

Request for Qualifications – Architectural/Engineering (A/E) Services for the New East Providence High School

East Providence, Rhode Island

Administration of Project: East Providence School District (EPSD)

Project Name:	New East Providence High School	Response Deadline:	Wednesday, September 5, 2018, 2:00 PM Local Time
Project Location:	2000 Pawtucket Avenue	Project Number:	EPSD.HS.2018.001 – A&E Services
Town/City:	East Providence	Project Contact:	Craig Enos, Director of Finance
Owner:	East Providence School District	Contracting Authority:	East Providence School District
Delivery Method:	CM at Risk	Prevailing Wage:	Yes

Number of paper copies requested **Twelve (12)**. Number of electronic copies requested on thumb drive in (PDF): **One (1)**.

Submit the requested number of paper copies of the Statement of Qualifications in a sealed envelope marked “**Architectural and Engineering Services for the New East Providence High School**” to the attention of:

**Craig Enos, Director of Finance
East Providence School District
145 Taunton Avenue
Suite 307
East Providence, RI 02914**

The sealed envelope must contain the name and address of the Proposer with primary and secondary contact names and phone numbers.

Submit the requested electronic copies of the RFQ Response to Craig Enos at cenos@epschoolsri.com. See Section G of this RFP for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Craig Enos at the email address provided with the project name and number included in the subject line (no phone calls please). Questions will be answered, and the answers transmitted electronically to all registered firms, up to three business days before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

Designer Briefing & Site Visit: A voluntary conference and site visit will be held on **August 27, 2018 at 2:00 PM** in the Library of the East Providence High School located at 2000 Pawtucket Avenue, East Providence, RI 02914. Please note that this will be the only Designer Briefing and site visit. All interested vendors are encouraged to attend.

PROJECT OVERVIEW

A. Introduction

East Providence, Rhode Island is a City of approximately 47,000 residents per 2010 census information. The mission of the East Providence School District (“District”) is to provide education to all school-aged residents (approximately 5,300, as of the latest census) of East Providence in grades from Kindergarten through Grade 12 (K-12) in accordance with all applicable Federal and State statutes and regulations. Additionally, the District is responsible for the care, control and maintenance of all East Providence facilities dedicated to the education of its children. The East Providence School Committee is an elected body that oversees the District’s policies, budget and operations. All administrative operations of the District are led by the East Providence Superintendent of Schools. The duties of the

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School Committee and the Superintendent are codified in Rhode Island General Laws (RIGL) §16 et seq.

East Providence High School (“EPHS”), opened in 1952, has reached the end of its useful life. The East Providence School Committee recently appointed a Building Committee to plan the construction of a new high school in the city. The Building Committee, its constituents and its activities are guided by the Rhode Island Department of Education (“RIDE”) and the Rhode Island School Building Authority. The Building Committee adheres to the rules published in Improving Rhode Island’s Public School Houses, Necessity of School Construction Information and Instructions (“The Applicable Instructions”), and is charged with leading the planning and construction of the new high school.

The Peregrine Group, in partnership with CGA Project Management, has been retained by the East Providence School District (“EPSD”) to serve as the Owner’s Project Manager.

Gilbane Building Company has been retained by the East Providence School District to serve as Construction Manager at Risk (“CM@R”) for pre-referendum/pre-construction construction management services and under a modified version of the AIA A133 form of Agreement.

The Owner has retained the services of an Educational Planner to conduct a visioning assessment of the current Stage 2 RIDE submission, conduct faculty, administration and student surveys, and provide a report on the findings and recommendations to the District.

The total estimated project budget is \$189.5 million dollars with the estimated construction budget in the \$150 million range.

Project Description

- The project encompasses the phased construction of a new comprehensive high school of approximately 300,000 SF to serve 1,600 students in grades 9-12 on a 33 acre fully occupied site. The new facility will integrate and expand the existing career and technical education programs currently located on campus in the CTC facility. The current conceptual design envisions a 3 level facility that will house a 700 seat performance auditorium, an oversized gymnasium with elevated track, a publicly accessible café / restaurant and a kitchen to provide means for schools district-wide.
- The school will be constructed adjacent to the existing High School and CTC facilities, which will be fully occupied and must remain in full operation and accessible by vehicles and pedestrians at all times during construction. Access includes, but is not limited to:
 1. Twenty-four (24) hours a day, seven (7) days a week access;
 2. Access to facilities by students, staff, and the general public;
 3. Access by first responders to existing facilities and the construction area;
 4. Access to and from the existing athletic fields.
- Approximately 8,000 SF of the existing 43,000 SF CTC facility will be renovated upon occupancy of the new high school to provide four (4) early childhood classrooms and associated support spaces. It is envisioned that the balance of the existing facility will be renovated into the District Administration office space, which may occur after completion of the project.
- Upon completion of the new High School, the existing vacated school facility will be demolished to allow for the development of new driveways, parking areas and athletic fields. The project scope includes any abatement and demolition services required to complete the work.

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- Professional design services for the Rhode Island Department of Education (“RIDE”) Stage I submission have been provided to the Contracting Authority by SLAM Collaborative, Inc. (“SLAM”) under a separate contract. The Stage I application was submitted to and received approval from RIDE in the fall of 2017.
- Professional design services for the Rhode Island Department of Education Stage II submission have been provided to the Contracting Authority by Symmes Maine Mckee Associates (“SMMA”) under a separate contract. The Stage II application was submitted to Rhode Island Department of Education (“RIDE”) on January 31, 2018 and received approval in May 2018.
- The project will require the successful passage of the Bond Referendum vote by the City on November 6, 2018. Continuation of A/E services is contingent upon the passage of the bond referendum and at Owner’s discretion.
- **Project is to be designed and constructed in accordance with Rhode Island District of Education School Construction Regulations dated May 24, 2007 as amended inclusive of the most recent applicable statute, including at policies and procedures of the School Building Authority; RIDE issued guidelines, protocols and checklists including NE CHPS requirements, all as necessary to achieve RIDE design approval and RIDE School Housing Aid reimbursement in accordance with RIDE’s schedule requirements.**

B. Scope of Services

- The East Providence School District (EPSD) is seeking Architectural & Engineering (“A/E”) services to support RIDE Stages III and IV submissions (Design Development, Construction Documents and Construction). Reference RIDE Regulations for additional information and requirements. The independent pre-referendum educational visioning assessment may require a resubmittal of the schematic designs documents. The Owner may also elect to retain Pre-referendum services from the A/E as needed based on an acceptable negotiated fee, that may include, but not limited to, conducting existing building & site conditions surveys, Phase I-Site Assessment survey, HAZMAT Assessment, Geotechnical Borings and Test Pits, and comprehensive Land Survey of the property.
- As required by the Agreement and as properly authorized, provide the following categories of Basic Services:
 - Program / Educational Specification Verification, Schematic Design, Design Development, Prepare Master Specifications, Prepare Early Bid Documents and Specifications, Prepare Design Standards, Construction Document Preparation, Bid Documents, Construction Administration, Project Closeout and Post-Construction services, special inspections and certifications necessary to obtain a Certificate of Occupancy, and any other services required by EPSD.
- The overall objectives of this RFQ include the following:
 - All services shall be performed in accordance with the requirements of the Rhode Department of Education School Construction Regulations and NE CHPS.
 - Basic services include, but not necessarily limited to, verification of existing record information including building dimensions, details and general conditions, educational planning, programming and educational specification verification, cost estimating, construction technical specifications, architecture, civil, sanitary, mechanical/HVAC, electrical, plumbing, fire protection, structural, site planning and landscape architecture, interior design, environmental permitting, graphics & signage, vertical transportation, lighting design, acoustical design, technology, telephone, data, communications and

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security design, audio-visual, any specialty consultants for sustainability design, laboratory, library/media, food service kitchen design, FF&E, code/accessibility, consultants, accessibility, energy evaluations, detailed cost estimates; preparation of construction documents that may include early release packages, bidding and administering the Construction Contract Documents and other design and consulting services required to fulfill the project goals and necessary to perform design in compliance with the cited RIDE School Construction Regulations. All work shall be designed in accordance with applicable State, Federal, and Local code, ordinances and regulations. Please refer to the Standard Form of Agreement Between Owner and Architect for more information, attached hereto.

