



RFQ: NP-2023-001

Architectural & Engineering Design and Construction Administration
Services:

Centerdale, Greystone, and Whelan Elementary Schools

Qualifications Proposals Due: March 3, 2023 @ 11:00am
Pre-Proposal Conference: February 16, 2023 @ 11:00am
RFI's Due: February 23, 2023 @ 11:00am

Section A - Introduction:

The Town of North Providence is soliciting qualifications from qualified firms to provide professional design services for the Centerdale, Greystone, and Whelan Elementary School projects, consistent with RIDE's Necessity of Construction Guidelines Stages III and Stage IV.

Link to referenced Standards:

<http://www.ride.ri.gov/FundingFinance/SchoolBuildingAuthority/NecessityofSchoolConstruction.aspx>

The contract period will begin approximately March 10, 2023 and will conclude with the construction completion of the new Space completed by December 31, 2023.

See Appendix D for a more detailed schedule.

This is a Request for Qualifications (RFQ), for a Qualification Based Selection Process pursuant to R.I. Gen. Laws § 45-55-8.2. Responses will be evaluated on the basis of the relative merits of the proposal and firms will be ranked in order of responsiveness. The top firm will be selected and enter into fee negotiations with the Town of North Providence. If an agreement cannot be reached between these parties, the Town of North Providence may elect to enter into negotiations with the next highest ranked firm.

General Requirements:

Interested bidders must attend a Mandatory pre-bid conference February 16, 2023 at 11:00a.m. at 2000 Smith Street, North Providence, Rhode Island – Assembly Room.

The Town may reject any qualifications, which are not in accordance with the prescribed documentation, not properly signed, or otherwise contrary to instructions. Any and all qualifications shall be rejected if there is reason to believe that collusion exists among the bidders.

Regardless of the cause of delay, no qualifications that are received by the Purchasing Agent after terminal time recorded herein shall be given any consideration. The responsibility for assuring the receipt of qualifications before the specified closing time is incumbent upon vendors.

Sealed envelopes should contain original and five (5) copies labeled "copies" of your qualifications and one electronic copy. Envelopes should be clearly labeled as stated herein and delivered to:

Town of North Providence
DIVISION OF PURCHASING
2000 Smith Street
North Providence, RI 02911

Section B - Instructions and Notifications to Bidders:

General Information

1. Firms should review all sections of this RFQ carefully, follow instructions as indicated, and provide all information as requested. Failure to include the requested qualification information as described within this RFQ, and in subsequent official

communications, may result in disqualification of the submission.

2. Although alternative approaches to accomplish the intended results of this RFQ may be included with submission, proposals should not depart from or alter the terms, program requirements, or scope of work as defined by this RFQ. Proposals which do not conform to this requirement may be disqualified.

3. The Town of North Providence assumes no responsibility for the costs of developing, completing, and submitting proposals in response to this RFQ. All costs, even if the RFQ is cancelled or continued, are the responsibility of the offeror.

4. Submissions are considered to be irrevocable for a period of not less than 30 days following the opening date, and may not be withdrawn, except with the express written permission of the Town of North Providence.

5. It is intended that an award pursuant to this RFQ will be made to a prime vendor who will assume responsibility for all aspects of the work. Subcontractor(s) firms and their roles should be clearly identified within the proposal.

6. The purchase of goods and/or services under an award made pursuant to this RFQ will be contingent on the availability of appropriated funds.

7. Vendors are advised that all materials submitted to the Town of North Providence for consideration in response to this RFQ 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.

8. 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).

The Purchasing Board reserves the right to reject any and all proposals, to waive any informality in the proposals received, and to accept the proposal deemed most favorable to the interest of the Town.

Scope of Work and Requirements

The Owner intends to commission one A&E firm to provide comprehensive design and construction administration services for the Centerdale, Greystone, and Whelan Elementary School projects. Each facility will be approximately 40,000 sf. It is the awarded firm's responsibility to provide these services through their own capabilities or through the subcontractor(s) as identified within this proposal. **The successful firm must provide all services necessary to comply with the RI Department of Education of Necessity of School Construction Application Stages' III & IV. It is the responsibility of the offeror to familiarize themselves with these regulatory requirements.** As such, this project will not only require the disciplines traditionally associated with design and construction administration contracts (civil, structural, and MEP engineering, etc.), but also those which provide services required of the regulatory requirements, site selection, and facility requirements. Examples of these include, but are not limited to, acoustical engineering, code research, lighting design, 3rd party (independent) cost estimating, security design, information & technology design, interior design, FFE design & procurement, and geotechnical design &

engineering.

It should be noted that the awarded firm will be required to supply the Geotechnical Engineer of Record, and all associated responsibilities, for these projects.

