

DATE: November 17th, 2023

Addendum# 1

BID NO.: 101315
OPENING: 12/8/23 at 3:00 PM
COMMODITY: ENERGY & CARBON REDUCTION MASTER PLAN

This addendum is being issued to provide answers to the following questions that were received by the deadline listed in the above RFP.

The answers have resulted in the following 2 important items/clarifications:

- The bid opening is being extended from 12/1/23 at 1:00 PM to 12/8/23 at 3:00 PM.
- The following **Instructions/Notification to Offerors** from Section 1. 15 has been stricken from this RFP. Architectural and/or Engineering licenses are not a requirement for this RFP solicitation:

~~15. Architectural and Engineering Services:~~

- ~~a. Persons or firms practicing Architectural and/or Engineering Services in the State of Rhode Island must possess a proper registration and Certificate of Authorization in accordance with Rhode Island General Laws.~~
- ~~b. A copy of the current RI Certificate of Authorization for the firm and current Rhode Island registrations(s) for the individual(s) who would perform the work must be included behind the front page of each copy of the proposal.~~
- ~~c. The Board of Design Professionals can be contacted as follows:
Division of Design Professionals
1511 Pontiac Avenue
Cranston RI 02857
Phone: (401) 462-9530
Fax: (401) 462-9532
<http://www.bdp.state.ri.us/>~~
- ~~d. The respondent's Proposal may be disqualified and removed from consideration if the proposal fails to include the required current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s).~~

Purchasing Department
The University of Rhode Island

Rev. 9-1-15



Q1. Please confirm that a cover letter may be included, and would not be part of the page count?

A1. See A14.

Q2. Please confirm that the organization chart is considered as part of the team resumes and is not included in the page count.

A2. See A14.

Q3. Please confirm that an 11x17 page is permissible for the organization chart?

A3. Yes, that is permissible.

Q4. Our team understands the University's desire for brevity. However, given the depth of materials requested, can URI please extend the page count to 15 pages?

A4. See A14.

Q5. Given the upcoming Thanksgiving holiday, would the University consider extending the deadline to December 8?

A5. The University will extend the submittal of proposals deadline to 12/8/23 at 3:00 PM. Please see page 1 of this addendum.

Q6. In the interest of both eliminating paper waste and reducing the carbon emissions which would be generated by delivery of hard copies, would the University please allow submissions to occur via email?

A6. Unfortunately, the University cannot accept responses via email. Responses must be delivered via the instructions listed in the RFP with the following change to Section 7: Proposal Contents, 2. Technical Proposal. The University will only require 1 printed paper copy of the Technical Proposal.

- a. One (1) Electronic copy on a CD-R or USB, marked "Technical Proposal - Original".
- b. One (1) printed paper copy, marked "Technical Proposal - Original" and signed.
- c. ~~Four (4) printed paper copies.~~ One (1) printed paper copy.

Q7. Please confirm that, if hard copies are required, the University will accept electronic signatures on any forms which require signatures.

A7. Yes, electronic signatures are permissible.

Q8. Please confirm that only the prime contractor is required to complete the Bidder Certification Form?

A8. This is correct.

Q9. Please provide the University's budget for the associated services under this agreement.

A9. The University's budget is commensurate with the detail requested in the RFP for this project.

Q10. Please confirm that Offerors awarded contracts under this RFP are not precluded from implementing any subsequent energy projects that arise out of this work.

A10. The University of Rhode Island cannot make that determination. Vendors are responsible for reviewing the applicable legislation (RIGL 37-2-13.1) and complying with the requirements.

Q11. Is a detailed understanding of bore field capacity required for this project? Or is an industry standard for the capacity of wells acceptable?

A11. The installation of test bores are not part of the scope of this project. However, identification of areas for potential use of geothermal wells and the use of industry standards to estimate the heating/cooling capacity of those areas is part of this scope.

Q12. Is there a budget in mind for the project?

A12. See A9.

Q13. Is the "URI Energy and Carbon Reduction Master Plan stakeholder group" a brainstorming/ideation session or an information gathering session, i.e., would the firm be facilitating open conversation or simply doing a basic education session?

A13. The primary purpose of the stakeholder group is to inform the wider university community of major milestones during this planning process. Addressing feedback, comments, suggestions and questions from this group are part of the work scope. A smaller group of university representatives will meet regularly to facilitate the needs of the project.

Q14. Please clarify the page limit requirements for the Technical Proposal. The RFQ indicates a 10-page limit not including resumes and appendices, but it is unclear what "appendices" means, and no section is identified where appendices would be included. Several forms, the firm's RI Certificate of Authorization



and staff registration certificates, and three reports are required. Are these all considered “appendices”? Would a table of contents, cover letter, or tabs count toward the page limit?

A14. The page count limits are specific to the four sections of the proposal: Staff Qualifications, Capability, Work Plan and Approach. Resumes, organizational chart, tabs, cover letter, table of contents and sample final reports are excluded from the page count.

Q15. Where in the Technical Proposal should the Disclosure and Certification forms be included?

A15. The University of Rhode Island Bidder Certification Form is to be provided in the technical proposal original copy only. It is not to be included in the technical proposal copies or the cost.

Q16. Are there any requirements regarding printing the submittal single-sided or double-sided?

A16. There is no requirement.

Q17. Please confirm that five hard copies (one original and four copies) of the Technical Proposal are required, but only one hard copy each of the Cost Proposal and ISBE Proposal.

