Owner's Representative" experience serving as the primary agent of the owner. The PM shall have the ability to protect the owner's needs and interests, comply with applicable policies and laws, and maintain professional integrity in the discharge of their responsibilities in coordinating project activities. Program Managers included in this proposal shall have experience in managing construction contracts that include the preparation, review, permitting and procurement of large site and building projects (greater than \$50 million). Experience must include familiarity with basic and coastal construction methods and materials, and the corresponding plans and specifications, payment methods, pay requisition processes that include labor requirements, equal employment requirements, minority business enterprise requirements, daily sign in sheets and certified payroll, and apprenticeship programs. Must have experience coordinating and tracking construction submittals, request for information, construction change directives, change orders, and other standard construction communications. Must have experience with materials testing and documentation, critical path scheduling for the design, procurement, construction and warranty periods. Must be able to prepare, manage and account for all funding, expenses, and status reports throughout the design and construction of this project.

Collaboration with URI personnel:

The PM will receive primary direction from URI's Office of Capital Projects to manage the project scope, schedule and budget, and design direction from the URI Office of Campus Planning and Real Estate Development. The PM will collaborate with URI departments and personnel as directed or required by the project including but not limited to the following: User Departments, Graduate School of Oceanography, Department of Public Safety, Facility Operations, and others as directed or required by the project. The PM shall provide team leadership, management, and technical expertise needed to facilitate the successful implementation of the assigned project. The PM staff will have the necessary experience and foresight to anticipate project issues and to plan ahead and coordinate/communicate ahead with other university units in order to avoid potential conflicts and problems, minimize disruption of regular campus activities, and to facilitate timely and effective actions as required when issues arise.

Adherence to URI Procedures and Protocol:

The PM shall respect the fact that the University of Rhode Island is a public institution and shall adhere to established State of Rhode Island and URI policies and procedures.

Budget, Schedule, and Quality Assurance Management:

The Program Management team will have the skills and experience necessary to develop and maintain the project master budgets and schedules, evaluate cost estimates, prepare detailed cost estimates, forecast expenditures, evaluate General Contractor's project schedules, and track project schedules that are accurate and reasonable. The PM shall institute and maintain a quality assurance program to ensure the highest quality, on-time, and within-budget projects.

Maintaining Project Records and Reporting:

The PM shall appropriately maintain all project documentation and records in accordance with established URI procedures and in a timely fashion. The PM shall prepare and submit appropriate project reports at intervals as requested by the university and in the format and level of detail requested by the university. The PM shall implement URI's project management software system to manage all project documentations, including but not limited to budgets, estimates, schedules, reports, correspondence, meeting notes, etc.

Enabling Work, Relocation Management and Coordination:

PM shall have the skills and experience necessary to facilitate and coordinate relocation of equipment, personnel, and property at the appropriate stages of the project. The selected PM will coordinate constructability logistics and analysis at the Owner's request.

LEED and SITES certification Process Oversight:

PM will have the skills and experience necessary to oversee the LEED and/or SITES design & certification process. It will be the responsibility of the PM to ensure that the project team (Owner, design agents, Owner's consultants & contractors) accomplishes all of their requirements to ensure that the design of the building is in line with the LEED and/or SITES certification desired for the project.

Scope of Services:

The Program Manager (PM) shall provide program management services as listed in Appendix B, *List of Program Manager's Services* and as directed by URI. This list identifies specific project services covered under this RFP, however other related project services may be added as needed. In the event that project funding limits the available time that the Program Manager can allocate to a specific project, the PM is authorized to prioritize and provide limited services from this list as he/she determines will have the greatest benefit to the Owner.

Duration and Renewal of Program Management Services Contract:

Subject to the terms of the agreement, and the continuing funding of assigned project, the duration of the PM services contract will be through the design and construction phases of the Phase 1 Improvements at the University of Rhode Island, Narragansett Bay Campus, inclusive of SD & DD for Ocean Engineering and the Horn Replacement Projects. If funding is made available for the CD and Construction of Ocean Engineering and the Horn Replacement Projects (otherwise known as "Phase 2"), the OPM contract will amended to include part two as shown on the cost proposal exhibit.

