



*East Providence School Department*

*RFQP#EPSD.District.2019.0005*

*Architecture and Engineering Services*

*Edward R. Martin Middle School*

## **1. RFQ OVERVIEW**

### **1.1 Company Description**

The East Providence School Department (EPSD) is a K-12 public school district supporting the City of East Providence, Rhode Island. The district maintains thirteen facilities including multiple K-5, middle and high school campuses.

### **1.2 Purpose of the RFQ**

EPSD is seeking qualifications from well qualified vendors for architecture and engineering services for Edward R. Martin Middle School.

Edward R. Martin Middle School, located at 111 Brown Street in East Providence RI was built in 1977, comprised of 166,761 square feet. The building was originally designed as a junior high school, in an open-classroom concept. Currently there are four academic “houses” within the building. The purpose of the RFP is to re-design the four academic houses into 21<sup>st</sup> century learning middle school environments. The selected firm will be expected to engage immediately with the project team to participate in the design process. Construction to commence in June 2020.

### **1.3 General Conditions**

1.3.1 This RFQ is not an offer to contract. Acceptance of a proposal neither commits our school district to award a contract to any Vendor, even if all requirements stated in this RFQ are met, nor limits our right to negotiate in our best interest. We will thoroughly examine each proposal for best qualifications, product quality, performance measures, flexibility and customer support.

1.3.2 Proposals are to be made in good faith, without fraud, collusion or connection of any kind with any other contractor for the same work. All bidders must complete in their own interest and in their own behalf. If you are subcontracting any portion of this agreement, you must identify the subcontractor in your proposal and agree that all subcontractors are bound to all terms and conditions of this RFQ.

1.3.3 The Vendor will absorb all costs incurred in the preparation and presentation of the proposal.

1.3.4 All Vendors who submit proposals will be notified of the results of the selection process.

1.3.5 The EPSD reserves the right to reject any or all proposals, in whole or in part, with or without cause, even if all the stated requirements are met. In addition, EPSD may enter into negotiations with one or more entities simultaneously and award a contract without notification. At the sole discretion of EPSD, bidder presentations may be requested before award of the contract. EPSD may also request the opportunity to conduct an on-site review of the Vendor’s facility and/or other locations where these services are provided, or a demonstration of the proposed technology.

#### **1.4 Proposal Effective Period**

Vendors should state in writing that all furnished information will remain valid for 90 days from the date their proposal is received by EPSD.

## **2. VENDOR INSTRUCTIONS**

Any changes in deadlines will be communicated to all Vendors via [E-Bids@epschoolsri.com](mailto:E-Bids@epschoolsri.com) email address. We reserve the right to disqualify any vendor that does not comply with these deadlines. Please note that a school tour/building walk through will be held on Monday, July 22, 2019 at 8:30am – at Martin Middle School, 111 Brown Street, East Providence, RI to assist vendors with determining scope of work.

#### **2.1 RFQ Schedule**

<b>Activity</b>	<b>Date/Time</b>
RFP Released	07/15/19
Pre-Proposal/Building Walk Through	07/22/19 at 8:30am
Deadline for questions	07/24/19 at 12:00pm
Q&A Addenda Issued	07/27/19
Proposal Submission Deadline	07/31/19 at 12:00pm
Project awarded	Mid-August

#### **2.2 Vendor Questions and RFP Addenda**

2.2.1 Questions regarding the content of or schedule for the RFQ must be submitted in writing by e-mail to [E-Bids@epschoolsri.com](mailto:E-Bids@epschoolsri.com) according to the RFQ schedule provided in Section 2.1.

2.2.2 The EPSD will issue answers to all Vendor questions, as noted in that schedule. In the event that modifications or additions to the RFQ become necessary, vendors will be notified in writing and posted to [www.epschoolsri.com/purchasing](http://www.epschoolsri.com/purchasing).

