



Solicitation Information
April 3rd, 2018

RFP# 7592629

TITLE: Architectural and Engineering Services for Construction of New Counter Drug Training Facility

Submission Deadline: May 1st, 2018 at 11:30 am (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: Yes

MANDATORY: Yes

If YES, any Vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory Pre-Bid/ Proposal Conference. The representative must register at the Pre-Bid/ Proposal Conference and disclose the identity of the vendor whom he/she represents. A vendor's failure to attend and register at the mandatory Pre-Bid/ Proposal Conference shall result in disqualification of the vendor's bid proposals as non-responsive to the solicitation.

DATE: Tuesday April 17th, 2018 at 10:30 am

LOCATION: Camp Fogarty Training Site, 2841 South County Trail, East Greenwich, RI 02818

This is a secured military facility. Vendors are not allowed to enter on their own accord. As such the pre bid is MANDATORY. Any interested vendors will meet in the parking lot inside the main gate, at the address shown above, with a representative from Rhode Island State Purchasing and the Militia of the State. We will then proceed at the same time. Once we leave the gate area no additional vendors will be allowed to sign in, and consequently, not allowed to submit a proposal. Please be prepared to have your vehicle searched, and you may need to provide proper identification, current insurance and registration.

Questions concerning this solicitation must be received by the Division of Purchases at max.righter@purchasing.ri.gov no later than **April 19th, 2018 at 5:00 pm (EST)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

BID SURETY BOND REQUIRED: NO

PAYMENT AND PERFORMANCE BOND REQUIRED: NO

Max Righter, Buyer II

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

Note to Applicants:

Proposals received without a completed RIVIP Bidder Certification Cover Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION COVER FORM

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SECTION 1. INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the The Rhode Island Army National Guard (RIARNG), is soliciting proposals from qualified firms to provide Architectural, Engineering, and Design Services to produce plans and specification for construction of a new Counter Drug (CD) training facility as described elsewhere herein, in accordance with the terms of this Request for Proposals (“RFP”) and the State’s General Conditions of Purchase, which may be obtained at the Division of Purchases’ website at www.purchasing.ri.gov.

This is a Request for Proposals, not a Request for Quotes. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to cost; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this solicitation, 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 RFP are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP may be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP or for providing oral or written clarification of its content, shall be borne by the vendor. The State assumes no responsibility for these costs even if the RFP is cancelled or continued.
4. Proposals are considered to be irrevocable for a period of not less than 180 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 will be considered to be firm and fixed unless otherwise indicated in the proposal.
6. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. 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.
7. The purchase of goods and/or services under an award made pursuant to this RFP will be contingent on the availability of appropriated funds.
8. Vendors are advised that all materials submitted to the Division of Purchases for consideration in response to this RFP 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.

Any information submitted in response to this RFP that a vendor believes are trade secrets or commercial or financial information which is of a privileged or confidential nature should be clearly marked as such. The vendor should provide a brief explanation as to why each portion of information that is marked should be withheld from public disclosure. Vendors are advised that the Division of Purchases may release records marked confidential by a vendor upon a public records request if the State determines the marked information does not fall within the category of trade secrets or commercial or financial information which is of a privileged or confidential nature.

9. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
10. By submission of proposals in response to this RFP vendors agree to comply with R. I. General Laws § 28-5.1-10 which mandates that contractors/subcontractors doing business with the State of Rhode Island 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 subcontractors awarded a subcontract under this RFP, 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 subcontractors 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 subcontractors 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.

For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail at Krystal.Waters@doa.ri.gov.

11. 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).
12. 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 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 their 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>. Information regarding DisBEs may be accessed at www.gcd.ri.gov.