PROGRAM STAFF REQUIREMENTS

For managing the Design and Construction Phases of the Phase 1 Improvements at the University of Rhode Island, Narragansett Bay Campus, the University requires, at a minimum, the following positions:

Full time on-site Program Management staff:

- One (1) full time Senior Program Manager having significant design phase and construction phase experience with technically complex site, marine, utility, and building projects. Experience with higher education projects is preferred. This PM must be an engineer or architect or other construction professional (registration preferred), with at least ten years professional

experience acceptable to URI. As this project will be focused on the delivery of underground utilities and pier construction, a Senior PM with experience with civil and utility design and coastal projects is preferred.

- Pending Funding for Phase 2, One (1) full time Junior Program Manager having construction phase experience with technically complex building projects. Experience with higher education projects is preferred. This PM must be an architect or engineer or other construction professional with at least five years professional experience acceptable to URI.

Part-time Program Management support as may be required by URI:

- Project Executive: engineer or architect, or other construction professional with extensive leadership experience in the project management.
- Scheduler with at least five years professional experience in the field of computer generated schedule of commercial and institutional projects. The Scheduler shall have the experience to examine the project schedules and make recommendations throughout the project.
- Administrative Support with experience in the maintenance of facilities or construction project files, accounts, and computerized project management systems.
- Mechanical / Electrical / Plumbing Coordinator: Registered engineers available on an on-call basis to provide specialized services in their respective fields.
- Cost Estimator with at least 10 years professional experience in estimating commercial and institutional projects in the Rhode Island region.

The above staff requirements may be provided by the Program Manager's direct employees or as sub-consultants.

Additional support, if needed, may be contracted on an as-needed basis; rates for such services may be negotiated with the Program Manager and added to the contract by Change Order. Fee proposals must include a fixed direct employee expense gross salary multiplier for potential PM staff not included in the fixed-rate proposal.

TERMS AND CONDITIONS

Refer to Appendix D - *AIA C171-2013 Standard Form of Agreement Between Owner and Program Manager for use in a Multiple Project Program* for the terms and conditions of the proposed Program Management consultant services.

The successful firm will be required to agree to and execute the attached Standard Form of Agreement, Appendix D, as a condition of award.

URI will provide all necessary office space (within a shared office environment), facilities maintenance, and associated utilities for the Program Manager's on-campus office. URI will provide the PM with access to high-speed internet service and shared URI servers designated for the projects. As a reimbursable project expense described in Appendix D, the PM shall provide furniture, computers, office equipment, supplies and other non-personnel support required for project administration. Upon reimbursement, all capital improvements and equipment/supplies purchases shall become the property of the URI.

The award of this contract is contingent upon funding and the approval of the Rhode Island Department of Administration. The selected Owner's Program Management firm and their sub-consultants are prohibited from submitting construction bids for these projects.

SECTION 4: PROPOSAL

A. Technical Proposal

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

1. A **Letter of Transmittal** signed by an owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request, and tendering an offer to the RIBOE/URI. The letter must contain a commitment to provide both the services described herein and the personnel proposed for the assignment.
2. A **Technical Proposal** describing the background, qualification, and experience of your firm with similar programs, as well as your work plan and management approach proposed for this Request. The Technical Proposal must contain the following sections:
 - a. Cover Letter: This summary letter is intended to highlight the contents of the Technical Proposal and to describe your firm's technical approach and ability providing URI evaluators with a broad understanding of the respondent's suitability for the project.
 - b. Work Plan /Approach: Describe your approach and/or methodology to project management services, and a work plan for accomplishing the services described in this Request.
 - c. Respondent's Qualifications and Staffing: The prime consultant shall submit a completed federal SF330 Parts 1.A-D. At the option of the respondent, firms may submit individual resumes for team members in lieu of completing Part 1.E. Also include SF330 Part 2 for each firm associated with the prime consultant.
 - d. Previous Project Experience and Background: Using a format of your choice, illustrate and describe recent management experience for at least three, but no more than ten projects that demonstrate the team members' experience and capabilities on similar projects. Using SF330 Part 1F&G, indicate the participation of the proposed team members on these projects. *Note: If the project reflects work by an individual on the design team while employed by another firm, list the name of the previous firm and Principal-in-Charge of the project.*

In addition to the above, you may include other materials to document your team's qualifications for this project. Please keep your proposal succinct and focused on describing your design team's unique qualifications to meet the project needs. No indication or discussion of proposed fee for prime or sub consultants should be present in the Technical Proposal.

