

East Providence School District (EPSD)
Solicitation Information

Amendment 1

July 21, 2017

TITLE: Request for Proposal (RFP) for Architectural, Engineering and Planning Services Associated with the Application for Rhode Island District of Education (RIDE) Stage II Approval, Amendment 1. Submission Deadline: Friday, August 4, 2017 at 10:00 AM (ET).

Pre-proposal conference: A pre-proposal conference between prospective vendors and the East Providence Building Committee is contemplated to take place on **Monday, July 10, 2017 at 10:00 am at East Providence High School**. Questions resulting from the pre-proposal conference, or from the solicitation, must be received in writing by the East Providence School District by Lucy Maddock at lmaddock@epschoolsri.com no later than **Friday, July 14, 2017 at 10:00 AM (ET)**. Questions should be submitted in a Microsoft Word attachment. Please reference the RFP Title on all correspondence. Questions received after this date and time shall not receive responses. Responses to questions received, if any, will be posted on the East Providence School District Building Committee web site at <http://www.epschoolsri.com/content/157/141/2522/default.aspx> as an addendum to this solicitation by Friday, July 28, 2017. It is the responsibility of all interested parties to download this information.

Offerors shall submit hard copy versions of proposals to the East Providence School District, attention: Lucy Maddock, by **Friday, August 4, 2017 at 10:00 AM (ET)**. Hard copy versions of proposals shall include twelve (12) copies of the technical and cost proposal, as well as the ISBE participation plan sections. Proposals submitted after this date and time shall not be considered. The address for submission of hard copy proposals is

East Providence School District
Attn: Lucy Maddock
145 Taunton Avenue
Suite 307
East Providence, RI 02914

Offerors shall also submit electronic versions of proposals to Lucy Maddock at lmaddock@epschoolsri.com no later than Friday, August 4, 2017 at 10:00 AM (ET). Offerors shall submit **BOTH hard copy and electronic versions of proposals. Electronic versions shall not contain cost/pricing information.** Proposals submitted after this date and time shall not be considered.

EPSD RFP for Architectural and Engineering Services, June 14, 2017

TABLE OF CONTENTS

Section 1 - Introduction	2
Section 2 - Term of the Contract	3
Section 3 - Instructions and Notifications to Offerors	3
Section 4 - Scope of Work	6
Section 5 - Technical Proposal	9
Section 6 - Cost Proposal	10
Section 7 - ISBE Participation Plan	11
Section 8 - Evaluation and Selection	12
Section 9 - Tentative Schedule and Target Dates	15
Attachment A: Scope of Facility Need	17
Attachment B: Insurance Requirements	20
Attachment C: Industry Questions and District Responses	22
Attachment D: Pre-Proposal Conference Attendees	31

Section 1 - 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 (“The 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 School Committee and the Superintendent are codified in Rhode Island General Laws (RIGL) §16 et seq.

East Providence High School, 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 District of Education (“RIDE”) and the Rhode Island School Building Authority. The Building Committee adheres to the rules published in Improving Rhode Island’s Public Schoolhouses, 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 District, the Building Committee and the School Committee will develop and submit a Stage I application, in accordance with the Applicable Instructions, on or about October 1, 2017. Approval of the Stage I application will validate and define the District’s need with regard to the new high school.

The District seeks a qualified and experienced Architectural and Engineering firm to provide services associated with the Stage II application, in accordance with the Applicable Instructions. The District understands that Stage II applications are due to RIDE in February of 2018, and are focused on developing a solution to meet the need verified via Stage I. The successful offeror shall perform the duties detailed in this RFP, which shall result in the submission of a complete Stage II application. The elements of that application include, but are not limited to: project summary and prioritization; an architectural feasibility study; production of schematic design documents; design and construction cost projection; development of a site purchase plan (if necessary); documentation of local support; a project timeline; and demonstration of procurement of the services of a qualified commissioning agent. The successful offeror shall also assist the District in developing responses to questions from RIDE, the School Building Authority and other applicable agencies related to the District’s Stage I application. On March 13, 2017, the SLAM Collaborative delivered to the East Providence School Committee a Feasibility Assessment Report regarding the cost to renovate the existing East

Providence High School. That report also documented the facility's deficiencies with regard to providing education in the twenty-first century. The East Providence School Committee has accepted the report, and the District and Building Committee have elected to make the report the basis of the Stage 1 application. Attachment A to this RFP highlights the Scope of Facility Needs, and is intended to supplement the Scope of Work. The complete report can be accessed from the District's Building Committee website via the following URL:

http://www.epschoolsri.com/filestorage/157/141/2522/Final_Report_031317_to_EPSD.pdf

It is important to note that the scope of this RFP includes only those duties related to Stage II; Architectural and Engineering services pertaining to later stages (Design Reviews and Construction) will be procured separately and subsequently via RFP. The successful offeror for Stage II services may expect to be eligible for consideration to provide services in accordance with those later stages.