- Extra and reimbursable expenses are as defined in the AIA B101-2017 Document Standard Form of Agreement Between Owner and Architect, which will be issued as an addendum to this RFQ.
 - This RFQ will be appended to and become part of the Standard Form of Agreement Between the Owner and Architect. The A/E selected as a result of this RFQ will be required to execute the AIA B101-2017 Document, Standard Form of Agreement Between the Owner and Architect applicable amendments, which will be issued as an addendum to this RFQ.
 - Through the review of data and documentation provided by EPSD validate educational planning, enrollment projections, space program and educational specification development to date – make revisions and edit as recommended and approved by the EPSD or as required per RIDE regulations.
 - Submit validated Educational Specifications and Space Program to RIDE, obtain approval.
 - As directed by EPSD modify the approved Schematic Design documents to align with the reconfirmed visioning assessment and available project budget. Obtain RIDE approval of the revised Schematic Design.
 - Prepare Design Development documents per RIDE approved Schematic Design. As directed by EPSD modify the approved Design Development documents to align with available project budget.
 - Prepare Master Specification and Design Standards to be utilized for preparation of early design packages and Construction Documents.
 - Prepare a resource loaded detailed design schedule for the execution of all early design / bid package and construction document design packages.
 - Prepare early design, Construction Documents and bid packages in conformance with RIDE approvals, Master Specifications and established design standards.
 - Prepare the 60% Construction Documents for submission to RIDE to facilitate RIDE review and approval. Advise EPSD regarding availability and completeness of 60% Construction Document submission in accordance with RIDE and the projects schedule requirements including any known or potential deficiencies for action by others.
 - Provide Construction Documents, Construction Administration, and Project Closeout services
 - In concert with the Owner, OPM, and CM Team, advise EPSD regarding NGrid and other incentive programs regarding first cost impact to construction budget, life cycle cost, adjustments to RIDE reimbursement eligibility and resulting ROI's.
- Solicitation, selection and award of agreements for Sub Consultants not included in the Proposers response to this RFQ shall be subject to the approval and authorization of the EPSD.

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- The project will be modeled using a Building Information Modeling (BIM) program acceptable to the Owner. The following disciplines should be modeled: Structural, Architectural, Mechanical, Electrical, Plumbing and Fire Protection. A basic level of development shall be provided for each discipline.
- Commissioning and Independent Testing and Inspection (concrete, steel, soils) will be contracted separately by the Owner, however, the Owner reserves the right to request that the A/E include such services as an Additional Service to their contract.
- **This project will be Fast Tracked construction requiring the issuance of phased early design documents for bidding generally in accordance with the schedule delineated in this RFP. The A/E shall verify and develop the specific bid packages, their respective scopes and limits of work, and their issuance dates as required by the Project Schedule through discussions with and with the agreement of the Owner and Construction Manager.**

C. Qualifications

- For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications, below is a partial list of relevant scope of work requirements for this RFQ. Other project needs, goals and desires of the Owner are noted elsewhere.
 1. Project Approach Delivery Method
 2. Role on Project
 3. Similar Project Experience: Public/Private K-12 Educational Facilities with a focus on Comprehensive High Schools, with comparable size, scope and schedule.
 4. Conformance with Budget and Schedule: Public/Private K-12 Educational Facilities with a focus on Comprehensive High School projects with comparable scope, budget and schedule.
 5. Phased new site and building construction on a fully-occupied existing site with abatement/demolition of existing building, and site reconfiguration.
 6. NE CHPS / LEED Design Standards: Experience in new schools.
 7. Flexible / Adaptive / Innovative Use of Space: Optimize space utilization, minimize new build footprint.
 8. Collaborative / Community Use of Space: support multi-purpose use, controlled access after-hours.
 9. Creative Site Solutions: Controlled / segregate vehicular and pedestrian access, recreational and athletic fields, parking.
 10. Collaborative Teaching and Learning: Flexible multi-purpose spaces.

Other elements of the scope of work and services required to fulfill the obligations of this solicitation are noted in Section G, Qualification Evaluation. The Proposers Statement of Qualifications shall fully address all of the items noted above and in Section G.

NOTE: The Architectural/Engineering firm shall have a registered architect holding current license and registration as issued by the Rhode Island Board of Examination and Registration of Architects.

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D. Anticipated Schedule

- | | |
|----------------------------------------------------|--------------------|
| 1. Issue Request for Qualifications | 8/17/18 |
| 2. Designer Briefing & Site Visit | 8/27/18 at 2:00PM |
| 3. Statement of Qualifications Submission | 9/05/18 by 2:00 PM |
| 4. A/E Interviews | w/o 9/10/18 |
| 5. A/E Selection | w/o 9/17/18 |
| 6. Commence Services | TBD |
| 7. Finalize Educational Specifications | |
| 8. Schematic Design – RIDE Submission | |
| 9. Master Specifications / Design Standards | |
| 10. Design Development – RIDE Submission | |
| 11. Construction Documents (60%) – RIDE Submission | |
| 12. Demo / Abatement Design Package | |
| 13. Site / Civil Design Package | |
| 14. Foundation Design Package | |
| 15. Pre-Purchase Design Package | |
| 16. Structural Design Package | |
| 17. Building Envelop Design Package | |
| 18. Construction Documents 100% | |

E. MBE/WBE Goal

Respondents shall identify in their Statement of Qualifications submission the names and proposed participation level in compliance with State of Rhode Island regulations.

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G. Additional Submittal Instructions

Electronic submittals should be combined into one PDF file named with the project name, project number, date on the RFP and your firm's name.

Firms are required to identify professional registrations, memberships and credentials including: LEED GA, LEED AP, LEED AP+, LEED for Schools, A4LE (Association for Learning Environments) and any other appropriate design and construction industry credentials for each individual and firm. Identify that information on the resume page for individual.

