



Request for Proposals
for
Construction Management Services
for the
Rhode Island Convention Center
Fifth Floor Renovations

Issue Date: June 5, 2023

Due Date: June 30, 2023

Summary of Request

The Rhode Island Convention Center Authority is responsible for multiple buildings including the Rhode Island Convention Center (RICC), the Amica Mutual Pavilion (AMP), the Veterans Auditorium (VETS), two parking structures at the Convention center, and a Parking Garage on Clifford Street in Providence (Clifford Street garage). All the buildings are located in downtown Providence, Rhode Island.

The Rhode Island Convention Center Authority (the “Authority”) is seeking proposals from qualified Construction Management firms for Construction Manager at Risk (“CMAR”) services for the renovation of the 5th Floor Ball Room, meeting rooms and associated bathroom facilities. Other ancillary projects within the complex may be added to the CM’s scope of work if the Authority deems it to be in its best interest.

The scope of work for CM services required is described in this document. The CM firm selected for this project will report directly to the Project Manager assigned to the project from the Authority. The CM firm selected will assume full responsibility for the estimation, constructability reviews and construction, and close out processes. The CM firm selected will coordinate the scope of work with their subcontractors and all outside vendors during construction.

Any inquiries regarding this RFP must be submitted by email by June 16, 2023 by 3:00pm to the attention of Howard Allen, Purchasing Manager at: hallen@pvdricenter.com.

Project Overview

The RICC 5th Floor Ball Room and Meeting Room renovations includes but is not limited to the demolition and replacement of the finishes within these spaces. The area is shown on the attached plan, Exhibit D. The work is anticipated to include replacement of all finishes, work on the operable walls, all new finishes, minor work on the HVAC supply and return, minor work on the sprinklers, new lighting, AV improvements, and some renovations of the public toilet facilities.

The project schedule consists of the Pre-Construction Phase taking place upon execution of a contract with the CM@R. The Construction Phase is expected to occur near the end of 2023 through mid 2024. The RICC will remain open during the construction and the work will be phased. The cost of this initial Project is approximately \$6-7 million.

The Project description is for informational purposes only and may be further modified based on the final construction documents.

Note that there are at least two other potential projects that could be added to the CM’s scope that could increase the project cost to over \$10,000,000.

The designer of record for the Project is ZDS, INC.

The Owner’s Project Manager for the Project is Hill International, Inc. They will be located on site.



Mark Morin, PM, and Jim Devol, Project Executive
Hill International, Inc.
Needham, MA.
Morin Cell: (774) 254-6703
Devol Cell: (401) 714-8283

Preliminary Project Schedule

Request for Proposals (“RFP”) and Selection

RFP issued	Monday, June 5, 2023
<u>Mandatory</u> CM Pre-proposal conference	Monday June 12, 2023 at 11:00am
CM Requests for Information (“RFI”)/questions due	Tuesday, June 20, 2023 at 3:00pm
Response to RFI’s/addendum	Friday June 23, 2023
Proposals due	Friday June 30, 2023 by 2:00pm
CM interviews	July 11 or 12, 2023 (times TBD)
Firm selection	July 27, 2023

Design and Construction

CM Services begins:

Schematic Design (SD) (underway)

SD Estimate, reconciliation, adjustments

Design Development (DD)

DD Estimate, reconciliation, adjustments

Final design and Construction Drawing’s

Subcontractor Bidding

GMP Assembly & Finalization

Mobilization & Construction Start

Submittals, Fabrication, deliveries

Rough estimate of construction duration

Close out

10 Month Warrantee review

August, 2023

Completion – July 11, 2023

July 2023-

August 2023

Through Mid September 2023

Through Mid November 2023

4 weeks

2 weeks

Date to be determined

3 months

6 months

1 month

10 Months after Substantial Completion



Required Elements of the Proposal

A successful proposal will be concise and to the point. All proposals should address and provide the following:

Executive Summary – Relevant Experience

- A description of your firm's history and background (including legal name of the firm, location of principal and branch offices, length of time in business, firm ownership structure) and how it qualifies you for this project.
- Outline the unique benefits of your firm and how they can be applied to this Project.
- Outline any previous experience with the Authority.
- Outline previous experience relating to roof demolition, abatement, and renovations/replacement.
- Provide up to five (5) relevant project examples, including project scope, size, dollar value, and references.