The Applicable Instructions can be accessed via the following URL, and offerors are hereby advised to review this site for updates:

<http://www.ride.ri.gov/Portals/0/Uploads/Documents/Funding-and-Finance-Wise-Investments/School-Facilities/School-Construction-Program/Necessity-Guidance-FY%2017.pdf>

East Providence High School is located at 2000 Pawtucket Avenue, East Providence, RI, 02914. It currently houses approximately 1,450 students, as well as the associated administrative, faculty and maintenance professionals.

Section 2 - Term of the Contract

The District anticipates award of a contract resulting from this RFP on or about September 1, 2017. The term of the contract shall consist of one (1) twelve (12) month basic term with the option, upon mutual agreement of the parties, to extend the term for ninety (90) days, under the terms, conditions, rates and fees established under the basic term of the contract.

As stated in Section 1 of this RFP, work pertaining to Stage III (Design Review) and Stage IV (Construction) of the RIDE approved process is outside the scope of this RFP.

Section 3 - Instructions and Notifications to Offerors

By submitting a proposal to this RFP, offerors acknowledge and/or agree to comply with the following terms and conditions:

- 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 procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
- 3) All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The District assumes no responsibility for these costs. The District reserves the right to award to one or more offerors.
- 4) Proposals are considered to be irrevocable for a period of not less than 120 days following the submission due date, and may not be withdrawn, except with the express written permission of the District. Requests to withdraw may be made to Lucy Maddock via e-mail.
- 5) Proposals misdirected to other locations, or which are otherwise not submitted in accordance with the instructions specified on the cover page of this RFP will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be established solely by the District.
- 6) It is intended that an award pursuant to this RFP will be made to a prime vendor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is(are) identified in the proposal.
- 7) All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Rhode Island Division of Purchases website at www.purchasing.ri.gov.
- 8) The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
- 9) Vendors are advised that all materials submitted to the District for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
- 10) Interested parties are instructed to peruse the District's website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP. The website can be accessed via the following URL:
<http://www.epschoolsri.com/content/157/141/2522/default.aspx>
- 11) Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the

policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation.

- 12) In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).
- 13) In evaluating the proposed cost of the offeror, discounts associated with early payments (e.g., less than thirty (30) days) shall not be considered.
- 14) Offerors should be aware of the State of Rhode Island's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information visit the website www.mbe.ri.gov. Offerors are further advised of the opportunity to earn bonus evaluation points by way of MBE, Women Business Enterprise (WBE) and Disability Business Enterprises (DBE) utilization, per Section 8 of this RFP.
- 15) Award is subject to approval by the East Providence School Committee. No work shall proceed without express, written documentation ("Notice to Proceed") from the District that a contract has been awarded with the approval of the East Providence School Committee.
- 16) The successful vendor shall not be permitted to either assign or underlet the contract, nor assign legally or equitably and moneys hereunder, or its claim thereto, without the previous written consent of the District.
- 17) The successful vendor 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 Owner's prior written consent. The Owner has no obligation to approve any assignment under any circumstances
- 18) The successful vendor shall submit to the District evidence of insurance in accordance with the requirements stated in Attachment B of this RFP. The City of East Providence, and the East Providence School District shall be additionally named insured in the title holder box of said certificate.
- 19) All costs and fees submitted shall be considered firm and fixed unless indicated otherwise herein. Refer to Section 7, Cost Proposal, for specific breakdown requirements.
- 20) This Request for Proposal is not an invitation to bid; responses will be evaluated as indicated herein. There will be no public opening and reading of responses submitted.