Contract Information

The contractual document as provided in **Appendix E** will serve as the contract for this commission. All firms submitting should review this document to become familiar with its' requirements and the Owner's contract expectations. The submissions should include services as described in the form of agreement. Any terms of this contract unacceptable to the proposing firm must be noted within submissions. The Owner reserves the right to negotiate terms and conditions with the successful firm and reserves the right to make modifications.

Bidding and Construction Contracting Process

The Owner is currently evaluating options for construction procurement. It is possible that a General Contractor or Construction Manager may be utilized to complete the project. The responsibilities of the Architect as it relates to this design, bid and construction process are detailed in the Owner/Architect Agreement found in Appendix E.

Section C – Submission Information:

1. Receipts and Opening of Proposals

Sealed proposals (bids) will be accepted in the office of the Purchasing Agent, Town Hall, 2000 Smith Street, North Providence, R. I. until 10:45 a.m. on March 3, 2023. Bids will be opened immediately after, at approx. 11:00 a.m. that day. No bids received thereafter will be considered.

2. Form of Proposal:

The submission should address specifically each of the following elements **in the order presented** below. Each section will be scored relative to the amount of available points as enumerated in Section C12.

Staff Qualifications: Provide staff resumes/CV and describe qualifications and experience of leadership and key staff who will be involved in this project, including their experience with Pre-K, K, and elementary school design; the RIDE-SBA Necessity of Construction Application process; RIDE-SBA Stage III & IV Development; and the construction administration of elementary school projects.

Capability, Capacity, and Qualifications of the Bidder: Provide a firm profile that includes:

- Office size,
- Relevant experience and expertise,
- Comprehensive list of projects that will overlap with this work,
- List of current client references must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided.

Work Plan: Please describe in detail, your plan for completing the work. The work plan should clearly identify participation by consultants and a schedule to complete the work.

Approach/Methodology: Please describe your project approach, highlighting any key differentiators that may set your firm apart.

Insurance: List all insurance coverage currently carried by the firm including professional liability and general liability as a minimum.

Political Contributions: The prime vendor shall provide a list of all political contributions, made directly or indirectly to any candidate for municipal office in the Town of North Providence, by the Vendor, its principals, its subcontractors and their principals for the last five (5) years.

Legal Proceedings: Interested prime vendors must list and explain any and all legal proceeding or administrative proceeding or arbitration currently pending against your firm. In addition, interested prime vendors must also list and explain each and every legal proceeding or administrative proceeding or arbitration involving your firm and a local educational agency (public school, state- operated school, charter school) within the past five (5) years.

Financial Statement: Please submit a reviewed financial statement for the most recent fiscal year. The financial information submitted shall remain confidential and shall not be public record.

Contract Exceptions: A Form of Agreement Between Owner and Architect (AIA:B101 modified) will be executed with the successful offeror (See Appendix E). No exceptions will be considered unless such notification is given before the RFQ due date and within the submission.

MBE/WBE Participation: See Appendix A for the MBE/WBE Participation Plan. All respondents must complete this form and are expected to identify a minimum of 10% MBE/WBE participation.

Familial Relationship Affidavit: See Appendix B for the Familial Relationship Affidavit. All respondents must complete this form.

Certificate of Non-Collusion: See Appendix C for the Certificate of Non-Collusion. All respondents must complete this form.

3. Submission of Proposals:

A) Envelopes containing proposals must be sealed and addressed to:

Town of North Providence
Purchasing Agent
2000 Smith Street
North Providence, RI 02911

All submissions must reference the procurement identifier, **NP-2023-001**, and must be marked with the name and address of bidder, date and hour of bid opening, and name of item being submitted.

B) Any bidder may withdraw their bid by written request at any time prior to the advertised time for opening. Facsimile bids, amendments, or withdrawals will not be accepted.

C) No bid may be withdrawn for a period of thirty (30) DAYS from the date and time of opening.

D) Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened.

E) Proposals received prior to the time of opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a proposal not properly addressed and identified.

F) One (1) original proposal with all required documentation, five (5) hard copies of proposal and all required documentation, and two (1) electronic copies in PDF format on a standard USB thumb drive.

4. Acceptance or Rejection of Bid Proposal:

The Town reserves the right to award the bid by item and further reserves the right to reject any and all proposals or parts thereof, to waive any informality in the proposals received and to accept the proposal, or parts thereof, which it deems to be most favorable or in the best interest of the Town.

5. Commencement of Contract:

Upon the acceptance of the proposal, or portions thereof by the Town, collectively the RFQ, Response to RFQ shall constitute a contract and the successful bidder shall commence work immediately as specified.

6. Indemnification:

The Vendor shall hold harmless, defend, and indemnify the Town and its officers, agents, and employees against all claims, demands, actions, and suits (including all attorney fees and costs) brought against any of them arising from the Vendor's work or any sub-vendor's work under the contract.