Company Information

- Annual dollar volume for the past 5 years
- Annual dollar volume of work in Rhode Island past 5 years
- Current Project and Backlog Information: Provide a list of your current projects and projects in your backlog in the region with an emphasis on Rhode Island projects. Please include construction costs and completion date for same.
- Current EMR, the number of recordable incidents on the company's projects over the past 24 months, and any OSHA citations against the firm or any subcontractors on its projects (pending or completed) over the past 24 months.
- Bonding capacity with project specific commitment letter from your Surety. A **MINIMUM LIMIT OF \$15,000,000 FOR A SINGLE PROJECT IS REQUIRED FOR THIS PROJECT.**
- Sample insurance certificate

Team

- Organizational chart
- Total number of the firm's personnel, other than administrative staff, by profession or skill group.
- Identification of team, roles and responsibility of all CM team members.
- Resumes for all assigned team members (Principal in Charge/ Project Exec, Estimators, PM, Superintendent, etc.)
- Staffing plan and/or histogram illustrating each individual team members' time commitment in hours. (See Exhibit C of RFP)
- Outside firms which will be used to provide such things as estimating, value engineering, analysis, scheduling, and computer services.



Project Approach

- Scope of preconstruction phase services, including how those services are provided, with specific attention to the first budget estimate, methods of cost control, scheduling, value engineering, and the method of reporting project status and schedule position.
- Your approach to a successful project completion while being able to coordinate with the Authority's operation's team and ability and willingness to adapt to scheduled and non-schedule events at the facility, which will remain in operation during the Project.
- Based on the information and proposed schedule provided in this RFP, discuss your thoughts on potential project challenges (i.e. working in occupied space, logistics relating to occupied buildings, limited lay down areas, etc.) and procurement processes and why you feel they are important to the overall success of the project.

The Proposal for the items above is limited to 20 pages, 12pt font. An appendix of additional projects may be attached above that limit.

Price Proposal

Fees for services will be negotiated based on proposal information submitted prior to execution of a Contract with the selected firm.

- Fee proposals shall be submitted as follows:
- Pre-Construction Services
 - Provide a staff chart with hours & billable rates.
 - Provide a description of early award services as may be necessary to support substantial completion.
 - Price to include coordinate / facilitate weekly project team meetings.
 - Price to include review of Schematic and Design Development drawings and provide constructability feedback.
 - Price to include a full Schematic and Design Development estimate.
 - Price to include monthly cost tracking from DD through CD's to monitor and inform the Authority of cost changes
 - Price to include generation of construction schedule.
 - Price to include the establishment and execution of procurement plan.
 - Price to include logistics planning and development.
 - Price to include creation and assembly of Subcontractor Construction Costs
 - Price to include the creation and assembly of GMP.
- Construction Phase Services
 - Provide a staffing chart with hours & rates.
 - Price to include assisting with subcontractor recommendation & award process.
 - Price to include finalization of Subcontractor Contracts
 - Price to include construction management services.



- Price to include the management of the construction costs and changes.
- Price to include the management of the construction schedule.
- Price to include the coordination / facilitation weekly project team meetings.
- Price to include the coordination of all CM and Authority vendor scopes of work throughout the construction process.
- Price to include to include assisting Owner with project commissioning.
- Price to include to include close out documentation (Electronic Format).
- Price to include providing the Authority with close-out documentation (Electronic Format)
- Perform all work and services pursuant to the GMP requirements.
- Breakdown of anticipated General Conditions costs based on services in Exhibit A. (To be submitted on attached responsibility matrix Exhibit C)
- Provide % Change Order mark-up.
- Provide CM Fee for overhead and profit as a percentage of the Cost of the Work (Assume \$6,500,000 Budget)

Selection Criteria

After receipt of the Proposals, the Authority will review and evaluate the submissions and, at the Authority's sole option, may conduct interviews, then select the Construction Manager at risk. Selection shall be generally determined by which firm in the opinion of the Authority is the most qualified and able to successfully and timely complete the Project. Selection criteria shall include, but not be limited to, the following:

- Experience with similar projects in Rhode Island.
- Experience working with the Authority.
- Experience of key personnel assigned to the Project.
- Price proposal.
- Current workload and capacity to take on the Project.
- Experience working with regulatory and public agencies within Rhode Island.
- Demonstrated commitment to excellence.

Any other items deemed important to the Authority.