H. General Notices and Stipulations

1. **Responders are cautioned to thoroughly review the RFQ and all related and referenced documents carefully and to follow instructions completely as failure to complete a submission as described elsewhere herein may result in rejection of the RFQ proposal.**
2. **Late Submissions** will not be accepted.
3. **Withdrawal of Statement of Qualifications** submission will be allowed upon written notice until the date and time the submission is due. Written notice may be submitted via email to Craig Enos.
4. **Payment** will not be provided by the East Providence School District for any expenses incurred in the development and submission of a response to this Request for Qualifications including for the preparation of materials or attendance at a presentation or interview.
5. **Reservation of Rights** – the East Providence School District (Owner) reserves the right at their sole discretion to award this work in any manner it deems to be in their best interest including splitting the award of the work between multiple firms. Notwithstanding any other provisions of this solicitation the Owner expressly reserves the right to:
 - o Waive any immaterial defect or informality; or
 - o Reject any and all RFQ Responses, or portions thereof; or
 - o Re-issue a Request for Qualifications.
6. **Statement of Qualifications Response Acceptance Period** – a proposal submitted in response to this Request for Qualifications shall be valid for 120 days from the date of submission.
7. **Licenses and Assignment** – the selected firm shall maintain current all applicable local, state and federal licenses and permits to conduct business in the state of Rhode Island and perform the services required by this solicitation. The selected firm may not assign a contract awarded by this solicitation without the Owners prior written consent. The Owner has no obligation to approve any assignment under any circumstances.
8. **Insurance Requirements** – submit evidence of all coverages and limits as indicated in Schedule A, Insurance Requirements. The Owner and their representatives, Owner's Project Manager, and Construction Manager shall be named as additional insured.
9. **Award of Contract** - pursuant to this RFQ will be made to a prime contractor, who will assume responsibility for all aspects of the work identified herein. Joint venture and cooperative proposals will not be considered, but sub-consultants may be permitted provided that their use is clearly

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indicated in the submitted Statement of Qualifications Proposal, the sub-consultants proposed to be used are identified in the proposal, and the proposed sub-consultant has, in the opinion of the East Providence School District, the requisite qualifications.

10. Solicitation – this Request for Qualifications is not an invitation to bid; responses will be evaluated as indicated herein. There will be no public opening and reading of responses submitted.

11. RFQ Provisions – Exceptions / Qualifications – in the event the Respondent finds provisions within any of the RFQ documents that the Respondent takes exception to or would require to be modified before executing an Agreement the Respondent shall include with their Statement of Qualifications proposal a detailed list of all such provisions including citing the specific provision with a brief explanation of the exception taken. Absent the inclusion of this information in the Statement of Qualifications proposal the Respondent will be obligated for fulfillment of and compliance with all provisions in the RFQ.

I. Contract Documents

The following list of documents represent the full scope of the services and submission requirements of the RFQ/Statement of Qualifications proposal:

1. Request for Qualifications – Architectural and Engineering Services for the New East Providence High School, East Providence School District, East Providence, RI Project Number EPSD.HS-2018.01
2. Statement of Qualifications
3. Technical RFQ Guidelines
4. Insurance Requirements, Schedule A
5. Standard Form Agreement Between Owner and Architect, AIA Document B101 - 2017 as amended

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for the New East Providence High School
East Providence, Rhode Island**

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EAST PROVIDENCE SCHOOL DISTRICT
East Providence, Rhode Island

SCHEDULE A – INSURANCE REQUIREMENTS

The Architect shall purchase from and maintain in a company or companies lawfully authorized to do business in the State of Rhode Island such insurance as will protect the Architect from claims set forth below which may arise out of or result from the Architect’s services under the Contract and for which the Architect may be legally liable, whether such services be by the Architect or by a Sub Consultant or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

- a. Claims under workers’ compensation, disability benefit and other similar employee benefit acts that are applicable to the Work to be performed;
- b. Claims for damages because of bodily injury, occupational sickness or disease, or death of the Contractor’s employees;
- c. Claims for damages because of bodily injury, sickness or disease, or death of any person other than the Contractor’s employees;
- d. Claims for damages insured by usual personal injury liability coverage;
- e. Claims for damages, other than to the Work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom;
- f. Claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle;
- g. Claims for bodily injury or property damage arising out of completed operations; and
- h. Claims involving contractual liability insurance applicable to the Managing Architect’s obligations.

The insurance required by Schedule A shall be written for not less than limits of liability specified below or required by law, as applicable. Coverages, whether written on an occurrence or claims-made basis, shall be maintained without interruption from the date of commencement of Services until the date of final payment and termination of any coverage required to be maintained after final payment to the Architect. The Owner and their representatives, Owner’s Project Manager, and Construction Manager at Risk, shall be named as Additional Insured.

a. Commercial General Liability:	\$4,000,000	General Aggregate Limit (other than Products-Completed Operations)
	\$4,000,000	Products-Completed Operations Aggregate Limit
	\$2,000,000	Personal and Advertising Liability
	\$2,000,000	Each Occurrence Limit
b. Business Automobile Liability	\$1,000,000	Bodily Injury and Property Damage Combined Single Limit
c. Excess Umbrella Liability	\$40,000,000	Per Occurrence
d. Professional Liability Insurance	\$ 5,000,000	Per claim
	\$ 5,000,000	Annual Aggregate
e. Valuable Papers Insurance	\$ 100,000	Minimum

Certificates of insurance acceptable to the Owner shall be filed with the Owner prior to commencement of the Services and thereafter upon renewal or replacement of each required policy of insurance. These certificates and the insurance policies required by this Schedule A shall contain a provision that coverages afforded under the policies will not be canceled until at least 30 days’ prior written notice has been given to the Owner. An additional certificate evidencing continuation of liability coverage shall be submitted with the final Application for Payment and thereafter upon renewal or replacement of such coverage until the expiration of the time required here-in. Information concerning reduction of coverage on account of revised limits or claims paid under the General Aggregate, or both, shall be furnished to the Owner by the Architect with reasonable promptness.

Technical Statement of Qualifications Guidelines (A/E Services)

East Providence, RI

The firm whose Statement of Qualifications submission is deemed to be in the best interest of the East Providence School District ("EPSD") will be recommended for award of the Architect & Engineering Services contract for this Project. The form of Agreement shall be AIA B101, latest addition, with all applicable terms and conditions. Exhibit B - Scope of Services, as appropriate for the Project, the RFP with all referenced documents shall be incorporated into the contract. Exhibit B will modify the AIA B101 to align with the scope of services defined in the RFQ.

