



**Solicitation Information
March 17, 2015**

RFP # 7549421

TITLE: Master Carpentry Services for an Outer Encasement for the Rhode Island State Colonial Charter Encasement Project

Submission Deadline: Wednesday April 15, 2015 at 10:00 AM (Eastern Time)

<p>PRE-BID/PROPOSAL CONFERENCE: Yes Date: Wednesday April 1, 2015 (ET) - Mandatory: Yes Location: One Capitol Hill, 2nd Floor Conference RM B, Providence, RI</p>

Questions concerning this solicitation may also be e-mailed, in Word format to the Division of Purchases thomas.bovis@purchasing.ri.gov no later than 4/6/2015 at 4:00 PM (ET). Please reference the RFP # on all correspondence. Questions received, if any, will be answered and posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

<p>SURETY REQUIRED: No</p>

<p>BOND REQUIRED: No</p>

Thomas Bovis
Interdepartmental Project Manager

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov

NOTE TO VENDORS:

Offers received without the entire completed RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Office of the Secretary of State, is soliciting proposals from qualified firms to provide master carpentry services for the creation of an outer encasement for the Rhode Island State Colonial Charter (RI Charter), an extremely rare, valuable historical document. The provision of the master carpentry service will be in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at www.purchasing.ri.us.

The initial contract period will begin approximately May 2015. Services will be needed to construct secure, internally-lit wooden outer enclosures for the RI Charter. The RI Charter will be hermetically sealed in internal encasements currently under construction. Construction and installation of the outer enclosure must be completed on or before August 1, 2015

This request for services is subject to the execution of additional engagements related to the Colonial Charter, at the sole discretion of the State of Rhode Island. Additionally, the above schedule is tentative and subject to change at the discretion of the State of Rhode Island. All carpentry services include design, construction, assembly, delivery, and final installation at the Rhode Island State House.

This is a Request for Proposal (RFP), not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Office of Purchases pursuant to this Request, 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 procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the Vendor. The State assumes no responsibility for these costs.
4. Proposals submitted in response to this solicitation shall be considered to be irrevocable for a period of not less than ninety (90) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

5. All pricing submitted by Respondents in response to this solicitation shall be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division of Purchase at the time of opening for any cause will be determined to be late and will not be accepted, opened, or considered. For the purposes of this requirement, the official time and date shall be that of the time clock that is located in the reception area of the Division of Purchases, 2nd floor, One Capitol Hill, Providence, RI.
7. It is intended that an award pursuant to this RFP will be made to a prime Vendor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. 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.
8. All proposals shall include the Respondent's FEIN or Tax Identification number as evidenced by a W9, downloadable from the Division's website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all documents and materials submitted to the State for consideration in response to this RFP will be considered to be Public Records, as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq).— Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in Rhode Island until it has procured a Certificate of Authority so to do from the Rhode Island Secretary of State (401-222-3040). This is a requirement only for successful Vendor (s).

14. The Vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information visit the website www.mbe.ri.gov.

SECTION 2: SCOPE OF WORK

Specific Requirements

See "Minimum Qualifications" below

General Scope of Work

The State of Rhode Island's Office of the Secretary of State is seeking proposals from qualified millwork shops to fabricate and install a custom exterior enclosure to surround the three (3) hermetically sealed encasements being constructed to house and display the RI Charter. Currently this document is being preserved at an off-site location, and will be internally re-encased in the State House Charter Museum in August 2015 in a series of three custom, hermetically sealed cases designed to provide a stable, protected environment for the document. It is envisioned that the three (3) hermetically sealed internal encasements for each leaf of the charter will be placed in an outer enclosure to be designed by the selected Vendor through this RFP process.

The exterior enclosure shall closely resemble the design and specifications developed by the Encasement Project Committee, and attached to this RFP as Appendix 2.

Specific Activities / Tasks

1. Based on the attached preliminary design documents and field measurements, provide a set of millwork shop drawings for S.O.S.'s office review prior to start of fabrication.
2. Fabricate a custom exterior enclosure to surround three (3) hermetically-sealed aluminum encasements, each housing a separate leaf of the RI Charter. Each of these encasements will sit on a wheeled cart, which allows the document to be wheeled in and out of the exterior enclosure as needed. Generally, however, it is assumed that access to the inner aluminum enclosures and wheeled carts will be minimal (as in not more than several times per year)
3. Design features of the wooden enclosure shall include:
 - a. Stained white oak lower portion, shop-painted MDO/MDF upper portion with automotive-grade gloss black upper (angled) portion and top.
 - b. The top of each of the three units shall be continuously hinged with a brass piano hinge or approved equal. Once opened, each top shall be spring or hydraulically assisted, to raise it to a near 90-degree position, allowing full access to each of the three inner aluminum enclosures.
 - c. The top of each of the three units shall have a clear, tempered glass vision panel of a thickness appropriate for the x and y dimensions of the unit.