A17. See A6.

Q18. Will sealing the Cost Proposal (hard copy plus USB thumb drive) into its own envelope, and sending that envelope within the same box or larger envelope that contains our firm’s other proposal materials, be acceptable to meet the requirement that the Cost Proposal be “separate, signed and sealed”? This same question applies to the ISBE Proposal as well.

Q18. Yes.

Q19. Our firm holds a current Rhode Island COA; is it acceptable to propose team members registered in other states, or is it required that all proposed staff members be registered Professional Engineers in Rhode Island? Should registration certificates for staff registered in other states be included in addition to those for Rhode Island?

A19. This requirement has been removed from the RFP solicitation. Please see page 1 of this addendum.

Q20. Would it be acceptable to include recent screenshots from state registration websites in place of registration certificates?

A20. See A19.



Q21. Some team roles don't require a Professional Engineer registration to perform; if these roles are included will the proposal be considered unresponsive due to the staff person not holding a PE registration?

A21. See A19.

Q22. For the three report examples to be included in the Technical Proposal section 2, are only excerpts required, or the entire reports?

A22. The Technical Review Committee will review the sample reports to understand what to expect from the vendor as a final project report. The extent and detail of these reports provided by the vendor is their choice.

Q23. Especially given that this submittal is for a decarbonization planning project, we would like to note that it is more environmentally sound to send long documents via electronic means rather than via printed copies/mail delivery. Given the requirements laid out in the RFQ, a submittal of five hard copies could potentially total over 500 printed pages—and if full sample reports are required (which may total hundreds of pages each), the submittal could approach 1,000 pages. Would the university reconsider allowing electronic submittals versus printed copies?

A23. See A6.

Q24. Would we, an independent consulting firm, be required to comply with the bid surety requirement referenced in the Bidder Certification Form?

A24. No, per the cover page of the RFP, a surety bond is not a requirement of this RFP.

Q25. The issued RFQ references an "Engineering partner." Does the responding firm need to be an engineering firm certified in the state of Rhode Island, or can the firm be an advisory/consultancy company capable of operating in Rhode Island?

A25. See A19.

Q26. Is one of the requirements to have a PE license? If so, does the prime consultant's staff need to have a PE license, or can this be met by the subconsultants?

A26. See A19.

Q27. Can you disclose which vendor is developing University of Rhode Island's Physical Master Plan? Do you have an estimated completion date for the Physical Master Plan?

A27. The RFP for the Physical Campus Master Plan is currently being advertised. The project is expected to start in March 2024 and be completed within 18 months.

Q28. Are in-person assessments and building surveys expected to be done outside regular working hours?

A28. No, however access some areas such as labs, classrooms and dorm rooms will need to be scheduled.

Q29. Does an implementation plan/vision, and required funding, exist for post-ECRMP work?

A29. The University has requested this planning effort to understand the needs, costs, priorities and technology needed to meet the goals identified in the RFP. The outcome of this planning effort will be used to test new technology, adopt technology, develop projects, and allocate funding to achieve climate actions.

Q30. Is there a target percentage for M/WBE inclusion?

A30. Vendors are responsible for reviewing the applicable legislation (RIGL 37-14.1-6) and complying with the requirements.

Q31. Does the signed hard copy need to include an original signature, or will an electronic signature suffice?

A31. See A7.

Q32. Does the 10 page limit in the technical proposal include the cover letter or dividers?

A32. See A14.

Q33. How is URI currently tracking GHG emissions data? What format can we expect to receive this data in?

A33. The University has used SIMAP to track GHG emissions. The University can provide the vendor access to this site. Please note that SIMAP may differ from the State of Rhode Island GHG reporting requirements.

Q34. The RFP states that The University Office of Utilities has developed a substantial GIS system over the last decade. Is there an expectation that the final report includes GIS layers containing information on forecasted/projected utility/asset information?



A34. The details of the final report are noted in Section 3E of the RFP. The University can provide GIS information on utility infrastructure to be used by the vendor to meet the objectives of the project and final report.

Q35. Do you expect to complete the updated building condition assessments prior to the start of the contract period of the ECRMP study?

A35. No, however these assessments are beginning now and are expected to be substantially complete by the summer of 2024.

Q36. Does URI use/subscribe to any digital/database platforms apart from GIS to manage/track asset, equipment and/or utility information? Should vendors include the creation of digital/database platforms as part of the proposal?

A36. The University use a work order database called Trirega. The building condition assessment project will place barcodes on all mechanical equipment that will be entered into Trirega. Utility usage and cost data is maintained on a MS Access database.

Q37. What is the expected completion timeline for the University's Physical Masterplan?

A37. See A27

Q38. Does URI anticipate student/staff engagement as part of the ECRMP study?

A38. See Section 3A of the RFP – Stakeholder Involvement and Project Management.

Q39. Should the vendor plan for on-site presentations for the stakeholder presentations as indicated under Section 3.A (minimum of three presentations including (1) Project introduction and kick off meeting, (2) URI current baseline and regulatory requirements, and (3) presentation of findings and recommendations.)

A39. Yes.

Q40. How is URI tracking past energy conservation measures? What format can we expect to receive this data in?

A40. Conservation savings was calculated based on empirical data. All measurement and verification reporting periods as part of the project has ended. Project files for these efforts are available as PDF and hard copy files.