Submission Requirements

Any inquiries regarding this RFP must be submitted by email by June 20, 2023 by 3:00pm to the attention of Howard Allen, Purchasing Manager at: hallen@pvdricenter.com. Questions and answers will be posted as an addendum to this RFP only on the Rhode Island Convention Center Authority's website at www.riconvention.com.



Each Proposal must include the following:

- i) Completed Price Proposal Form Exhibit A signed by a person legally authorized to bind the Proposer in contract.
- ii) Information required by the above “Required Elements of the Proposal” section.
- iii) MBE Certification Form – Exhibit B
- iv) A USB flash drive with a copy, for public disclosure, in pdf (portable document file) format of all documents submitted in response to this RFP.

Bids that do not include a copy for public inspection will be deemed nonresponsive.

The public copy may redact any trade secrets or commercial or financial information which is of privileged or confidential nature pursuant to the “Access to Public Records Act”, Chapter 38-2 of the Rhode Island General Laws.

Proposers are advised that all documents submitted in response to this RFP are public upon opening in accordance with Section 37-2-18 of the Rhode Island General Laws, the burden being on the Proposer to identify confidential and proprietary information and to redact same on the USB flash drive copy.

A Proposal must fully and accurately set forth the information required by this RFP.

All submittals must be received by the Authority by 2:00 p.m., local time, on June 30, 2023, at which time a public proposal opening will be held at the third-floor conference room at the below address where only the names of those who proposed will be announced. A proposal received after that time will not be considered. **There will be no exceptions to this deadline.** Cost proposals will not be opened at this time.

Please submit one original and 4 copies of your proposal, along with the USB flash drive containing the information required in the Submission Requirements section above. Proposals shall be delivered in a sealed envelope or package marked on the outside “Rhode Island Convention Center Fifth Floor Renovation Project”. The proposals are to be delivered to the following location:

Daniel P. McConaghy, Executive Director
Rhode Island Convention Center Authority
Administrative Offices
One LaSalle Square
Providence, RI 02903

A proposal may not be submitted by facsimile transmission or by e-mail.



The Authority accepts no financial responsibility for any costs incurred by a Proposer in responding to this RFP. The proposals submitted in response to this RFP become the property of the Authority and may be used by the Authority in any way it deems appropriate.

General Terms and Conditions

Mandatory Pre-bid Meeting. A mandatory pre-bid meeting will be held on June 12, 2023 at 11:00am, local time, at the Amica Mutual Pavilion (AMP) Conference Room located on the third floor of the AMP main lobby.

Representatives of all Proposers are mandated to attend. Failure to attend will serve to disqualify the Proposer.

Performance and Labor and Payment Bonds. A performance bond and labor and payment bond in a form acceptable to the Authority equal to 100% of the award is required. The Surety Company executing the Bonds must be licensed to do business in the State of Rhode Island or the Bonds must be countersigned by a company so licensed. The Bond must be signed by an official of the Surety Company and the corporate seal must be affixed to his signature. A Power of Attorney for the official signing of the Bond for the Surety Company must be submitted with the Bond.

Execution of Contract. Upon the Authority's acceptance of the successful Proposer's Proposal the Proposer and Contractor shall execute AIA Form "A133-2019 Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price" with "A201-2017 General Conditions of the Contract for Construction" as both may be modified by the Authority.

Taxes. The Authority is exempt from any federal, state, and / or municipal sales and / or excise taxes. It shall be the responsibility of the successful Proposer to obtain the appropriate tax exemption certificate(s) from the Authority for use during the course of the Project.

MBE's/Prevailing Wage: The Project is subject to Chapter 37-14.1 of the R.I. Gen. Laws and regulations promulgated thereunder, which require that 10% of the dollar value of the work performed on the project be performed by minority/women business enterprises.

The successful Proposer shall comply with applicable prevailing wage requirements.

Foreign Corporations. Proposers are advised, that in accordance with Chapter 1.1 of Title 7 of the R.I. Gen. Laws, no foreign corporation shall have the right to transact business in the state of Rhode Island until it shall have procured a certificate of authority from the Secretary of State, and the successful Proposer, if a foreign corporation, must be so qualified at the time of execution of the contract.