- d. The underside of the top of each of the three units shall be edge-lit by a continuous, dimmable LED strip light, controlled to emit not more than five foot-candles across the surface of each leaf of the State Charter.
- e. The front lower panel of each of the three units shall be removable, and mounted via magnets, z-clips, or other approved method of hidden fastener. The intent is that once installed, these panels shall be as seamless as possible.
- f. Moulding and trim profiles shall match those found elsewhere in the State House. Specifically, these include the millwork cases and pedestals currently located outside the Senate Chambers on the second floor.
- g. Provide one duplex 120v receptacle behind each of the three units capable of being tied to house power by the State's electrician. Make accommodations for misc. tel./data and security monitoring equipment behind each of the three units. These are anticipated to be a combination of vga, coax, fiber optic or tel/data connections. Connection to Ethernet, wireless, telephone and security systems will be addressed by the State's IT and security staff.

Minimum Qualifications

1. The vendor must have demonstrated experience in the production of custom-grade millwork as defined by the Architectural Woodwork Institute's Architectural Woodwork Standards, most current edition.
2. The vendor must have demonstrated experience in the reproduction of historic and period appropriate interior millwork.
3. The vendor must have the capability to generate shop drawings for State review prior to fabrication and installation, based on preliminary design documents provided as part of this solicitation.

SECTION 3: TECHNICAL PROPOSAL

Narrative and format: The separate technical proposal should address specifically each of the required elements:

1. Capability, Capacity, and Qualifications of the Offeror - Please provide a detailed description of the Offeror's experience as a millworker, including experience in constructing custom-built cabinets, and any experience in doing so for the purpose of housing valuable historical documents. A list of three (3) relevant client references must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided. A list of previous similar engagements, including location, descriptions and photographs, of services provided shall also be provided.
2. Schedule: Provide a milestone schedule for the design, fabrication and installation of the exterior enclosure described herein.

SECTION 4: COST PROPOSAL

Detailed Budget and Budget Narrative:

Quotes shall include a fixed-fee itemized cost for all components of the project, including: design, materials, labor, delivery, and final installation based on the requirements contained in this solicitation. Offeror shall use the attached Cost Worksheet to submit a separately sealed cost proposal.

SECTION 5: PROJECT TIMELINE

The State expects to meet the following project timeline and milestones:

March 2015:	Advertise request for proposals
April 2015:	Receive and evaluate Vendor proposals. Execute vendor contract
May 2014:	Review Vendor's shop drawings
June 2014:	Production of outer enclosure
July 2014:	Production of outer enclosure
August 2014:	Final installation of enclosure unit at Rhode Island State House

SECTION 6: EVALUATION AND SELECTION

The State will select the successful Vendor through a formal evaluation process, established prior to the opening and evaluation of proposals, and remaining fixed through the remainder of the procurement cycle. Technical and Cost Proposals will be evaluated separately.

Proposals will be reviewed by a Technical Review Committee comprised of staff from State agencies. Proposals will be evaluated in two (2) parts for a maximum score of 100 points. Part One is a Technical proposal (70 points max) and Part Two is a Cost evaluation proposal (30 points max). All proposals must receive a minimum score of 55 points on the Technical proposals. Technical proposals not scoring at least 55 (78.5%) out of a maximum of 70 technical points will not be considered for cost proposal evaluation. For each Vendor with Technical scores totaling the minimum 55 points, the corresponding Cost Proposals will be unsealed and the evaluated price identified for each qualified Vendor. Both the Technical and Cost evaluation proposals are required on the due date listed on page 1 of this solicitation, they are to be submitted in **separate sealed envelopes**.

Part One: Technical Proposal (70 Points Maximum)

1. Capability, Capacity, and Qualifications of the Offeror (0-40 points)

This section shall describe a detailed description of the Vendor's experience providing master carpentry services. Describe the Vendor's and the Vendor's consultants general experience as well as its specific experience and qualifications for projects of this size, scope and use. List the percentage of work to be completed by the firm and the percentage to be completed by outside consultants. Include Standard Form 330 (for prime contractor and all sub-contractors) in this section. Indicate the plan for compliance with the State's MBE requirements by

listing all Subcontractors / Suppliers / Consultants / Independent Contractors, the estimated dollar value of each, a brief description of work or scope, and whether each is RI Certified as a Minority Business Enterprise or not.