- 21) In the event the Proposer finds provisions within any of the RFP documents that the Proposer takes exception to or would require to be modified before executing an Agreement, the Proposer shall include with their 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 proposal the Proposer will be obligated for fulfillment of and compliance with all provisions in the RFP, as well as the associated proposals.
- 22) All travel, transportation and costs of delivery must be included in the proposed cost. The District reserves the right to increase or decrease the services or quantities contracted, at the professional service rates and associated fees proposed.
- 23) The District reserves the right to accept or reject, without prejudice, any or all proposals, or to waive any irregularities therein, or to accept as written the proposal deemed to be in the best interest of the District.

Section 4 - Scope of Work

The successful vendor shall provide Architectural and Engineering services associated with the development of a Stage II application to RIDE. The successful vendor shall coordinate with all appropriate individuals within the District including but not limited to: The East Providence Building Committee; the Superintendent of Schools; the District's Director of Finance; the District's Director of Facilities; school administrators and teachers. The successful vendor shall initiate, lead, and document the results of stakeholder workshops intended to inform the development of a comprehensive Stage II application. The successful vendor shall attend monthly meetings of the Building Committee to collaborate in the development of ongoing deliverables and products pertaining to this Scope of Work. The successful vendor shall attend monthly meetings of the East Providence School Committee to provide progress updates and respond to questions from the public as requested. The successful vendor shall attend meetings of the East Providence City Council by request, and shall provide progress updates to and answer the questions of that body related to the development of the Stage II application. The successful vendor shall attend meetings with RIDE as necessary.

General requirements of the scope of work are as follows:

1. Completion of all activities, documents and products required by the Stage II application checklist, as specified in the Applicable Instructions
2. Development of educational program specifications and schematic designs in accordance with Stage II application requirement. Submit required documents to RIDE, and facilitate RIDE approval / acceptance. Preparation of Construction Documents is intended to be performed by an Architect of Record (AOR).
3. Validate current educational program / specification documents to include those documented in the SLAM Feasibility Assessment reports. Make recommendations to the District regarding adjustments necessary to align school district needs with funding constraints and RIDE requirements, to include all efforts to strive for LEED Silver certification.
4. Perform all requirements in accordance with the guidance provided by RIDE School Construction Regulations and NE CHPS criteria.
5. Through the review of data and documentation provided by the District, validate educational planning, enrollment projections, space program and educational specification development to date. Make revisions and edit as recommended and approved by the District or as required per RIDE regulations.
6. Submit validated Educational Specifications and Space Program to RIDE, obtain approval.
7. Prepare three (3) alternatives for building and site development. Upon District selection of a preferred alternative, prepare Schematic Design documents per RIDE approved Educational Specifications and Space Program.
8. Obtain RIDE approval of Schematic Design. As directed by the District, modify the approved Schematic Design documents to align with available project budget.
9. Design and consultant services shall include but are not limited to educational planning, site planning, civil, geotechnical, landscape, architectural, structural, MEP, life safety, telephone / data, security, food service, interior, FF&E, vertical transportation, acoustics, lighting and any other design-related services necessary to perform design in compliance with the cited RIDE regulations. All work shall be designed in accordance with applicable Local, State, Federal codes, ordinances and regulations, as well as the cited RIDE regulations.
10. Confer with the District regarding the recommended experience, resources, credentials, workload and financial capacity of firms that would likely be required to support the preparation of construction documents in accordance with the project schedule including RIDE approvals. On behalf of EPSD review the Qualifications of other firms the District may consider.

11. Preparation of informational packets for public distribution during the marketing and promoting of the project to include a rendered site plan; labeled floor plan; interior and exterior computer-generated 3-D designs and computer generated 3-D walkthrough. A digital final conceptual design and will be provided to the District via recordable media (CD/DVD, flash drive, or other medium).
12. A scale-size final conceptual design plan will be posted at the planned construction site (East Providence High School). Smaller scale rendering will be prepared for posting at public locations.

