

RFP # 7461299, Addendum #2, March 19, 2012

State of Rhode Island, Department of Administration, Division of Purchases

**TITLE: Architectural & Engineering (A&E) Services for the Eisenhower House
Renovations Newport, Rhode Island**

Closing Date & Time: April 5, 2013 at 11:00 AM (Local Prevailing Time)



**State of Rhode Island and Providence Plantations
20 MARCH 2013
ADDENDUM # 2**

RFP# 7461299

**TITLE: Architectural & Engineering Services for the Eisenhower House
Renovations, Newport**

Submission Deadline: April 5, 2013 at 11:00 AM (Local Prevailing Time)

Per the issuance of ADDENDUM # 2 the following change(s) are noted:

Additional Information/ Revisions/ Clarifications

THE FOLLOWING DOCUMENTS ARE ATTACHED:

1. Meeting Minutes from mandatory pre-bid meeting, March 15, 2013.

This addendum, in its entirety is available on-line on the Rhode Island, Division of Purchases website at www.purchasing.ri.gov

RFP # 7461299, Addendum #2, March 19, 2012

State of Rhode Island, Department of Administration, Division of Purchases

**TITLE: Architectural & Engineering (A&E) Services for the Eisenhower House
Renovations Newport, Rhode Island**

Closing Date & Time: April 5, 2013 at 11:00 AM (Local Prevailing Time)

I. PRE-BID MEETING MINUTES, Eisenhower House, One Lincoln Drive, Newport, RI

A. General Information:

1. The meeting formally commenced at 1:30 PM while attendance sheets were being signed. The presentation began at 1:32 PM. Thomas Bovis, buyer (Rhode Island Department of Administration, Division of Purchases) confirmed that this was a mandatory pre-bid meeting and at least one person from each vendor organization must sign-in to be eligible to bid on this project. The sign-in sheets will be posted in an addendum. All present had the opportunity to sign in. Any late attendees who arrived before the meeting was adjourned were allowed to sign in. Mr. Bovis introduced the project team and announced some key dates. The closing date and time is April 5, 2013 at 11:00 AM (Local Prevailing Time) and no individual exceptions will be accepted. Questions can be submitted until March 22, 2013 at noon. Vendors should check the Department of Purchases website regularly for any addenda that might revise key times and dates. All documents are available online. The project team in attendance was Jonathan DePault (Chief Property Manager, Capital Projects and Property Management, Rhode Island Department of Administration); Jeffrey Chmura (Architect, Capital Projects and Property Management, Rhode Island Department of Administration); Virginia Hesse (Principal Historical Architect, Rhode Island Historical Preservation & Heritage Commission); and Joan Kelly (Historic Preservation Specialist, Site Manager, Rhode Island Historical Preservation & Heritage Commission).
2. Mr. Bovis announced that answers to submitted questions will be posted in an addendum and made available to everyone online. He stated that representatives from the State present in the meeting will attempt to answer questions today in person, but the written addendum prevails as the final word. He again advised attendees to peruse the Purchases website regularly.
3. Mr. Bovis emphasized the State no longer sends out addendums by mail, nor do we mail out notices. Vendors merely need to access the State of Rhode Island Purchasing website for that information. Vendors must be registered on the website and vendors have access to all the rules. The requirements for the apprenticeship, insurance, etc... are all on the website.
4. Submissions must be postmarked by the official time clock in that location listed in the RFP. Make sure you allow yourself enough time to submit your proposals. Allow enough time for parking; anyone that is late will not be considered for this project.
5. Mr. Bovis indicated that the selected vendor will not be allowed to bid on construction of the project.

RFP # 7461299, Addendum #2, March 19, 2012

State of Rhode Island, Department of Administration, Division of Purchases

**TITLE: Architectural & Engineering (A&E) Services for the Eisenhower House
Renovations Newport, Rhode Island**

Closing Date & Time: April 5, 2013 at 11:00 AM (Local Prevailing Time)

6. After this meeting, questions must be e-mailed to the email address provided on the RFP. When you go through the RFP, make note of the MBE and EEO requirements. There is a Technical proposal and Professional Fee proposal required. The Professional fee proposal must be separate and sealed and will not be opened until the Technical Review Committee does the evaluations; the Fee should be provided as a Lump Sum Amount with No Exclusions all proposals with Exclusions will be rejected and deemed non-responsive. Only the selected organizations that meet the minimum score criteria for the technical review will be open. The Professional fee submission from those offerors that do not meet the minimum requirements will not be opened. You can see the scoring criteria in the RFP, which includes the points associated with each section, this section *3.1 Responses* has been revised from previous Requests for Proposals so please review this section carefully.