For further information, visit the Office of Diversity, Equity & Opportunity’s website, at <http://odeo.ri.gov> and see R.I. Gen. Laws Ch. 37-14.1, R.I. Gen. Laws Ch. 37-2.2, and 150-RICR-90-10-1. The Office of Diversity, Equity & Opportunity may be contacted at, (401) 574-8670 or via email Dorinda.Keene@doa.ri.gov

SECTION 2. BACKGROUND

The Rhode Island Army National Guard Counter Drug Training Program provides unique skills and resources that support law enforcement and community based organizations. They are currently operating out of a small facility located in Coventry, RI. The Coventry facility no longer meets the requirements of the CD program. The proposed facility will be constructed on Camp Fogarty Training Site located in East Greenwich, RI. The new facility will be co-located with additional training facilities to further support the training of the RI National Guard. The Counter drug administrative and training facility will accommodate a full time staff of approximately 10 and a minimum student load of 50 trainees.

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

General Scope of Work

The Rhode Island Army National Guard is seeking a qualified Architectural firm to provide full architectural, engineering, fire suppression, interior design, and landscape architectural services including the development of full Construction Documents and Construction Administration Services for an Administration, barracks, latrine, and conference facility located on Camp Fogarty Training Site.

Specific Activities / Tasks

1. As part of the design, the selected vendor will provide a detailed comparative physical and financial analysis of three (3) different specified Building Development Options or approaches to provide a new modern facility for the Rhode Island Army National Guard Counter drug program. The analyses of the different Options should indicate the pros and cons of the three (3) sites including all hard and soft costs, and result in illustrating the most viable solution.
 - a. **Option #1:** Construction of a new building on a site A adjacent or connected to building # 214 as indicted on the Camp Fogarty Training Site Map.
 - b. **Option #2:** Construction of a new building on a second site B located on the Camp Fogarty field adjacent or connected to latrine.
 - c. **Option #3:** Construction of a new building on a third site C, located on building 212 as indicted on the Camp Fogarty Training Site Map.
2. The successful firm will provide an existing conditions report evaluating: location, size, topography, drainage, flood hazard, existing transportation infrastructure, available utilities, and other site considerations related to the intended use for each option location.
3. The selected vendor will provide services for preliminary programming, conceptual building floor plans, conceptual site design, and preliminary site engineering evaluations, to the Rhode Island Army National Guard. In addition, preliminary construction cost estimates and total project budget cost estimates based on the conceptual designs and preliminary site engineering evaluations shall be provided. The preliminary planning will include but not be limited to the following:
 - a. Barracks, Latrine, Showers, lockers, and classroom for minimum of 50 trainees.
 - b. 5 individual offices; two adjacent to classroom, 3 adjacent to open office space.
 - c. Open office area to include copy printing area.
 - d. Conference room.
 - e. Break area.
 - f. Two unit storage rooms.
 - g. Arms vault.
 - h. Optimize use of natural light throughout building.
 - i. Limited points of entry.
 - j. Positive security control to critical areas such as through card access, cameras, key pad, motion detectors, sign in and out, etc..
 - k. Natural Gas fired recovery system.