Nonresident Contractors. Proposers are further advised that in accordance with Section 44-1-6 of the R.I. Gen. Laws, the Authority shall withhold payment from the Proposer awarded the contract, if the successful Proposer does not maintain a regular place of business in Rhode Island, in the amount of 3% of the



Contract Sum until thirty (30) days after Final Completion and compliance by the Contractor with the requirements of such section

Prohibition Against Contingent Fees and Gratuities. By submitting a proposal, Proposer warrants that it has not paid, and agrees not to pay, any bonus, commission, fee, or gratuity to any employee or official of the Authority or the State of Rhode Island for the purpose of obtaining an award of the proposed contract. Proposer further warrants that no commission or other payment has been or will be received from or paid to any third-party contingent on the award of this contract by the Authority, except as shall have been expressly communicated in writing to the Authority prior to acceptance of such award.

Waiver of Provisions. A delay or failure by the Authority to enforce any of the provisions of the award or to exercise any right herein granted, and any partial or single exercise thereof, is not a waiver thereof or a limitation in any respect on the right of the Authority then or thereafter to enforce all the provisions thereof or to exercise any such right.

Rights Reserved to the Authority

Notwithstanding any other provision of this RFP the Authority reserves to itself the rights listed below.

Right to Modify RFP Documents: The Authority reserves the right to modify or amend any provision of the RFP documents. The Authority will post a copy of the Modification along with all Q&A responses on the RICCA purchasing website: <https://www.riconvention.com/about-ricca/financials-rfps> as an amendment to this RFP.

Right to Reject Any and All Proposals: Whenever the Authority deems it to be in the Authority's best interest, the Authority reserves the right, in its sole discretion, to cancel this RFP, to reject any and all proposals, to waive minor irregularities or informalities in a proposal; to re-solicit; and to proceed in a manner other than awarding a contract under this RFP. The Authority will not waive, however, the requirement that qualifications and proposals be received by the Authority prior to the deadline for submission.

Right to Cancel Award: The Authority reserves the right to cancel negotiations with any Proposer at any time prior to a contract being fully executed by the Proposer and the Authority.

Additional Cause for Rejection - In addition to any other cause for rejection of a submission, as stated in this RFP, a proposal may also be rejected if there is evidence of collusion among Proposers, if the proposer submitting it is in default or arrears under any prior or existing contract with the Authority or any other State department or agency, or there is an unresolved claim between the Proposer and the Authority or any other State department or agency.

Any direct contact made or attempted to be made by any proposer with any Authority Board member prior to the selection of qualified Proposers will automatically disqualify a Proposer from any further consideration.

Proposers are advised that the Authority is a quasi-public agency of the State of Rhode Island and its records, including statements submitted in response to RFP's are public records unless otherwise exempted under state law.



Exhibit A

Price Proposal Form

Preconstruction Services (See the list of dates in the RFP)

- Provide a description of early award services as may be necessary to support substantial completion.
- Price to include the coordination / facilitation of weekly project team meetings.
- Price to include the review of schematic and design development drawings and provide constructability feedback.
- Price to include a full schematic and design development estimates and cost monitoring throughout the completion of the construction documents.
- Price to include the generation of a construction schedule.
- Price to include the establishment and execution of procurement plan.
- Price to include logistics planning and development.
- Price to include the creation and assembly of Subcontractor Construction Costs
- Price to include assisting with subcontractor recommendation & award process.
- Price to include finalization of Subcontractor Contracts
- Price to include the creation and assembly of GMP.

Preconstruction CM Services in the form of a Lump Sum Price:

\$_____ (dollars)

Submittals, Construction Phase, and close out General Conditions and Closeout Services (See the list of dates in the RFP)

- Provide a staffing chart with hours & rates. Use Exhibit C.
- Price to include to include construction management services.
- Price to include management of the construction costs and changes.
- Price to include management of the construction schedule.
- Price to include coordinate / facilitate weekly project team meetings.
- Price to include coordination of all CM and Authority vendor scopes of work throughout the construction process.
- Price to include to include assisting Owner with project commissioning.
- Price to include to include close out documentation (Electronic Format).
- Price to include providing the Authority with close-out documentation.
- Perform all work and services pursuant to the GMP requirements.



Construction Phase General Conditions in the form of a Lump Sum Price (See matrix below):

_____ (dollars)

Construction Management Fee (Assume a budget of \$6.5m)

- See matrix below for those items to be included in the fee.
- Fee will be converted to a lump sum at the time of the GMP.