The Technical Statement of Qualifications shall demonstrate how your firm will best implement the Owner's Program for the Project. The Statement of Qualifications submission should comply with the following requirements:

- Item 1: Your Statement of Qualifications submission should be clearly and concisely written to facilitate our review of your qualifications and responses for your firm or team. Include your understanding of the project budget components including: Construction cost; Contingency (Owner, Design, CM); Owner furniture, fixtures and equipment; A/E fees; CM at Risk fees; Owner's Project Manager fees, Commissioning Agent; Independent Testing and Inspection, Owner Agent fees (if applicable), advertising, life cycle costs, escalation, construction sequencing, bidding, conformed documents, etc.
- Item 2: Describe your understanding of the Program requirements and the goals Owner on this Project. Describe how your submission responds to the projects budget and schedule as well as the needs and any unique or special goals of the Owner.
- Item 3: Provide a detailed description of your proposed approach to the staffing, communication, and development of all project stages: program verification, schematic design, design development, master specifications, pre-purchase documents, early bid packages, construction documents, construction phasing, bidding and award, construction administration, and close out all as delineated in the RFP.
- Item 4: Provide information on how you intend to address project management, scheduling, cost containment, and construction document preparation on this Project.
- Item 5: Indicate the preliminary project schedule including submission of schematic design, design development, early design packages and construction documents. Additionally, show a proposed time frame reflective of RIDE submissions and approvals and requisite reviews by any authority having jurisdiction to support the planned design, bidding and construction schedule.
- Item 6: Submit with your Statement of Qualifications evidence that you can provide the required insurance limits and coverages, including professional liability insurance according to Schedule A, Insurance Requirements.
- Item 7: Building security considerations are included in the scope of work for design services. The Owner's security considerations shall be part of fulfilling the program requirements. The project site will have specific security needs, there are no guidelines to generally address this issue. Therefore, the Architect should bring security issues to the attention of the Owner during the program verification stage in order to identify specific needs and incorporate security considerations into the Project.
- Item 8: The following information is required of all firms identified in your proposal:
 - a) EEO Certificates for your firm and all consultants.
- Item 9: By submitting a Statement of Qualifications, the proposer warrants that it is not now, and will not become subject to an unresolved finding of professional negligence or tax deficiency in the State of Rhode Island, prior to the award of any Contract arising out of this RFP, without notifying the Contracting Authority of such finding.

Your Technical Statement of Qualifications submission shall consist of not more than 10 single spaced pages, excluding attachments. The 10-page requirement is meant to include all required information. Additional information such as cover letters, statements of qualifications, tabs/dividers, index or charts are not to be included as part of the 10 page requirement.

Statement of Qualifications – Architect & Engineering Services

East Providence High School, East Providence, RI

The information used to evaluate firms is from this form and other sources, including but not necessarily limited to any additional data requested by the NPSD and interviews with firms and their references.

GENERAL INSTRUCTIONS

Do not include this instruction pages with your submission. Only include Part I and Part II of the form.

Part I presents the qualifications for a specific contract.

Part II presents the general qualifications of a firm or a specific branch office of a firm.

1. Submit Part II with each Statement of Qualifications. Prepare a separate Part II for each firm that will be part of the team and submitted with Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team.

DEFINITIONS

Architect: is a person as defined in RI General Laws 37-2-7(26) and is licensed to practice architecture in the State of Rhode Island.

Engineer: is a person as defined in RI General Laws 37-2-7(26) and is licensed to practice engineering in the State of Rhode Island.

Professional Engineer: is a person who has been duly registered by the state Board of Registration for Professional Engineers and Land Surveyors who can practice engineering in the State of Rhode Island.

Consultant or Professional Consultant: is an individual or firm which is a specialist and / or has expertise, as demonstrated by the possession of appropriate professional licensing, certification, training, education, and / or experience, necessary to give advice, direction or information regarding that particular area of knowledge.

Contractor: is the Construction Manager at Risk.

Subcontractor: is any Architect, Engineer, Consultant or Individual independently contracted with the Primary Firm to provide services related to this solicitation.

Branch Office: A geographically distinct place of business or subsidiary office of a firm that has a key role on the team.

Discipline: Primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.

Firm: Any person or business enterprise legally engaged in rendering professional architectural, engineering or related design services related to this solicitation.

Key Personnel: Individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

Contracting Authority: The East Providence School District

Owner: is the East Providence School District and the Project Contact shall serve as the Owners Representative.

RIDE: is the Rhode Island Department of Education

ADA: is the Americans with Disabilities Act.

AOR: is the Architect of Record

EPSPD: is the East Providence School District

EEO: Equal Employment Opportunity.

MBE: Minority Business Enterprise

CM: Construction Manager

OPM: Owner's Project Manager

PPP: Pre-Purchase Program

NE CHPS: Northeast Collaborative for High Performance Schools

TP/BP: Transition / Bridging Package

WBE: Women's Business Enterprise.

SPECIFIC INSTRUCTIONS

Page Footers

1. Project Title / Firm Name. Enter the Project Name of the RFP for which this form is being submitted, exactly as shown in the Contracting Authority request at center of footer followed by lead firm name. Thumbnail company logo is optional.
2. Page Numbers. Modify the page numbers to correspond with the correct number of total pages in the submission. Integrate all pages including Part II and additional forms (e.g.: statements of insurance, etc) requested by the Contracting Authority.

Part I - Contract-Specific Qualifications

Section A. Contract Information.

1. Title and Location. Enter the title and location of the contract for which this form is being submitted, exactly as shown in the Contracting Authority request.
2. Announcement Date. Enter the date the Request for Proposal was issued.
3. Project Number. Enter the Contracting Authority's project number, if applicable, exactly as shown in the Contracting Authority request for this proposal

Section B. Firm Point of Contact

- 4-9. Project Representative Name and Title, President/CEO, Name of Firm (Legal Name), Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address. Provide information for a representative of the lead firm that the Contracting Authority can contact for additional information. The representative must be empowered to speak on contractual and policy matters. List the firm's legal name.
- 10-12. Include the county where the Lead Firm is located, its FTID (Federal Tax Identification) number and Web address.

Section C. Proposed Team.

- 13-15. Firm Name, Address, and Role in This Contract. Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract. List the lead firm first. If a firm has branch offices, indicate each individual branch office that will have a key role on the team. The named sub consultants, outside associates or consultants must be included, and any future changes must be approved by the Owners Project Contact. Attach an additional sheet in the same format as Section C if needed. Enter the distance of the lead firm from the project site in Block 10. ***Identify all Rhode Island certified MBE/WBE firms, by name, that will participate in delivery of the proposed professional services solicited in the RFP to achieve the required participation goals.***

Section D. Organizational Chart of Proposed Team.

Present an organizational chart of the proposed team showing the names and roles of all key personnel listed in Section E and the firm they are associated with as listed in Section C. Include Contracting Authority and Construction Manager. Illustrate lines of communication between team members and identify main point of contact for team. Use the following standard titles as appropriate to identify specific roles within project team for agreement. Please refrain from using company titles or roles (e.g.: Project Executive, Project Principal, etc.). The use of thumbnail sized photographs of team members is optional.

A/E Standard Titles for Specific Roles:

Senior Management Lead
Project Management Lead
Project Design Lead – Discipline Name (e.g. Architecture, Interior Design, Mechanical, Electrical, Plumbing, Technology, etc.)
Project Architect or Project Engineer
Planning/Programming Lead
Specification Writer
Scheduler
Quality Control Lead – Discipline Name
Construction Administrator

Section E. Resumes of Key Personnel Proposed for This Contract.