- l. Identify building and site program components and necessary adjacencies.
 - m. Identify parking needs.
 - n. Identify special systems including but not limited to security, IT and telecommunications, emergency power, 24 hour operations for extended periods and seismic and wind resistance in excess of code requirements.
 - o. Identify fencing/screening, landscaping, drainage requirements.
 - p. Identify preliminary list and budget for Furniture, Fixtures and Equipment (FF&E).
 - q. Provide master plans/site plans that would allow for potential future expansion of the proposed facility/building.
 - r. Analyze existing available infrastructure to ensure adequate utility services to the proposed facilities.
 - s. Plan for optimum use of the proposed sites as applicable.
 - t. Provide for maximum energy and water conservation.
4. The selected offeror will become familiar with the current operations of RIARNG Counter drug program and document the organization's technologies, processes, workflow, and space utilization. The Counter drug program employs roughly 10 people during the week and 50 people during a training event. The successful firm will conduct a physical inventory of all existing RIARNG CD furnishings, fixtures and equipment to be re-located to the new facility and a list of furnishings, fixtures and equipment to be purchased for the new location.
 5. The successful offeror will provide programming and adjacency relationships for the new facility. This phase of work will include meeting with representatives of the RIARNG, Counter drug, and the Construction and Facilities Management office master planning/design staff.
 6. Analyses and recommendations on all infrastructure needs including but not limited to electrical, fire alarms and suppression, security, communications, wiring and cabling, specialized climate control(s) such that; Critical operations not being susceptible to a single worst case event. Redundancy.
 7. Once the RIARNG has selected the preferred site the vendor will provide design services and will involve Type A Investigative services (10%), Type B design Services (35%, 65%, 95 %, and 100%), and Type C construction supervision and inspection services, testing, shop drawings review, and management, otherwise known as SIOH.
 8. Draft of Preliminary Design (35% & 65%) drawings and specification. Three (5) copies plus 1 original suitable for printing, and 3 CDs in pdf and AutoCAD (AutoCAD LT 210 compatible).
 9. Final Design: (100%) biddable drawings and specification. Ten (10) copies plus 1 original suitable for printing, and 5 CDs in pdf and AutoCAD (AutoCAD LT 210 compatible)
 10. The drawings and specification shall conform to but not limited to the following
 - a. State of Rhode Island Building Code
 - b. National Fire Protection Association (NFPA) with RI amendments.
 - c. Unified Facilities Criteria (UFC).
 - d. International Building Code (IBC).

- e. RI DEM regulations.
 - f. Green buildings acts consideration LEED silver.
 - g. RI Building Code and Fire Marshal Approval.
 - h. Design Guide (DG) 415-5, General Facilities Information Design Guide, 01 June 2011.
 - i. Regulation (AR) 210-20, Real Property Development Planning for Army Installations, 16 May 2004.
 - j. ARNG Sustainable Design Policy.
 - k. Unified Federal Accessibility Standards (UFAS), Federal Standard 795, 1 April 1988.
 - l. Unified Facilities Criteria (UFC) 4-010-01 “DoD Minimum Antiterrorism Standards for Buildings”, current edition.
11. Two (3) professional, independent cost estimates. A professional independent cost estimates will be provide for the selected option in section 3.1a, and one at the completion of the 65% Type B services phase, and one at the completion of the Final design. (It is anticipated that the 2nd cost estimate would be an update of the first estimate.) This is to be a an independent construction cost estimate produced by a professional cost estimator who is not an employee of the lead firm, based on an itemized scope of work carried forward to a projected bid date. Detailed budget estimates for each line item including site work and infrastructure improvements shall be provided. The budget estimates shall include furniture, fixtures, and equipment (FF&E).

SECTION 4: PROPOSAL

A. Technical Proposal

Narrative and format: The proposal should address specifically each of the following elements:

1. **Experience of the Firm and Project Principals** – Describe the firm and the firm’s consultant (s) general experience and qualifications for projects of similar size, scope, and use. List the percentage of work to be completed by the firm and the percentage to be completed by outside consultants.
2. **Capability, Capacity, and Qualifications of the Offeror** - Please provide a minimum of three and a maximum of five projects of similar size, scope and use. Provide principal contacts, including detailed description of the Vendor’s experience, and a list of relevant client references must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided. These individuals may be contacted by members of the selection committee for further information.
3. **Work Plan** - Please describe in detail, the framework within which requested design services will be performed. This sections shall describe the firms understanding of the State’s requirements, including the result(s) proposed, it must include a project schedule with personnel assignments to project tasks.
4. **References** – Select a minimum of three (3) and a maximum of five (5) projects and provide principal contacts, including all contact information, for projects of a similar size and scope and use to the proposed project. These individual

may be contacted by members of the selection committee for further information.