B. Cost Proposal

A separate sealed Cost Proposal reflecting the weekly and hourly rates must be inclusive of all costs necessary to deliver the PM staff services for the duration of the time indicated. Rates must include salary, payroll deductions, taxes, insurances, escalation, allowances to cover vacation and sick leave, employee fringe benefits, personnel transportation to and from the on-site office, associated company overhead (including all off-site home general management, office support and accounting, office operations, telephone costs, data processing/IT costs, and any other off-site expenses), and company profit. Provide the weekly and hourly rates for the support staff titles listed on the Cost Proposal Form. In addition to the hourly rate component of your cost proposal, all respondents will carry the following allowances:

- a. A Phase 1 contract allowance amount of **\$100,000** for additional staff time not defined in the itemized weekly and hourly rates. This allowance is established to cover additional consultants or staff contracted under the Agreement only as directed by the URI. A Phase 1 contract allowance amount of **\$30,000** for reimbursable expenses. This contract allowance is also for sub-consultant services such as surveying, services, and commissioning services associated with the assigned projects. Such sub-consultant services must be authorized in advance by URI.
- b. A Phase 2 contract allowance amount of **\$20,000** for additional staff time not defined in the itemized weekly and hourly rates. This allowance is established to cover additional consultants or staff contracted under the Agreement only as directed by the URI. A Phase 2 contract allowance amount of **\$5,000** for reimbursable expenses. This contract allowance is also for sub-consultant services such as surveying, services, and commissioning services associated with the assigned projects. Such sub-consultant services must be authorized in advance by URI.
- c. The completed Cost Proposal form shall be submitted in a separate sealed envelope which will be opened only for those Offerors whose Technical Proposal achieves the minimum score as defined in **Section 5: Evaluation and Selection.**

NOTE: The durations of time indicated in the cost proposal form represent the estimated duration of services required over a 190 week period. The actual scope of services may vary depending upon project funding and schedule of work.

Provide a proposal cost proposal to include the following: See Appendix C – Cost Proposal Form. **Submit in a separate sealed envelope.**

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 50 (71.4%) out of a maximum of 70 points to advance to the cost evaluation phase. Any technical proposals scoring less than 50 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 50 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:

Criteria	Possible Points
Management and Approach	10 Points
Respondent’s Qualifications and Staffing	25 Points
Previous Project Experience and Capabilities	35 Points
Total Possible Technical Points	70 Points
Cost proposal*	30 Points
Total Possible Evaluation Points	100 Points
ISBE Participation**	6 Bonus Points
Total Possible Points	106 Points

*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:

$$\begin{aligned} & (\text{Vendor's ISBE participation rate} \div \text{Highest ISBE participation rate} \\ & \quad \times \text{Maximum ISBE participation points}) \end{aligned}$$

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 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 # 7599927** 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

- 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. *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 fifty (50) pages (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request).
 - a. Two (2) Electronic copy on a CD-R, marked "Technical Proposal - Original".
 - a. One (1) printed paper copy, marked "Technical Proposal -Original" and signed.
 - b. Five (5) 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. Two (2) Electronic copy on a CD-R, marked "Cost Proposal - Original".
 - One (1) printed paper copy, marked "Cost Proposal -Original" and signed.
 - g. Three (3) printed paper copies
- Formatting of proposal response contents should consist of the following:
 - Formatting of CD-Rs – Separate CD-Rs are required for the technical proposal and cost proposal. All CD-Rs submitted must be labeled with:

- Vendor's name
- RFP #
- RFP Title
- Proposal type (e.g., technical proposal or cost proposal)
- 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.

- Formatting of written documents and printed copies:
 - 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.
 - 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.
 - a. The cost proposal shall be typed using the formatting provided on the provided template.
 - 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# 7599927**" 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: MBE WBE 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.

Prime Contractor/Vendor Signature

Title

Date

Subcontractor/Supplier Signature

Title

Date