7. Jonathan DePault indicated that everyone would have an opportunity to ask questions after the project team gave a brief presentation, then we would take a tour of the facility including the garage and then we would reconvene in the same room and people would have an opportunity to ask additional questions.

8. Virginia Hesse gave a brief overview of the history of the building and how the property was first owned by the Army, then the Navy and now DEM. Ms. Hesse emphasized that this is a major restoration project and that there would not be a lot of changes to the building.

9. Joan Kelly explained that the property is used for a lot of summer events such as weddings, dinners and night events.

10. Jeff Chmura reiterated a number of items included in the RFP, these included:

- a. The State of RI is soliciting proposals from qualified firms to provide architectural and engineering services for the renovation of the historic Eisenhower House. The State is seeking a qualified architectural firm to provide design services for full architectural, site/civil, structural, mechanical, electrical, plumbing, HVAC, fire suppression and fire alarm, interior design and landscape architectural services.
- b. Because of the Historic importance of the building and the sensitive nature of the work, it is important that the successful bidder have a high degree of experience in restoration and rehabilitation of older buildings. Specifics on the desired qualifications are listed in the RFP.
- c. The current intent of the State is to close the Eisenhower House facility completely for one season in order to complete the exterior renovations, interior renovations, and improvements to the grounds in a timely manner.

RFP # 7461299, Addendum #2, March 19, 2012

State of Rhode Island, Department of Administration, Division of Purchases

**TITLE: Architectural & Engineering (A&E) Services for the Eisenhower House
Renovations Newport, Rhode Island**

Closing Date & Time: April 5, 2013 at 11:00 AM (Local Prevailing Time)

- d. Recent renovation and repair work that has taken place is listed in the RFP and there is currently RFQ 7461259 which construction bids were due to Purchasing today. Mr. Bovis indicated this was for minor repair work.
- e. An existing conditions survey and report evaluating the entire building, structure, and all systems are to be done by the architect as part of the design services. **This is to be part of the Building Study Report.**
- f. A hazardous materials survey, testing, report and plan should be conducted by a hazardous materials consultant. The architect is to supply and coordinate these services. The hazardous materials consultant should be a sub-consultant to the architect. This work is to be included in the Offeror's fee proposal.
- g. **BUILDING STUDY REPORT:** The Building Study Report will include not only the existing conditions survey and hazardous materials survey but recommendations for improvements to remedy any deficiencies identified in the report. The report is also to include an itemized cost estimate for the proposed improvements. The report is also to include a code review.
- h. The RI Historic Preservation & Heritage Commission has established a potential list of repairs and proposed improvements which are listed in the RFP. This is provided as a preliminary basis of work, however, the Offeror may determine that additional repairs and or work are necessary and these items should also be identified in the Report. Costs for the RIHPHC proposed improvements are to be provided by the consultant.
- i. Upon acceptance of the Building Study and related cost estimate, the awarded Offeror is to work with the users to prepare a list of agreed upon improvements with associated costs.
- j. At the edge of the west lawn, existing above ground utility lines are to be replaced with new underground utility lines. This is in the scope of the project. See RFP for more detail.
- k. Professional cost estimates are to be provided at the Building Study Report Phase (2) – Preliminary and Final, Design Development Phase and the 90% Construction Document Phase.
- l. **SCHEDULE** – Dates from the RFP schedule are as follow. **NOTE THAT THE TIME FOR THE SUBMISSION DUE TO PURCHASING IN THE RFP IS LISTED AS 11:30 am WHILE THE FIRST PAGE OF RFP LISTS IT AS 11:00 AM. THE TIME SHOULD BE 11:00 am.**

RFP # 7461299, Addendum #2, March 19, 2012

State of Rhode Island, Department of Administration, Division of Purchases

**TITLE: Architectural & Engineering (A&E) Services for the Eisenhower House
Renovations Newport, Rhode Island**

Closing Date & Time: April 5, 2013 at 11:00 AM (Local Prevailing Time)

RFP Announcement	3/7/2013
RFP Question Due to Purchasing (noon)	3/22/2013
RFP Submission Due to Purchasing (11:00 am - revised)	4/5/2013
Purchase Order Issued	June 2013
Project Starts	June 2013
Project Design Completion	January 2014
Construction Advertise	January 2014
Construction Award	April 2014
Construction Completion	April 2015
Closeout/Move-in	May 2015

- m. The first addendum will include the PDFs of floor plans which were mentioned in the RFP under Section 2.2, a. and the brochure of the Eisenhower House.

11. Additional Item not mentioned at the meeting: In the past, oftentimes the section of the technical proposal titled Project Plan that is provided by Offerors has turned out to be the scope of work listed in the RFP simply repeated or a description of old projects done by the Offeror. Please provide a plan that is responsive to the scope of work outlined in the RFP and that identifies what will be done for this project.