7. Insurance:

The vendor shall maintain and keep in force such comprehensive general liability and errors and omission insurance that shall protect them from claims which may arise from operations under any contract entered into with the Town of North Providence, whether such operations be by themselves or by anyone directly or indirectly employed by them.

The amounts of insurance shall be not less than \$5,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death.

The Town of North Providence shall be named as additional insured on the vendor's General Liability Policy.

The vendor shall maintain and keep in force such Worker's compensation insurance limits as required by the statutes of the State of Rhode Island, and Employer's Liability with limits no less than \$500,000.00.

8. Wages and Labor:

The Vendor shall comply with the applicable provisions of Title 37, Chapter 13, as amended, General Laws of Rhode Island (1977 Reenactment) Prevailing Wages and Davis Bacon Act. Vendor shall publish the applicable prevailing wage rate in any agreement with any contractor selected by vendor and shall provide weekly sign in documents for workers, weekly certified payroll prevailing wage for all workers and sub-vendors.

9. Safety and Health Regulations:

All work contemplated is to be governed, at all times, by applicable provisions of Federal, State of Rhode Island and Town laws, regulations, and ordinances.

10. Foreign Corporations:

Attention of bidders is hereby directed to excerpts from Chapters 1 to 6 of Title 7 of the General Laws of Rhode Island, 1956, as amended, relative to the conditions precedent, etc. to carrying on business within this State for foreign corporations.

11. Permits & License:

Vendor shall be licensed by and allowed to conduct Business in the State of Rhode Island and the Town of North Providence. All fees associated with the submittal of plans, designs or any other fee for approval of proposed work shall be at the cost of the Vendor.

12. Bid Evaluation:

This is an evaluated bid. The Town will evaluate and or interview the bidders through Interview Committee which will be comprised of Town officials and responsible individuals and stakeholders as appointed by the Town administration. The Interview Committee will report its findings to the North Providence Purchasing Board.

The Town of North Providence reserves the right to select the vendor(s) or firm(s) 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.

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

Section:	Requirement:	Max Available Points:
Section 1	Staff Qualifications	20 Points
Section 2	Capability, Capacity, and Qualifications of the Bidder	20 Points
Section 3	Work Plan	20 Points
Section 4	Approach/Methodology	20 Points
Section 7	Legal Proceedings	5 Points
Section 9	Contract Comments	5 Points
Section 10	MBE/WBE Participation	10 Points

MBE/WBE Participation Evaluation:

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

$$\text{(Vendor's MBE/WBE participation rate} \div \text{Highest MBE/WBE participation rate)} \times \text{(Maximum MBE/WBE participation points)}$$

For example, assuming the weight given by the RFQ to MBE/WBE participation is 10 points, if Vendor A has the highest MBE/WBE participation rate at 20% and Vendor B's MBE/WBE participation rate is 12%, Vendor A will receive the maximum 10 points and Vendor B will receive $(12\% \div 20\%) \times 10$ which equals 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 Interview Committee as part of the selection process.

The top firm will be selected and enter into fee negotiations with the Town of North Providence. If an agreement cannot be reached between these parties, the Town of North Providence may elect to enter into negotiations with the next highest ranked firm.

13. Affirmative Action Policy:

All bidders are required to submit an Affirmative Action Plan with bid documents. By submission of proposals in response to this RFQ vendors agree to comply with R. I. General Laws § 28-5.1-10 which mandates that Vendors/sub-vendors doing business with the Town 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 sub-vendors awarded a subcontract under this project, 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 sub-vendors 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 sub-vendors 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.

14. MBE/WBE:

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 RI 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 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>. Bid documents can be obtained at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php#section4>. Information regarding DisBEs may be accessed at www.qcd.ri.gov.

15. Safety and Health Regulations:

All work contemplated is to be governed, at all times, by applicable provisions of Federal, State of Rhode Island and Town laws, regulations, and ordinances.

16. Foreign Corporations:

Attention of bidders is hereby directed to excerpts from Chapters 1 to 6 of Title 7 of the General Laws of Rhode Island, 1956, as amended, relative to the conditions precedent, etc. to carrying on business within this State for foreign corporations.

17. Questions:

Questions concerning this solicitation must be e-mailed to both the Owner’s Project Manager, Matt McBurnie, at mmcburnie@leftfieldpm.com and the Town of North

Providence's purchasing agent Albert Costa at acosta@northprovidenceri.gov no later than 11:00am on Friday February 23, 2023. No other contact with any awarding party is permitted and may be grounds for disqualification. Questions should be submitted in writing. Answers to questions received, if any, shall be provided to all bidding parties.