_____ % (percentage)

(This will also be used for any CM change orders or additional GMP)

Change Order Markup for subcontractors to use on their changes:

_____ % (percentage)

The undersigned hereby declares that it is thoroughly familiar with the provisions of the RFP documents, and can fulfill its obligations, should it be selected as the successful Proposer.

Proposer: _____ (Print Name of Company)

(Print Name of authorized officer)

(Signature of authorized officer)

(Date)

Address: _____

Contact Name: _____ Email: _____

Telephone: _____



Exhibit B

RHODE ISLAND CONVENTION CENTER AUTHORITY

MULTIPLE PROJECTS

MBE CERTIFICATION

The undersigned, a Proposer on the above construction project, hereby acknowledges to the Rhode Island Convention Center Authority, the undersigned's obligations to meet the 10% minority business enterprise requirement of Chapter 37-14.1 of the R.I. Gen. Laws, and the regulations promulgated thereunder, if the undersigned is the successful Proposer on the project.

Additionally, if the undersigned is the successful Proposer, it shall, within ten working days of the establishment and acceptance of a GMP, prepare an MBE Compliance Plan and submit it to the Executive Director for approval. The Plan shall identify by MBE name, subcontract dollar amount, and type each subcontract that the undersigned anticipates will be awarded to MBE's over the period of the project.

Additionally, the undersigned certifies that it is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the project.

(Date)

(Name of Firm)

By: _____
(Name of Person Signing Proposal and Title)

(Business Address)

(City and State)



Exhibit C

Construction Phase							
DESCRIPTION	U/M	QUANT.	UNIT \$	TOTAL COST	In Fee	In General Conditions	In Cost Of Work
Project Executive	DAYS				x	✓	x
Project Manager	WEEKS				x	✓	x
Project Superintendent	WEEKS				x	✓	x
Project Engineer	WEEKS				x	✓	x
Area Superintendent #1	WEEKS				x	✓	x
Area Superintendent #2	WEEKS				x	✓	x
Estimating (if needed in construction)	DAYS				x	✓	x
Purchasing (if needed in construction)	DAYS				x	✓	x
Jobsite Admin	WEEKS				x	✓	x
Project Accountant	DAYS				x	✓	x
Cost Control	DAYS				x	✓	x
Shop Drawing / M & E Coordinator	DAYS				x	✓	x
Safety Engineer	DAYS				x	✓	x
Legal Certified Survey	LS				x	x	✓
Survey & Layout	MONTH				x	x	✓
Survey Equipment and Supplies	MONTH				x	x	✓
Travel Expenses	LS				x	✓	x
Small Tools	MONTH				x	x	✓
Temporary Partitions	SFWA				x	x	✓