A list of relevant client references must be provided (minimum of 3), to include all contact information, for projects of similar size and scope and use to the proposed project. All contact information must be confirmed and current.

Proposals must provide answers to the following questions:

- a. What experience does the Vendor have with design, construction, and of millwork of a similar size, scope and use?
 - b. Does the Proposal illustrate that the Vendor has the background and experience necessary for a successful design and construction of projects of this type?
2. **Schedule (0-30 Points)**
Provide a milestone schedule for the design, fabrication and installation of the exterior enclosure described herein.

Part Two – Cost Evaluation Proposal (30 Points Possible)

Cost Evaluation proposal will be evaluated (if Vendor meets minimum of 55 points in Part One) on the following criteria (Will represent 30 points maximum):

1. The Cost Evaluation proposal shall be submitted in a **separate, sealed envelope.**
2. The Cost Evaluation proposal shall be submitted as a Lump Sum price. The price must be provided on the attached Cost Proposal Form. This shall be a fixed fee (dollar amount). The form also provides for and sub-contractor costs that would be required.
3. Provide narrative examples of how similar systems have been deployed and the set-up fee structure for similar projects.
4. All services described in this RFP must be included in the proposal, with **no exclusions** and a lump sum fixed fee (dollar amount) must be provided, or the proposal shall be rejected as being non-responsive.
5. The State reserves the right to award based upon the most favorable cost proposal. Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, and to award in its best interest.

Proposal Review Criteria

Criteria	Possible Points
Capability and, Capacity of the Offeror	40 Points
Availability for providing services in accordance with project schedule	30 Points
Total Possible Technical Points	70 Points
Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 30 points*	30 Points
Total Possible Points	100 Points

* The Low Bidder will receive one hundred percent (100%) of the available points for cost. Cost Evaluation proposal points are determined by the following formula: $x/n (y) = \text{points awarded}$; whereas “x” = lowest opened bid, “n”= any bid under consideration and “y”= 30 points.

SECTION 7: PROPOSAL SUBMISSION

Final Proposal Submission

Proposals to provide the services set forth in this solicitation must be received by the Division of Purchases on or before the date and time indicated on page one of this solicitation. Responses (a clearly labeled **original plus five (5) copies**) should be mailed or hand-delivered in a sealed envelope marked with the RFP number and “Master Carpentry Services for an Outer Encasement for the Rhode Island State Colonial Charter Encasement Project”.

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

The Vendor assumes responsibility for proposals submitted by mail or commercial delivery service. Proposals misdirected to locations other than the Division of Purchases, or which are otherwise not submitted to the Division of Purchases prior to the time of opening for any cause shall be determined to be late and shall not be accepted, opened, or considered. The “official” time clock is located in the reception area of the Division of Purchases, 2nd floor, One Capitol Hill, Providence, RI. Faxed or e-mailed proposals will not be considered.

Any additional information pertaining to this RFP or changes in the timeline may be posted on an as-needed basis. It is the responsibility of the Bidder to regularly review the RIVIP website (www.purchasing.ri.gov) to check for any additional postings.

It is strongly suggested that the Vendor mark this RFP on the RIVIP Vendor Watchlist for ease of monitoring critical information and amendments. Assistance in using the RIVIP feature can be obtained by reviewing the online tutorials available under the Vendor Center Section or by contacting the RIVIP HelpDesk at (401) 222-2141 x134.

RESPONSE CONTENTS:

1. A completed and signed RIVIP generated Respondents certification cover sheet (downloaded from the Division of Purchases' website <http://www.purchasing.ri.gov>)
3. **One only** completed and signed IRS Form W-9 downloaded from the Division of Purchases' website, should **only** be included in the **original copy**.
4. The accompanying Cost Evaluation Proposal Bid Form shall be printed and submitted in a separate, signed and sealed envelope marked Cost Proposal **RFP#** and listing the firm name. Details are described in "Section 6: Evaluation and Selection". DO not include a copy on the electronic media for technical proposals.
5. In addition to the multiple hard copies of the Technical Proposal required, Respondents are requested to provide their Technical Proposals in electronic format (CD-Rom, Diskette, flash drive). Microsoft Word / Excel or PDF for is preferable. Only one (1) electronic copy is requested. This CD or diskette should be included in the proposal marked "Original". **Do not include form W-9 in the electronic copy. Do not include cost proposal information in the electronic copy.**

SECTION 8: CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its 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.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

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

END OF SOLICITATION

APPENDIX 1

COST PROPOSAL WORKSHEET

TOTAL COST:		
Itemized Expenses		
Raw Materials	Cost	
Itemized Labor Costs:		
LOE (# Hours)	Hourly Rate	TOTAL Labor Cost
Misc. Costs (Please specify):		