#### **2.3 Proposal Format and Submission Requirements**

### **2.3.1 Proposals are to be organized in the following format:**

2.3.1.1 Section 1: Executive Summary. The two page maximum executive summary is to briefly describe the vendor's proposal. This summary should highlight the major features of the proposal. It must indicate any requirements that cannot be met by the Proposer. The reader should be able to determine the essence of the proposal by reading the executive summary.

2.3.1.2 Section 2: Vendor Information. Proposers must provide in-line responses to all requirements outlined in RFQ Section 3.3 - Vendor Information.

2.3.1.3 Section 3: Response to RFQ Requirements. Proposers must provide in-line responses or narrative to all requirements outlined RFP Sections including approach to Section 3.2.

2.3.1.4 Section 5: Additional Information. Proposers may include additional information regarding their products and services in this section.

### **2.3.2 Sealed Requirements**

Six (6) printed copies and one electronic copy of the proposal must be submitted in an envelope clearly marked: Request for Qualifications, "Architecture and Engineering Services". Mail or deliver sealed proposals to the following address by the date and time identified in the schedule in Section 2.1. The EPSD Finance Department will receive all responses and include a timestamped form to record arrival date/time.

Craig Enos  
Director of Finance  
RFP# EPSD.District.2019.0005  
145 Taunton Avenue, Suite 307  
East Providence, RI 02914

### **2.3.3 Response Evaluation**

2.3.3.1 The district contemplates award to the technically acceptable vendor proposal. To determine whether proposals are technically acceptable:

2.3.3.1.1 The district will determine whether each proposal is complete

2.3.3.1.2 The solution specified in the proposal meets the technical needs of EPSD and offers the most value to the schools

2.3.3.1.3 Whether it is responsive to all requirements established in the RFQ and addenda.

2.3.3.1.4 Whether the proposing vendor maintains and has submitted documentation of applicable certifications

2.3.3.1.5 Whether references related to past performance are favorable.

2.3.3.1.5.1 With regard to references, vendors are free to submit references they wish the EPSD to consider; however, the EPSD reserves the right to investigate references for any and all projects on which the vendor has worked in the last three (3) years. Proposals not deemed technically acceptable may be eliminated from consideration

2.3.3.1.6 Whether the proposing vendor complies with State of Rhode Island Minority Business Enterprise (“MBE”) program requirements

2.3.3.2 The EPSD may choose to seek clarifications from vendors with regard to their proposals.

2.3.3.2.1 All responses will be provided in writing to the [E-Bids@epschoolsri.com](mailto:E-Bids@epschoolsri.com) address, and incomplete or unclear responses may result in a proposal being deemed technically unacceptable. However, the EPSD reserves the right to make a selection without requesting clarification. Additionally, the EPSD may not necessarily seek clarifications from all vendors submitting proposals.

2.3.3.3 Any contract awarded under this RFQ is subject to funding, and approval by the East Providence School Committee. The EPSD reserves the right to make no awards under this RFQ.

### **3. REQUIREMENTS**

#### **3.1 Background**

Constructed in 1977, Edward R. Martin Middle School was at that time, a state of the art junior high school. Designed with an open classroom concept, the academic “houses” also contain designated rooms with lockers, and offices that are quite big and numerous in size. Over the course of time, the district has constructed temporary walls within each academic house as the building evolved into a middle school. Currently Edward R. Martin Middle School houses grades 6-8 in their respective academic house. The fourth academic house contains specialists that provides services to students in all three grade levels.

#### **3.2 Scope of Services / Project Goals**

3.2.1 The selected Architectural firm shall provide comprehensive architectural, engineering, and related services required to complete this project

3.2.1.1 The architect will be held fully accountable for the quality, accuracy, and timeliness of the functions undertaken. Additional costs incurred by reason of delay, inaccuracy of documents or incorrectness are the responsibility of the architect.

3.2.1.2 The architect shall be completely familiar with and adhere to all local, state, and federal regulations and guidelines as they apply to this specific project.

3.2.1.3 The Architect shall make such submittals and participate in all such meetings as necessary to obtain approvals from any and all regulatory bodies at the local and State level for this project and related to third party relationships.