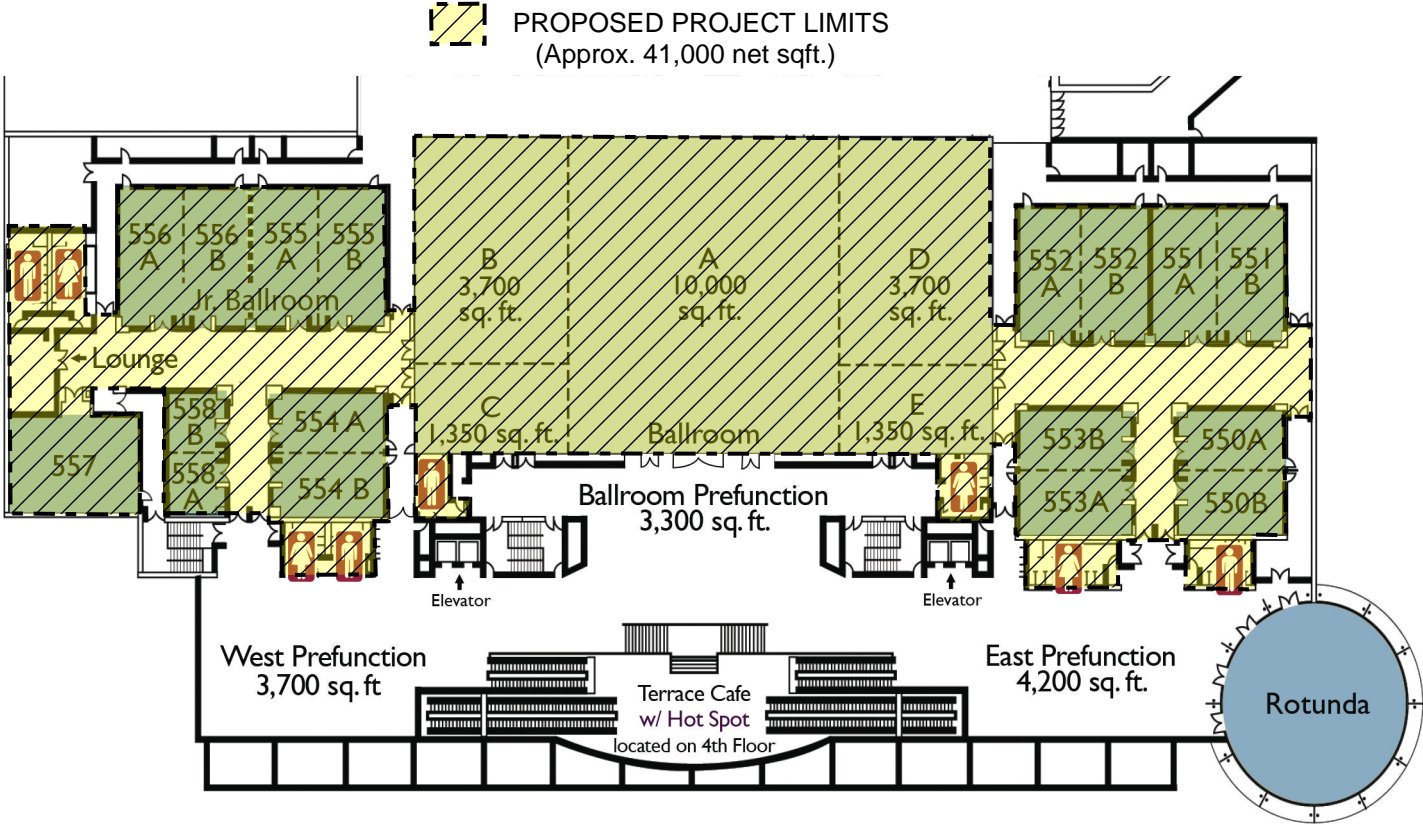


Temporary Stairs and Ladders	EACH				x	x	✓
Temporary Railings	LF				x	x	✓
Temporary Protection	SF				x	x	✓
Drawing Reproduction	SETS				x	x	✓
Testing And Inspection	LS				x	x	✓
Mock-Ups	LS				x	x	✓
Temporary Electric Power System	EACH				x	x	✓
Temporary Electric Consumption	MONTH				x	x	✓
Temporary Lighting	LS				x	x	✓
Temporary Heating System	MONTH				x	x	✓
Temporary Heat - Fuel Consumption	MONTH				x	x	✓
Temporary Fire Protection / Fire Exting.	MONTH				x	x	✓
Field Office Set Up	EACH				x	✓	x
Field Office Rental	WEEKS				x	✓	x
Field Office Equipment	WEEKS				x	✓	x
Field Office Furniture	WEEKS				x	✓	x
Field Office Supplies	WEEKS				x	✓	x
IT Set Up	LS				x	✓	x
Internet Monthly Charges	MONTH				x	✓	x
Jobsite Cell Phones	MONTH				x	✓	x
Telephone Connection Cost	LS				x	✓	x
Monthly Phone Charges (Jobsite)	MONTH				x	✓	x
Monthly Phone Charges (Home Office)	MONTH				✓	x	x
Temporary Water Service	EACH				x	x	✓
Temporary Water Usage	MONTH				x	x	✓



Temporary Toilets	EA x MO				x	✓	x
Scaffolding And Temporary Shoring	EACH				x	x	✓
Temporary Fencing / Barricades	LF				x	x	✓
Project Progress Photos	WEEKS				x	✓	x
Personal Protection Equipment	WEEKS				x	✓	x
First Aid Supplies	WEEKS				x	✓	x
Daily Housekeeping	WEEKS				x	x	✓
Rubbish / Dumpster Pulls	LOAD				x	x	✓
Final Cleaning	SF				x	x	✓
Weather Protection	LS				x	x	✓
Temporary Signage / Safety Signage	EACH				x	x	✓
Postage And Courier Services	WEEKS				x	✓	x
Building Permit Cost	LS				x	x	✓
Insurance Cost	LS				x	x	✓
Bond Cost	LS				x	x	✓
Overhead and Profit	%				✓	x	x
Total Construction Phase Services:				\$			





NOT TO SCALE