Complete this section for each key person who will participate in this contract. Group by firm, with personnel of the lead firm first. Resumes should align to the greatest extent possible with the example projects in Section G. Maximum of one page in length for each key person. The following blocks must be completed for each resume:

16. Name. Keep the name of each team member consistent throughout all sections. Thumbnail sized photograph of team member is optional.
17. Role in This Contract. Maintain consistency with titles provided in Section D.
18. Years Experience. Total years of relevant experience (block 14a), and years of relevant experience with current firm, but not necessarily the same branch office (block 14b).
19. Firm Name and Location. Name, city and state of the firm where the person currently works, which must correspond with one of the firms (or branch office of a firm, if appropriate) listed in Section C. Inserting thumbnail sized company logo is optional.
20. Education. Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.
21. Current Professional Registration. Provide information on current relevant professional registration(s) in the State of Rhode Island. Do not list registration from other states here. List registrations from other states in Block 22.
22. Other Professional Qualifications. Provide information on any other professional qualifications relating to this contract, such as education, professional registration in other states, publications, organizational memberships (e.g., AIA, CSI, NSPE, CMAA), certifications (e.g. CDT, CCM, CCCA, CCS, LEED AP, NCIDQ, A4LE), training, awards, and foreign language capabilities.*

*Abbreviations for organizations and certifications:

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)

CEFPI

GA: Green Associate

AP: LEED AP (Legacy LEED Accredited Professional without specialty)

AP +: (see below):

LEED AP BD+C (Building Design and Construction specialty)

LEED AP ID+C (Interior Design and Construction specialty)

LEED AP O+M (Operations and Maintenance specialty)

LEED AP ND (Neighborhood Development specialty)

LEED AP Homes (Specialty for residential LEED construction)

LEED BD+C Schools (Building Design and Construction specialty)

Other Industry Credentials

A4LE: Association for Learning Environments

ACEC: American Council of Engineering Companies

AIA or FAIA: American Institute of Architects

CCCA: Certified Construction Contract Administrator (CSI)

CCM: Certified Construction Manager (CMAA)

CCS: Certified Construction Specifier (CSI)

CDT: Construction Document Technologist (CSI)

CMAA: Construction Management Association of America

CSI or FCSI: Construction Specifications Institute

DBIA or Associate DBIA: Design-Build Institute of America (list credentials, not memberships)

NCARB: National Council of Architectural Registration Boards (list certification only)

NCIDQ: National Council for Interior Design Qualification

NSPE: National Society of Professional Engineers

23. **Relevant Projects.** Provide information on up to five projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section F for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section F.

Sample Projects (a – e)

1. **Title, Client and Location.** Insert the sample project name on the top line of this block. Identify the client(s) name on the second line of this block. Provide the location (city, state) of the project at the bottom.
2. **Building Type, Size and Project Cost / Performance.** Identify the project's building type (e.g.: office, academic, laboratory, hospital, corrections, recreation, housing, maintenance, storage, mixed use, etc.) on the top line of this block. Specify level of building type if appropriate (e.g.: K-12 academic, student housing, minimum security corrections, vehicle maintenance, etc). **NOTE:** for K-12 academic building type, please include specific grade levels served in building within parentheses after the building type. For example, "K-12 Academic (9th thru 12th)". Provide the building size (if applicable) in square-feet on the second line of this block. If the project was a combination renovation and building addition, include area of building addition in parentheses after the total area (e.g.: 35,000 SF Add.). Include the project cost at the bottom followed by the firm's performance in parenthesis (e.g.: \$100K under budget, \$15K returned, on budget, \$10K over budget, etc). If the firm performed hard-bid construction services, indicate amount of change orders rather than budget performance within the parentheses (e.g.: \$45K in changes, \$0 in changes).
3. **Type of Construction, Delivery Model and Services.** Identify the type of construction on the top line of this block (new construction, addition, renovation, preservation, demolition). Include multiple types of construction if applicable (e.g.: addition/renovation). Provide the delivery method used for the project on the second line (ie: multiple prime, multiple prime with CMA, general contracting, CM at Risk, design-build, public-private partnership). Insert the type of service the firm provided on the project at the bottom of this block (e.g.: full AE services, Criteria AE services, DB services, etc).
4. **Specific Role (Benefits / Value to Client).** Briefly describe the individual team member's role on the project and most importantly the benefits and value their specific involvement provided that client. Do not list common job duties and responsibilities of the role or tasks performed. Quantify specific results and accomplishments due to the individual's involvement on the project. Cover the evaluation criteria provided in the Request for Proposal when completing these blocks on the resumes of key personnel proposed for this contract. Use the check box provided to indicate if the project was performed with any office of the current firm. Project photos are not necessary.
5. **Dates Completed.** Insert the completion dates (month/year) for the design and construction stage, if applicable, on the top line of the block. Indicate the schedule performance with the number of day's variance from original schedule completion date of stage (e.g.: 15 days ahead, on schedule, 5 days late). If any of the professional services or construction projects is not complete, leave Date Completed blank and indicate the status.
6. **Example Project Key No.** Insert the corresponding key number (1-10) of the project if it is included in Section F as one of the Example Projects. Leave blank if it is not one of the Example Projects.

Section F. Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract.

Select projects where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this contract. Complete one Section F for each project. Specialty consultants that have not worked with the lead firm may submit their own projects in this section. Present no more than ten projects. Limit of one page in length per project. If more projects are submitted or their length exceeds one page, consideration will be based on the first page of the first ten projects only. Complete the following blocks for each project:

24. **Example Project Key Number.** Start with "1" for the first project and number consecutively.
25. **Title and Location.** Title and location of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract.
26. **Year Completed.** Enter the year completed of the design services (such as planning, engineering study, design, or surveying), and/or the year completed of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description of Project and Relevance to This Contract (block 24).
- 27a. **Project Owner.** Project owner or user, such as a government Contracting Authority or installation, an institution, a corporation or private individual.
- 27b. **Point of Contact Name.** Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.
- 27c. **Point of Contract Telephone Number.** Self-explanatory.

27d. Point of Contact E-mail Address. Self-explanatory.

28. Brief Description of Project and Relevance to This Contract. Enter any other information requested by the Contracting Authority for each example project. Including the following information:

- a. Project Description. Provide a short description of the project. Indicate scope, size, cost, principle elements and special features of the project. Identify the type of delivery method used.
- b. Scope of Services. Indicate the type and scope of services provided by firm. Indicate if the project utilized Building Information Modeling tools and the extent of its use during each stage of the project.
- c. Benefit / Value to Client. Summarize the specific benefits and/or value provided to client in the execution of the work. Include obstacles encountered and how the firm resolved those issues. Tell the "story" of the project.
- d. Results Accomplished. Indicate team performance regarding scope, budget, schedule and quality. Provide specificity in reporting results in comparison to baseline figures. Do not just state, "on time and on budget".
- e. Relevance of Project. Briefly indicate how this example project is relevant and similar to this contract.
- f. Reference. Insert citations from letters of reference or past evaluations attained from project owner or point of contact. Indicate name, title, organization and date reference was made by past project representative.
- g. Photographs/Diagrams. Include one or two photos or diagrams/plans that complement and support the other information presented about the project, services, benefits and accomplishments.
- h. Awards/Certifications. Indicate any awards the project received, NE CHPS recognition, level of LEED Certification achieved or other relevant recognition.
- i. Team Members. List all proposed team members that worked on this example project.

29. Firms from Section C Involved with This Project. Indicate which firms (or branch offices, if appropriate) on the project team were involved in the example project, and their specific roles. List in the same order as Section C.

Section F. Additional Page: Relevant Project Experience Matrix.

Enter the relevant scopes of work requested in the Request for Proposal.

Section G. Key Personnel Participation in Example Projects.

This matrix is intended to graphically depict which key personnel identified in Section E worked on the example projects listed in Section F. Complete the following blocks (see example below).