3.2.1.4 The Architect shall participate in all project meetings for the duration of the project.

3.2.1.5 The service expected of the architect are outlined in the section below

3.2.1.6 The architect may need to ensure adherence to RIDE requirements.

3.2.2 The selected Architectural firm will conduct a preliminary study phase/Schematic Design.

3.2.2.1 Prepare a laser scan based existing conditions plan/Revit model suitable for project design and construction requirements and utilization by all project team members and the Owner.

3.2.2.2 Prepare concept plans to accommodate educational and operational program requirements.

3.2.2.3 Analysis of existing building systems and structure and make recommendations based on this analysis.

3.2.2.3 Analysis of codes, ordinances, and regulations and make resultant recommendations.

3.2.2.5 Analyze the impact of design options on the project schedule and budget

3.2.2.6 Prepare schematic design plans including but not limited to architecture, structural, mechanical, electrical, plumbing, fire protection and site

3.2.2.7 Prepare outline specifications and narratives

3.2.2.8 Prepare schematic design cost estimate and reconcile with provided third-party cost estimates.

3.2.2.9 Recurring presentation and review of drawings with District leadership, building committee and school committee as required

3.2.2.10 Presentation of drawings and plans to RIDE and incorporation of any required modifications required or suggested by RIDE.

NOTE: At the conclusion of Schematic Design the Owner will decide on a construction procurement method of General Contractor (lump sum) or Construction Manager.

3.2.3 Design Development phase

3.2.3.1 Create drawings sufficient to fix and illustrate project scope and character in all essential design elements.

- 3.2.3.2 Create engineering drawings
- 3.2.3.3 Further develop and refine outline specifications and narratives
- 3.2.3.4 Prepare design development cost estimate and reconcile with provided third-party cost estimates.
- 3.2.3.5 Prepare recommendations for construction phasing including plan and narrative descriptions.
- 3.2.3.6 Recurring presentation and review of drawings with District leadership, building committee and school committee as required.
- 3.2.3.7 Presentation of drawings and plans to RIDE and incorporation of any required modifications required or suggested by RIDE.

#### 3.2.4 Construction and contract documents phase

- 3.2.4.1 Create all documents needed for bidding including but not limited to bid drawings and specifications, special conditions, general conditions, technical specifications, plans and drawings including divisions of labor.
- 3.2.4.2 Obtain all permits and approvals required from appropriate entities.
- 3.2.4.3 Prepare 60% construction document cost estimate and reconcile with provided third-party cost estimates.
- 3.2.4.4 Recurring presentation and review of drawings with District leadership, building committee and school committee as required.
- 3.2.4.5 Presentation of drawings and plans to RIDE and incorporation of any required modifications required or suggested by RIDE.

#### 3.2.5 Bidding and award phase

- 3.2.5.1 Respond to inquiries and requests for information
- 3.2.5.2 Draft and issue addenda
- 3.2.5.3 Attend pre-bid conferences if needed
- 3.2.5.4 Review bids with district staff if needed
- 3.2.5.5 Alter drawings and specifications to extent required
- 3.2.5.6 Attend scope reviews
- 3.2.5.7 Adherence to EPSD requirements during bidding/award phase

#### 3.2.6 Construction administration phase

- 3.2.6.1 Conduct Construction Contract Administration consistent with industry standards.
- 3.2.6.2 Review and approve contractor's submittals for conformance to requirements of contract documents.
- 3.2.6.3 Issue required documents for contract scope changes
- 3.2.6.4 Attend all required construction progress meetings.
- 3.2.6.5 Monitor the quality and progress of work at the construction site
- 3.2.6.6 Review and certify contractor payment applications
- 3.2.6.7 Respond to requests for information
- 3.2.6.8 Review proposals

3.2.6.9 Provide recommendations for modifications and make modifications to construction contract documents to correct errors, clarify intent, or accommodate change orders.