B. Cost Proposal

1. The cost proposal shall be submitted as a Lump Sum price. This shall be a fixed fee (dollar amount), which includes, as a separate line item, an allowance for expected reimbursables of \$10,000.
2. The fee proposal shall include the professionals to be employed and the hourly rate, including overhead, for each and shall include full services as listed in this RFP including all deliverables for type A, B, and C.

The successful vendor must provide all services contained within this RFP, and any resulting contract, such that the project will be completed on budget.

C. ISBE Proposal

See Appendix A for information and the MBE, WBE, and/or Disability Business Enterprise Participation Plan form(s). Bidders are required to complete, sign and submit these forms with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.

SECTION 5: EVALUATION AND SELECTION

Proposals shall be reviewed by a technical evaluation committee (“TEC”) comprised of staff from State agencies. The TEC first shall consider technical proposals.

Technical proposals must receive a minimum of 55 out of a maximum of 70 points to advance to the cost evaluation phase. Any technical proposals scoring less than 55 points shall not have the accompanying cost or ISBE participation proposals opened and evaluated. The proposal will be dropped from further consideration.

Technical proposals scoring 55 points or higher will have the cost proposals evaluated and assigned up to a maximum of 30 points in cost category bringing the total potential evaluation score to 100 points. After total possible evaluation points are determined ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

The Division of Purchases reserves the right to select the vendor(s) or firm(s) (“vendor”) 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.

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

Criteria	Possible Points
Staff Qualifications	15 Points
Capability, Capacity, and Qualifications of the Offeror	35 Points

Work Plan	15 Points
References	10 points
Points	70 Points
Cost proposal*	30 Points
Total Possible Evaluation Points	100 Points
ISBE Participation**	6 Bonus Points
Points	106 Points

***Cost Proposal Evaluation:**

The vendor with the lowest cost proposal shall receive one hundred percent (100%) of the available points for cost. All other vendors shall be awarded cost points based upon the following formula:

$$(\text{lowest cost proposal} / \text{vendor's cost proposal}) \times \text{available points}$$

For example: If the vendor with the lowest cost proposal (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly costs and service fees and the total points available are thirty (30), Vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 \times 30 = 19.5$$

****ISBE Participation Evaluation:**

a. Calculation of ISBE Participation Rate

1. ISBE Participation Rate for Non-ISBE Vendors. The ISBE participation rate for non-ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of non-ISBE vendor's total contract price that will be subcontracted to ISBEs by the non-ISBE vendor's total contract price. For example if the non-ISBE's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs, the non-ISBE's ISBE participation rate would be 12%.
2. ISBE Participation Rate for ISBE Vendors. The ISBE participation rate for ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of the ISBE vendor's total contract price that will be subcontracted to ISBEs and the amount that will be self-performed by the ISBE vendor by the ISBE vendor's total contract price. For example if the ISBE vendor's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs and will perform a total of \$8,000.00 of the work itself, the ISBE vendor's ISBE participation rate would be 20%.

b. Points for ISBE Participation Rate:

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

(Vendor's ISBE participation rate ÷ Highest ISBE participation rate

X Maximum ISBE participation points)

For example, assuming the weight given by the RFP to ISBE participation is 6 points, if Vendor A has the highest ISBE participation rate at 20% and Vendor B's ISBE participation rate is 12%, Vendor A will receive the maximum 6 points and Vendor B will receive $(12\% \div 20\%) \times 6$ which equals 3.6 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 TEC to clarify statements made in the proposal.

SECTION 6. QUESTIONS

Questions concerning this solicitation must be e-mailed to the Division of Purchases at Max.Richter@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. No other contact with State parties is permitted. Please reference **RFP # 7592629** on all correspondence. Questions should be submitted in writing in a Microsoft Word attachment in a narrative format with no tables. Answers to questions received, if any, shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases website for any procurement related postings such as addenda. If technical assistance is required, call the Help Desk at (401) 574-8100.