30. Names of Key Personnel. List the names of the key personnel in the same order as they appear in Section E.
31. Role in This Contract. Insert the proposed role in the contract as indicated in Section E, block 17.
32. Example Projects Listed in Section F. In the column under each project key number (see block 24) and for each key person, place an "X" under the project key number for participation in the same or similar role.
33. Example Projects Key. List the key numbers and titles of the example projects in the same order as they appear in Section F.

Section H. Additional Information.

- 34a. Use this section to provide additional information specifically requested or to address evaluation criteria that are not covered by the information provided in Sections A-G. It is recommended that firms provide an outline following the evaluation criteria as indicated on the rating sheet and briefly summarize the proposed team's qualifications for each criterion. Firms are encouraged to summarize information in tables/charts. Do not include general marketing materials or history of each firm. Only include recent reference letters of past performance.
- 34b. Complete and submit the Proposer Affirmation and Disclosure form to indicate the location(s) that services will be provided.
- 34c. Complete and submit the MBE/WBE Participation – Statement of Intent to Contract and Perform form to indicate the lead firm's intent to contract with a Rhode Island certified MBE/WBE as a part of the proposed team.
- 34d. Complete the Disclosure of Past Performance for the Lead Firm and all Consultants listed in Section C.

Section I. Authorized Representative

35/36. Signature of Authorized Representative and Date. An authorized representative of the lead firm must sign and date the completed form. Signing attests that the information provided is current and factual, and that all firms on the proposed team agree to work on the project.

37. Name and Title. Self-explanatory.

SAMPLE ENTRIES FOR SECTION E (BLOCK 23):

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

23. RELEVANT PROJECTS (Up to a maximum of 5 samples)

(1) Title, Client & Location (City, State)	(2) Building Type, Size & Project Cost / Performance	(3) Type of Construction, Delivery Model & Services	(4) Date Completed		(5) Example Project Key No.
			Design	Construction	
North High School Northern SD Southern, RI	K-12 Academic (9th – 12th) 85,000 SF \$24,650,000 (\$158K over)	New School CMaR Full CMA Services	12/2009 18 days ahead	6/2012 on schedule	2
<p>(6) Role (Benefit / Value to Client) <input type="checkbox"/> Check if project performed with current firm Project Management Lead and Estimator responsible during all stages for managing scope/budget/schedule/quality. Precon. "real-time" estimating eliminated the need for end-of-phase VE and re-designs to maintain budget, saving 18 days in design. CMaR bids (15 pkg.) came within 2.5% of estimate. Constructability reviews resulted in only 11 RFI's during construction stage. Construction completed on time through strong management, despite having one major subcontractor default.</p>					

SAMPLE ENTRIES FOR SECTION F (MATRIX):

F. RELEVANT PROJECT EXPERIENCE MATRIX

		Major Scope of Work requirements as identified in the project advertisement.									
		Scope: Project Delivery Method (MP, GC, CMR, DB)	Scope: Role on Project (AE, C-AE, AOR, CMA/OA, CMR, DB, GC, Trade)	Scope: Academic Facility	Scope: K-12 Facility	Scope: High School (9-12)	Scope: New Construction	Scope: Construction on Occupied Site	Scope: USGBC LEED / RIDE Certification (Reg. Cert, Silver, Gold, Plat)	Scope: RIDE Major or High Priority Repair Project	Scope: Demo Existing / Build New Same Site
Example Project Name (Place "X" under Project Scope)											
1	North High School , Local School District Hometown, Rhode Island	MP	CMA	X	X	X	X		Gold	X	
2	Lincoln Hall , University of Rhode Island Collegietown, Rhode Island	GC	GC	X			X	X	Plat	X	X

SAMPLE ENTRIES FOR SECTION G (MATRIX):

G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

30. NAMES OF KEY PERSONNEL (From Section E, Block 12)	31. ROLE IN THIS CONTRACT (From Section E, Block 13)	32. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
Sally Radfield	Principal Lead Architect	X	X			X	X				X
Mike Wetherby	Project Architect	X	X	X			X	X	X	X	X
Jim Dipollo	Construction Administrator		X		X	X			X		X

Part II - General Qualifications

Prepare a separate Part II **for each firm** that will be part of the proposed project team and submit with Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team.

1. Project Number. If Part II is submitted for a specific contract, insert the Contracting Authority's project number, if applicable, exactly as shown in the request for qualifications.
- 2a-2f. Firm (or Branch Office) Name and Address. Self-explanatory. List the firm's legal name as recorded in the Secretary of State's records.
3. Year Established. Enter the year the firm (or branch office, if appropriate) was established under the current name.
4. FTID Number. Insert the Federal Tax Identification number issued by the Internal Revenue Service.
5. Ownership.
 - a. Type. Enter the ownership or legal structure (sole proprietor, partnership, corporation, joint venture, etc.).
 - b. If the Firm holds a current certification from the RI Minority Business Enterprise Compliance Office as an MBE or WBE indicate the date of issuance and expiration.
- 6a-6d. Point of Contact. Project Representative Name and Title, President/CEO, Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address. Provide this information for a representative of the firm that the Contracting Authority can contact for additional information. The representative must be empowered to speak on contractual and policy matters.
7. Name of Firm. Enter the name of the firm if Part II is prepared for a branch office.
8. Former Firm Names. Indicate any other previous names for the firm (or branch office) during the last six years. This information is used to review past performance on state contracts.
9. Employees by Discipline. Use the relevant disciplines and associated function codes shown at the end of these instructions and list in the same numerical order. After the listed disciplines, write in any additional disciplines and leave the function code blank. List no more than 20 disciplines. Group remaining employees under "Other Employees" in column b. Each person can be counted only once according to his/her primary function. Enter the number of licensed design professionals (e.g., architects, landscape architects, professional engineers and professional surveyors) for each discipline in column c(1). Enter all other employees for each discipline in column c(2). The total of column c (1) and c (2) should equal the total number of staff employed from that office/branch location for the firm.
10. Profile of Firm's Experience and Annual Average Revenue for Last 5 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. Use the relevant experience categories and associated profile codes shown at the end of these instructions, and list in the same numerical order. After the listed experience categories, write in any unlisted relevant project experience categories and leave the profile codes blank. For each type of experience, enter the appropriate revenue index number to reflect the revenues received annually (averaged over the last 5 years) by the firm or branch office for performing that type of work. A particular project may be identified with one experience category or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project.
11. Total Revenues of Firm for Last 2 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the **total** revenues received over the last 2 years by the firm or branch office. Do not enter "0."