3.2.6.10 Prepare written punch lists, certificates for substantial completion, and other necessary construction closeout documents.

3.2.6.11 Prepare a set of reproducible records prints showing significant changes in the work made during construction.

3.2.6.12 Possible assistance with construction administration requirements provide by RIDE, including any and all necessary closeout documents

### 3.2.6 Preliminary Project Schedule

Contract Award:	August 2019
Schematic Design:	November 2019
Design Development:	February 2020
Construction Documents:	May 2020
Commence Construction:	Summer 2020

## 3.3 Vendor Information

### 3.3.1 Company Background Information

- 3.3.1.1 Legal name of the company
- 3.3.1.2 Number of years in business
- 3.3.1.3 Headquarters location address, phone number, website
- 3.3.1.4 Company type
- 3.3.1.5 Number of employees
- 3.3.1.6 Tax ID number

### 3.3.2 Company Experience and References

3.3.2.1 Please provide a company (and all sub-consultants) overview including services and resume of key company personnel and specific personnel assigned to the project and RI MBE participation (if any) by company.

3.3.2.1 Please describe the product/market differentiators that distinguish you in the industry and make you capable of competing for this project.

3.3.2.2 Please provide project details for at least three (3) school renovation projects of similar size and scope to that requested by EPSD. Project details should include:

3.3.2.2.1 Deployment date and period of performance

3.3.2.2.2 Overview of project performance, including successes, challenges, budget, etc.

3.3.2.2.3 Experience working with RIDE.

3.3.2.3 Please provide a summary of current awarded (or to-be awarded) projects including project size, contract amount and duration

3.3.2.4 Vendors are free to submit references if they wish for the EPSD to consider. However, the EPSD reserves the right to investigate references for any and all projects on which the vendor has worked in the last three (3) years.

3.3.2.5 Vendor shall supply proof of certifications/license to practice architectural services in the State of Rhode Island.

### **3.3.3 Vendor/Subcontractor Information**

3.3.3.1 The vendor and subcontractors of the vendor will maintain at their own expense during the term of this contract, the following insurances:

3.3.3.1.1 Workers' Compensation Insurance with Rhode Island statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.

3.3.3.1.2 Comprehensive/Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage.

3.3.3.1.3 Automobile Liability Insurance covering all owned, hired and non-owned vehicles with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.

3.3.3.1.4 Insurance companies, named insurers and policy forms shall be subject to the approval of the East Providence School District. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to the East Providence School District. Vendor and any subcontractors shall furnish East Providence School District Project Coordinator with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract.

3.3.3.2

### 3.4 Form of Contract

The owner anticipates utilizing a modified version of the AIA B101 as a form of contract.

## 4. EVALUATION PROCESS

The district contemplates award to the technically acceptable vendor proposal. To determine whether proposals are technically acceptable, the district will determine whether each proposal is complete; whether it is responsive to all requirements established herein; whether the proposing vendor maintains and has submitted documentation of applicable certifications from Manufacturer(s) selected; and whether references related to past performance are favorable. With regard to references, vendors are free to submit references they wish the EPSD to consider. However, the EPSD reserves the right to investigate references for any and all projects on which the vendor has worked in the last three (3) years. Proposals not deemed technically acceptable may be eliminated from consideration

The EPSD may choose to seek clarifications from vendors with regard to their proposals. All responses will be provided in writing, and incomplete or unclear responses may result in a proposal being deemed technically unacceptable. However, the EPSD reserves the right to make a selection without requesting clarification. Additionally, the East Providence School District may not necessarily seek clarifications from all vendors submitting proposals.

Any contract awarded under this RFP is subject to funding, and approval by the East Providence School Committee. The EPSD reserves the right to make no awards under this RFQ.

Each vendor proposal will be reviewed and scored using the following criteria and maximum point values per topic:

Criteria	Available points	Points awarded
Meets Technical Requirements	10	
Team Composition	25	
Project Approach	25	
Past project experiences	25	

References	15	
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