SECTION 7. PROPOSAL CONTENTS

A. Proposals shall include the following:

1. One completed and signed RIVIP Bidder Certification Cover Form (included in the original copy only) downloaded from the Division of Purchases website at www.purchasing.ri.gov. *Do not include any copies in the Technical or Cost proposals.*
2. One completed and signed Rhode Island W-9 (included in the original copy only) downloaded from the Division of Purchases website at <http://www.purchasing.ri.gov/rivip/publicdocuments/fw9.pdf>. *Do not include any copies in the Technical or Cost proposals.*
3. Two (2) completed original and copy versions, signed and sealed Appendix A. MBE, WBE, and/or Disability Business Enterprise Participation Plan. Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation. *Do not include any copies in the Technical or Cost proposals.*
4. Technical Proposal - Competence to perform the desired services by virtue of the experience of the firm, project principle, consultants and partners in providing similar services, and the qualifications and experience of the staff who would be assigned to perform the services. The Project plan must provide the firm has analyzed, interpreted,

and understands issues presented by the project. The project timeline and schedule provide must be achievable, and not overly optimistic or needlessly long. Describe the firm's current workload and the availability of their personnel to perform the project. Include references that related to projects of similar size, scope and use to the proposed project.

- a. One (1) Electronic copy on a CD-R, marked "Technical Proposal - Original".
 - b. One (1) printed paper copy, marked "Technical Proposal -Original" and signed.
 - c. Four (4) printed paper copies
5. Cost Proposal - A separate, signed and sealed cost proposal reflecting the fix rate proposed to complete all of the requirements of this project.
- a. One (1) Electronic copy on a CD-R, marked "Cost Proposal -Original".
 - b. One (1) printed paper copy, marked "Cost Proposal -Original" and signed.
 - c. Four (4) printed paper copies

B. Formatting of proposal response contents should consist of the following:

- A. Formatting of CD-Rs – Separate CD-Rs are required for the technical proposal and cost proposal. All CD-Rs submitted must be labeled with:
- a. Vendor's name
 - b. RFP #
 - c. RFP Title
 - d. Proposal type (e.g., technical proposal or cost proposal)
 - e. If file sizes require more than one CD-R, multiple CD-Rs are acceptable. Each CD-R must include the above labeling and additional labeling of how many CD-Rs should be accounted for (e.g., 3 CD-Rs are submitted for a technical proposal and each CD-R should have additional label of '1 of 3' on first CD-R, '2 of 3' on second CD-R, '3 of 3' on third CD-R).

Vendors are responsible for testing their CD-Rs before submission as the Division of Purchase's inability to open or read a CD-R may be grounds for rejection of a Vendor's proposal. All files should be readable and readily accessible on the CD-Rs submitted with no instructions to download files from any external resource(s). If a file is partial, corrupt or unreadable, the Division of Purchases may consider it "non-responsive". USB Drives or any other electronic media shall not be accepted. Please note that CD-Rs submitted, shall not be returned.

B. Formatting of written documents and printed copies:

- a. For clarity, the technical proposal shall be typed. These documents shall be single-spaced with 1" margins on white 8.5"x 11" paper using a font of 12 point Calibri or 12 point Times New Roman.
- b. All pages on the technical proposal are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not include the cover page or table of contents) through to the end, including all forms and attachments. The Vendor's name should appear on every page, including attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to.

- c. The cost proposal shall be typed using the formatting provided on the provided template.
- d. Printed copies are to be only bound with removable binder clips.

SECTION 8. PROPOSAL SUBMISSION

Interested vendors must submit proposals to provide the goods and/or services covered by this RFP on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases, shall not be accepted.

Proposals should be mailed or hand-delivered in a sealed envelope marked “**RFP# 7592629**” to:

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

NOTE: Proposals received after the above-referenced due date and time shall not be accepted. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time shall be determined to be late and shall not be accepted. Proposals faxed, or emailed, to the Division of Purchases shall not be accepted. The official time clock is in the reception area of the Division of Purchases.