12. Authorized Representative. An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.

List of Disciplines (Function Codes)

Code	Description	Code	Description
01	Acoustical Engineer	32	Hydraulic Engineer
02	Administrative	33	Hydrographic Surveyor
03	Aerial Photographer	34	Hydrologist
04	Aeronautical Engineer	35	Industrial Engineer
05	Archeologist	36	Industrial Hygienist
06	Architect	37	Interior Designer
07	Biologist	38	Land Surveyor
08	CAD/BIM Technician	39	Landscape Architect
09	Cartographer	40	Materials Engineer
10	Chemical Engineer	41	Materials Handling Engineer
11	Chemist	42	Mechanical Engineer
12	Civil Engineer	43	Mining Engineer
13	Communications Engineer	44	Oceanographer
14	Computer Programmer	45	Photo Interpreter
15	Construction Inspector	46	Photogrammetrist
16	Construction Manager	47	Planner: Urban/Regional
17	Corrosion Engineer	48	Project Manager
18	Cost Engineer/Estimator	49	Remote Sensing Specialist
19	Ecologist	50	Risk Assessor
20	Economist	51	Safety/Occupational Health Engineer
21	Electrical Engineer	52	Sanitary Engineer
22	Electronics Engineer	53	Scheduler
23	Environmental Engineer	54	Security Specialist
24	Environmental Scientist	55	Soils Engineer
25	Fire Protection Engineer	56	Specifications Writer
26	Forensic Engineer	57	Structural Engineer
27	Foundation/Geotechnical Engineer	58	Technician/Analyst
28	Geodetic Surveyor	59	Toxicologist
29	Geographic Information System Specialist	60	Transportation Engineer
30	Geologist	61	Value Engineer
31	Health Facility Planner	62	Water Resources Engineer

List of Experience Categories (Profile Codes)

Code	Description	Code	Description
A01	Acoustics, Noise Abatement	E09	Environmental Impact Studies, Assessments or Statements
A02	Aerial Photography; Airborne Data and Imagery Collection and Analysis	E10	Environmental and Natural Resource Mapping
A03	Agricultural Development; Grain Storage; Farm Mechanization	E11	Environmental Planning
A04	Air Pollution Control	E12	Environmental Remediation
A05	Airports; Navajds; Airport Lighting; Aircraft Fueling	E13	Environmental Testing and Analysis
A06	Airports; Terminals and Hangars; Freight Handling	F01	Fallout Shelters; Blast-Resistant Design
A07	Arctic Facilities	F02	Field Houses; Gyms; Stadiums
A08	Animal Facilities	F03	Fire Protection
A09	Anti-Terrorism/Force Protection	F04	Fisheries; Fish Ladders
A10	Asbestos Abatement	F05	Forensic Engineering
A11	Auditoriums and Theaters	F06	Forestry and Forest Products
A12	Automation; Controls; Instrumentation	G01	Garages; Vehicles Maintenance Facilities; Parking Decks
B01	Barracks; Dormitories	G02	Gas Systems (<i>Propane; Natural, Etc.</i>)
B02	Bridges	G03	Geodetic Surveying: Ground and Air-borne
C01	Cartography	G04	Geographic Information System Services: Development, Analysis, and Data Collection
C02	Cemeteries (<i>Planning and Relocation</i>)	G05	Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribing, Drafting
C03	Charting; Nautical and Aeronautical	G06	Graphic Design
C04	Chemical Processing and Storage	H01	Harbors; Jetties; Piers, Ship Terminal Facilities
C05	Child Care/Development Facilities	H02	Hazardous Materials Handling and Storage
C06	Churches; Chapels	H03	Hazardous, Toxic, Radioactive Waste Remediation
C07	Coastal Engineering	H04	Heating; Ventilating; Air Conditioning
C08	Codes; Standards; Ordinances	H05	Health Systems Planning
C09	Cold Storage; Refrigeration and Fast Freeze	H06	High-rise; Air-Rights-Type Buildings
C10	Commercial Building (<i>Low Rise</i>); Shopping Centers	H07	Highways; Streets; Airfield Paving; Parking Lots
C11	Community Facilities	H08	Historical Preservation
C12	Communications Systems; TV; Microwave	H09	Hospital and Medical Facilities
C13	Computer Facilities; Computer Service	H10	Hotels; Motels
C14	Conservation and Resource Management	H11	Housing (<i>Residential, Multi-Family; Apartments; Condominiums</i>)
C15	Construction Management	H12	Hydraulics and Pneumatics
C16	Construction Surveying	H13	Hydrographic Surveying
C17	Corrosion Control; Cathodic Protection Electrolysis	I01	Industrial Buildings; Manufacturing Plants
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting	I02	Industrial Processes; Quality Control
C19	Cryogenic Facilities	I03	Industrial Waste Treatment
D01	Dams (<i>Concrete; Arch</i>)	I04	Intelligent Transportation Systems
D02	Dams (<i>Earth; Rock</i>); Dikes; Levees	I05	Interior Design; Space Planning
D03	Desalinization (<i>Process and Facilities</i>)	I06	Irrigation; Drainage
D04	Design-Build - Preparation of Requests for Proposals (<i>Criteria Architect/Engineer Services</i>)	J01	Judicial and Courtroom Facilities
D05	Digital Elevation and Terrain Model Development	L01	Laboratories; Medical Research Facilities
D06	Digital Orthophotography	L02	Land Surveying
D07	Dining Halls; Clubs; Restaurants	L03	Landscape Architecture
D08	Dredging Studies and Design	L04	Libraries; Museums; Galleries
E01	Ecological and Archeological Investigations	L05	Lighting (<i>Interior; Display; Theater, Etc.</i>)
E02	Educational Facilities; Classrooms	L06	Lighting (<i>Exteriors; Streets; Memorials; Athletic Fields, Etc.</i>)
E03	Electrical Studies and Design		
E04	Electronics		
E05	Elevators; Escalators; People-Movers		
E06	Embassies and Chanceries		
E07	Energy Conservation; New Energy Sources		
E08	Engineering Economics		

Code	Description	Code	Description
M01	Mapping Location/Addressing Systems	S01	Safety Engineering; Accident Studies; OSHA Studies
M02	Materials Handling Systems; Conveyors; Sorters	S02	Security Systems; Intruder and Smoke Detection
M03	Metallurgy	S03	Seismic Designs and Studies
M04	Microclimatology; Tropical Engineering	S04	Sewage Collection, Treatment and Disposal
M05	Military Design Standards	S05	Soils and Geologic Studies; Foundations
M06	Mining and Mineralogy	S06	Solar Energy Utilization
M07	Missile Facilities (<i>Silos; Fuels; Transport</i>)	S07	Solid Wastes; Incineration; Landfill
M08	Modular systems Design; Pre-Fabricated Structures or Components	S08	Special Environments; Clean Rooms, Etc.
		S09	Structural Design; Special Structures
N01	Naval Architecture; Off-Shore Platforms	S10	Surveying; Platting; Mapping; Flood Plain Studies
N02	Navigation Structures; Locks	S11	Sustainable Design
N03	Nuclear Facilities; Nuclear Shielding	S12	Swimming Pools
		S13	Storm Water Handling and Facilities
O01	Office Buildings; Industrial Parks	T01	Telephone Systems (<i>Rural; Mobile; Intercom, Etc.</i>)
O02	Oceanographic Engineering	T02	Testing and Inspection Services
O03	Ordnance; Munitions; Special Weapons	T03	Traffic and Transportation Engineering
		T04	Topographic Surveying and Mapping
P01	Petroleum Exploration; Refining	T05	Towers (<i>Self-Supporting and Guyed Systems</i>)
P02	Petroleum and Fuel (<i>Storage and Distribution</i>)	T06	Tunnels and Subways
P03	Photogrammetry		
P04	Pipelines (<i>Cross-Country - Liquid and Gas</i>)	U01	Unexploded Ordnance Remediation
P05	Planning (<i>Community, Regional, Areawide and State</i>)	U02	Urban renewals; Community Development
P06	Planning (<i>Site, Installation and Project</i>)	U03	Utilities (<i>Gas and Steam</i>)
P07	Plumbing and Piping Design		
P08	Prisons and Correctional Facilities	V01	Value Analysis; Life-Cycle Costing
P09	Product, Machine Equipment Design		
P10	Pneumatic Structures, Air-Support Buildings	W01	Warehouse and Depots
P11	Postal Facilities	W02	Water Resources; Hydrology; Ground Water
P12	Power Generation, Transmission, Distribution	W03	Water Supply; Treatment and Distribution
P13	Public Safety Facilities	W04	Wind Tunnels; Research/Testing Facilities Design
R01	Radar; Sonar; Radio and Radar Telescopes	Z01	Zoning; Land Use Studies
R02	Radio Frequency Systems and Shieldings		
R03	Railroad; Rapid Transit		
R04	Recreation Facilities (<i>Parks, Marinas, Etc.</i>)		
R05	Refrigeration Plants/Systems		
R06	Rehabilitation (<i>Buildings; Structures; Facilities</i>)		
R07	Remote Sensing		
R08	Research Facilities		
R09	Resources Recovery; Recycling		
R10	Risk Analysis		
R11	Rivers; Canals; Waterways; Flood Control		
R12	Roofing		