B. Questions and Answers:

Question 1 – Is a paint analysis required?

Answer 1 – RIHPHC will not be requiring paint analysis. This pertains to determining original paint colors and not any hazmat paint considerations.

Question 2 – Are you planning on enlarging the use of the facility?

Answer 2 – With renovation of the building, the rental use of the building could be expanded from mainly the summer season to include much of the spring and the fall.

Question 3 – Clarify the architect’s responsibility concerning hazmats.

Answer 3 – Refer to the RFP Sections 2.1, e, on page 6 Section 2.2, b, on page 7, additional clarification given under item 10, f of these meeting minutes.

Question 4 – Any additional parking?

Answer 4 – No

Question 5 – Does the owner have a site plan?

Answer 5 – Yes, a site plan exists as part of a survey by Waterman Engineering for the Fort Adams area. It does not include contour lines for the area around the Eisenhower House. As part of this project, it will be necessary for the Offeror to provide a site plan with grades that includes all driveway areas related to the house, the utility lines

RFP # 7461299, Addendum #2, March 19, 2012

State of Rhode Island, Department of Administration, Division of Purchases

**TITLE: Architectural & Engineering (A&E) Services for the Eisenhower House
Renovations Newport, Rhode Island**

Closing Date & Time: April 5, 2013 at 11:00 AM (Local Prevailing Time)

that are to be reinstalled underground, and that portion of Lincoln Drive which surrounds the house on the North, East, and South sides of the property as far as 100 feet west of the aforementioned utility lines.

Question 6 – Are there any buried cultural resources regarding putting the existing utility lines underground?

Answer 6 – RIHPHC indicated that when the trench is dug for the utility lines, a representative from RIHPHC will review the conditions and if they see any potential cultural resources, then a cultural resource consultant would be contacted.

Question 7 – What is the size of the required renderings?

Answer 7 – Twenty-four inches by thirty-six inches. These should be in color, mounted on foam core boards and may be computer generated.

Question 8 – Are the renderings part of the 1% art?

Answer 8 – No, the 1% art project is coordinated through the Council of the Arts and is 1% of the Construction Budget, and is done by a third part Artist.

Question 9 – What is the scope of AV for the project?

Answer 9 – The AV component of the project should be to provide some basic equipment. The construction budget for that component should be \$10,000.

Question 10 – What landscape design work is required?

Answer 10 – The RFP calls for pruning some shrubs, repaving, removing some paving and regrading, and installing underground utility lines. See RFP Section 2.3 E. There will be no new gardens as part of the design requirements for the project.

Question 11 – Regarding FF&E layout and specifications, what type of furniture is envisioned?

Answer 11 – Furnishings should be in keeping with the historic nature of the house.

Question 12 – What is the project budget?

Answer 12 – The construction budget is not being provided at this time.

C. Tour of the Facility:

1. The group toured the interior of the building including: basement, first floor, second floor, and third floor.
2. The group also toured the garage and the rest rooms in the garage building.

D. Additional Questions Received After the Tour of the Facility:

RFP # 7461299, Addendum #2, March 19, 2012

State of Rhode Island, Department of Administration, Division of Purchases

**TITLE: Architectural & Engineering (A&E) Services for the Eisenhower House
Renovations Newport, Rhode Island**

Closing Date & Time: April 5, 2013 at 11:00 AM (Local Prevailing Time)

1. The group reconvened in the original meeting room after the tour and were provided the opportunity to ask additional questions. The additional questions are as follow:

Question 13 – How old is the furnace?

Answer 13 – The furnace was replaced last winter - a year ago.

Question 14 – When was the flat roof of the main building done and what type of roof is it?

Answer 14 – The flat roof was installed in the winter of 2000/2001. It is a rubber membrane, EPDM roof. The wood shingles on the mansard roof were installed at the same time.

Question 15 – Are the existing interior walls lathe and horse hair plaster?

Answer 15 – Yes, and this should remain.

Question 16 – What accessibility should be provided?

Answer 16 – The required Code Analysis is to include universal access design in consultation with the Governor's Commission on Disabilities. See Section 2.4, f, iii, on page 13 of the RFP.

Question 17 – What is the goal for use of the building?

Answer 17 – The house is to continue to be used for weddings and corporate functions. This currently involves the entire first floor and a portion of the second floor. The second floor wedding use is to be increased to include a groom's area. The remaining spaces on the second floor plus the entire third floor are desired to be used as offices.

Question 18 – What is the design intent for the existing handicap ramp?

Answer 18 – The design intent for the ramp is explained in the RFP under Section 2.3, A, e, on page 8.

Mr. Bovis asked if all vendors have signed the sign-in sheet. With no one to the contrary, the meeting adjourned at approximately 3:00 PM.

End of Addendum Two