SECTION 9. CONCLUDING STATEMENTS

Notwithstanding the above, the Division of Purchases reserves the right to award on the basis of cost alone, to accept or reject any or all proposals, and to award in the State’s 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.

If a Vendor is selected for an award, no work is to commence until a purchase order is issued by the Division of Purchases.

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

APPENDIX A. PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM

A. Proposer's ISBE Responsibilities (from 150-RICR-90-10-1.7.E)

1. Proposal of ISBE Participation Rate. Unless otherwise indicated in the RFP, a Proposer must submit its proposed ISBE Participation Rate in a sealed envelope or via sealed electronic submission at the time it submits its proposed total contract price. The Proposer shall be responsible for completing and submitting all standard forms adopted pursuant to 105-RICR-90-10-1.9 and submitting all substantiating documentation as reasonably requested by either the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to the names and contact information of all proposed subcontractors and the dollar amounts that correspond with each proposed subcontract.
2. Failure to Submit ISBE Participation Rate. Any Proposer that fails to submit a proposed ISBE Participation Rate or any requested substantiating documentation in a timely manner shall receive zero (0) ISBE participation points.
3. Execution of Proposed ISBE Participation Rate. Proposers shall be evaluated and scored based on the amounts and rates submitted in their proposals. If awarded the contract, Proposers shall be required to achieve their proposed ISBE Participation Rates. During the life of the contract, the Proposer shall be responsible for submitting all substantiating documentation as reasonably requested by the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to copies of purchase orders, subcontracts, and cancelled checks.
4. Change Orders. If during the life of the contract, a change order is issued by the Division, the Proposer shall notify the ODEO of the change as soon as reasonably possible. Proposers are required to achieve their proposed ISBE Participation Rates on any change order amounts.
5. Notice of Change to Proposed ISBE Participation Rate. If during the life of the contract, the Proposer becomes aware that it will be unable to achieve its proposed ISBE Participation Rate, it must notify the Division and ODEO as soon as reasonably possible. The Division, in consultation with ODEO and Governor's Commission on Disabilities, and the Proposer may agree to a modified ISBE Participation Rate provided that the change in circumstances was beyond the control of the Proposer or the direct result of an unanticipated reduction in the overall total project cost.

B. MBE, WBE, AND/OR Disability Business Enterprise Participation Plan Form:

Attached is the MBE, WBE, and/or Disability Business Enterprise Participation Plan form. Bidders are required to complete, sign and submit with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION
ONE CAPITOL HILL
PROVIDENCE, RHODE ISLAND 02908

MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN

Bidder's Name:

Bidder's Address:

Point of Contact:

Telephone:

Email:

Solicitation No.:

Project Name:

This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE and/or Disability Business Enterprise subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Office of Diversity, Equity and Opportunity MBE Compliance Office and all Disability Business Enterprises must be certified by the Governor's Commission on Disabilities at time of bid, and that MBE/WBE and Disability Business Enterprise subcontractors must self-perform 100% of the work or subcontract to another RI certified MBE in order to receive participation credit. Vendors may count 60% of expenditures for materials and supplies obtained from an MBE certified as a regular dealer/supplier, and 100% of such expenditures obtained from an MBE certified as a manufacturer. This form must be completed in its entirety and submitted at time of bid. **Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.**

Name of Subcontractor/Supplier:

Type of RI Certification: ☐ MBE ☐ WBE ☐ Disability Business Enterprise

Address:

Point of Contact:

Telephone:

Email:

Detailed Description of Work To Be Performed by Subcontractor or Materials to be Supplied by Supplier:

Total Contract Value (\$):

Subcontract
Value (\$):

ISBE Participation
Rate (%):

Anticipated Date of Performance:

I certify under penalty of perjury that the forgoing statements are true and correct.

Prime Contractor/Vendor Signature

Title

Date

Subcontractor/Supplier Signature

Title

Date