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STATEMENT OF QUALIFICATIONS

PART I – CONTRACT SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. PROJECT TITLE AND LOCATION (City and County)	
2. ANNOUNCEMENT DATE	3. PROJECT NUMBER

B. FIRM POINT OF CONTACT

4. PROJECT REPRESENTATIVE NAME AND TITLE		5. PRESIDENT / CEO
6. NAME OF FIRM (LEGAL NAME ON FILE WITH THE RHODE ISLAND SECRETARY OF STATE)		
7. TELEPHONE NUMBER	8. FAX NUMBER	9. E-MAIL ADDRESS
10. COUNTY	11. FTID NUMBER	12. WEB ADDRESS

C. PROPOSED TEAM

(Complete this section for the lead firm and all key consultants.)

(Check)			13. FIRM NAME	14. ADDRESS	15. ROLE IN THIS CONTRACT
Lead Firm		Consultant			
a.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if MBE/WBE certified	<input type="checkbox"/> Check if branch office ___ Miles from project site	
b.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if MBE/WBE certified	<input type="checkbox"/> Check if branch office	
c.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if MBE/WBE certified	<input type="checkbox"/> Check if branch office	
d.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if MBE/WBE certified	<input type="checkbox"/> Check if branch office	
e.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if MBE/WBE certified	<input type="checkbox"/> Check if branch office	
f.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if MBE/WBE certified	<input type="checkbox"/> Check if branch office	

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

(Attached)

INSERT ORGANIZATIONAL CHART BELOW OR ATTACH.

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person. Limit one page per person)

16. NAME	17. ROLE IN THIS CONTRACT	18. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
19. FIRM NAME AND LOCATION (City and State)	20. EDUCATION (Degree and Specialization)	21. CURRENT RI PROF REGISTRATIONS (List Discipline)	
22. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

23. RELEVANT PROJECTS (Up to a maximum of 5 samples)

	(1) Title, Client & Location (City, State)	(2) Building Type, Size & Project Cost / Performance	(3) Type of Construction, Delivery Model & Services	(4) Date Completed		(5) Example Project Key No.
				Design	Construction	
a.						
	(6) Role (Benefit / Value to Client) <input type="checkbox"/> Check if project performed with current firm					
b.						
	(6) Role (Benefit / Value to Client) <input type="checkbox"/> Check if project performed with current firm					
c.						
	(6) Role (Benefit / Value to Client) <input type="checkbox"/> Check if project performed with current firm					
d.						
	(6) Role (Benefit / Value to Client) <input type="checkbox"/> Check if project performed with current firm					
e.						
	(6) Role (Benefit / Value to Client) <input type="checkbox"/> Check if project performed with current firm					

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present a maximum of 10 projects. Complete one Section F for each project. Limit one page in length.)

24. EXAMPLE PROJECT KEY NUMBER (1 – 10)

25. TITLE AND LOCATION <i>(City and State)</i>	26. YEAR COMPLETED	
	DESIGN (if applicable)	CONSTRUCTION (if applicable)

27. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT PHONE NUMBER	d. POINT OF CONTACT E-MAIL ADDRESS
------------------	--------------------------	----------------------------------	------------------------------------

28. DESCRIPTION OF PROJECT *(Include project info, services, benefit/value, results, relevance, references, photographs/diagrams, awards/certifications, team members)*

29. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE / RELATIONSHIP
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE / RELATIONSHIP
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE / RELATIONSHIP
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE / RELATIONSHIP
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE / RELATIONSHIP
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE / RELATIONSHIP

F. RELEVANT PROJECT EXPERIENCE MATRIX

		Major Scope of Work requirements as identified in the Request for Qualifications.									
		Scope: Project Delivery Method (GC, CMaR, DB, other)	Scope: Role on Project (AE, AOR, DB, etc.)	Scope: Similar Projects (Provide specific examples including type ES PK-5, size, scope and schedule)	Scope: Conformance with Budget and Schedule (K-12 projects, comparable scope and schedule)	Scope: New Construction on Existing Site (Abate / Demo existing building, reconfigure site, build new)	Scope: LEED / NE CHPS Design Standards (New schools)	Scope: Flexible / Adaptive / Innovative Use of Space (Optimize space utilization, minimize new build footprint)	Scope: Community Use of space (support multi-purpose use, controlled access after-hours)	Scope: RIDE Experience (Major projects – reno, additions, new construction)	Scope: MBE/WBE Experience (Achieving stipulated participation level)
Example Project Name (Place "X" under Project Scope)											
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

H. ADDITIONAL INFORMATION

34a. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE CONTRACTING AUTHORITY. ATTACH ADDITIONAL SHEETS AS NEEDED.

H. ADDITIONAL INFORMATION

34c. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE CONTRACTING AUTHORITY. USE THE NEXT PAGE OR ATTACH ADDITIONAL SHEETS AS NEEDED.

**MBE/WBE PARTICIPATION
STATEMENT OF INTENT TO CONTRACT AND PERFORM**

Project Name _____ Project Number _____
Vendor Name _____

MBE/WBE Certified Firm

Name _____ Phone _____
Address _____ Fax _____
City, State ZIP _____ E-mail _____
Certification Date _____

Briefly describe services, work or supplies to be provided by the MBE/WBE (may use industry codes):

Percentage of proposed MBE/WBE participation: _____ % **Anticipated cost or fee payable to MBE/WBE firm:** \$ _____

Certified by MBE/WBE and by the Vendor

The Vendor certifies that it intends to contract with the MBE/WBE for the portion of the agreement described above related to this project. The named MBE/WBE certifies that it intends to contract with the named Vendor and intends to provide the portion of the Vendor's scope of services as described above and for the anticipated cost or fee as indicated above.

If the Vendor is not selected to provide services for this Project, this Statement of Intent shall be null and void.

MBE/WBE Firm

Vendor

Name _____

Name _____

Signature _____ Date _____

Signature _____ Date _____