Specific activities shall include, but are not limited to, the following:

1. Response to Comments and Questions regarding the District's Stage I application
 - a. Receive from the District all questions, comments and concerns from RIDE, the School Building Authority and other entities pertaining to the District's Stage I application.
 - b. Collaborate with the Building Committee and District officials to develop responses to said questions, comments and concerns.
 - c. Provide as a **deliverable** to the Building Committee and the School Committee a coherent, thorough response to all questions, concerns and comments.
 - d. Edit the response in accordance with the direction of the Building Committee and School Committee.
 - e. Other related duties as required.
2. Development of the Stage II application
 - a. Maintain a thorough understanding of all Stage II application requirements, and provide guidance to the District, Building Committee and School Committee with regard to their completion.
 - b. Conduct school and community stakeholder workshops to develop a comprehensive set of alternative solutions responsive to the established facility need.
 - c. Develop and maintain a thorough understanding of the educational requirements related to the facility need, and ensure that the Stage II application is fully informed by the District's unique educational needs. Develop educational specifications, workshop notes and reports related to solutions to the District's educational needs.
 - d. Develop schematics, written products, cost estimates, presentations and other products in accordance with the current or subsequently revised version of the guidelines for "*Improving Rhode Island's Public Schoolhouses Necessity of Construction Information and Instructions.*"

- e. At a minimum, the successful vendor shall develop three (3) construction alternatives - to include detailed cost estimates - to meet the established facility need, as described in the Stage I application, this Scope of Work, and Attachment A to this RFP:
 - i. Construction of a new East Providence High School
 - ii. Refurbishment / Renovation of the existing East Providence High School facility
 - iii. Some combination of renovation and new construction
- f. Compile and provide as a **deliverable** to the Building Committee and the School Committee a complete Stage II application by February 1, 2018, or as otherwise directed by RIDE.
- g. Edit, supplement, correct or otherwise revise the application in accordance with the direction of RIDE, the School Building Authority, the School Committee and/or the Building Committee.
- h. Other related duties as required

Section 5 - Technical Proposal

The technical proposal should address specifically each of the required elements:

1. Experience of the offeror and project principals: Describe the firm's general experience as well as its experience and qualifications with projects of a similar size, scope and use. Identify the Project Manager, other consultants and any other proposed members of the project and design team. Please describe the level of effort to be committed to the project by each assigned staff member or consultant in hours per week for the duration of the project. The offeror shall specifically indicate experience with USGBC LEED requirements (latest version). List the percentage of work to be completed by the firm and the percentage to be completed by outside consultants. Offerors should consider the Scope of Work in this RFP, and tailor their technical proposals to describe experience with this type of work. To the extent practicable, offerors should relate experience to specific elements of the RFP scope of work.
2. Project plan: This section shall describe the firm's understanding of the District's requirement, including the result(s) intended and desired, the approach and / or method to be employed, and a work plan for accomplishing the results proposed. The description of approach shall describe and justify the proposed approach for each task, and the technical issues that will or may be confronted at each stage, as well as steps to be taken to ensure that the project conforms to time and financial constraints. The work plan description shall include a general project schedule that will be employed to administer the project, the assignment of staff members and level of effort for each, and deliverables for each. In

order to provide a reasonable project plan, the offeror shall also describe: (a) the current offeror workload and ability to undertake a project of the scope and size described in this RFP; (b) the financial stability of the firm; (c) the geographical proximity of the firm to the project site and / or its plan for overcoming geographical obstacles; and (d) any additional capabilities and / or resources that can be brought to bear in completing the project successfully.

3. References: Please list all projects completed within the past five years that are of similar size, scope and use, and/or with the City of East Providence and/or the East Providence School District, and provide the principal contact for each project, including contact information. These individuals may be contacted by members of the proposal evaluation team.

The technical proposal shall be limited to twenty (20) type-written pages with standard formatting, font, and margins.

Section 6 - Cost Proposal

1. Fee Proposal: Provide a sealed, fixed-fee cost proposal, and detailed work schedule. The cost proposal shall include a budget and narrative for the project plan that includes the offeror's cost and / or fee structure for this project. Justification for each line item must be provided. Any items that provide for costs in excess of industry standards must be suitably explained. Offerors shall provide a Fee Proposal inclusive of all subcontractors necessary to achieve RIDE approval of Educational Program and Schematic Design. Offerors shall identify in their proposals the names and proposed participation level, as a percentage of the total anticipated Basic Services Fee, of the ISBE firm(s) proposed for this engagement.

The cost proposal shall include a work plan description that provides for a detailed proposed project schedule (by task and sub-task), a list of tasks, activities and / or milestones that will be employed to administer the project, the assignment of staff members and the concentration of effort for each. List the level of effort to be committed to this project by each assigned staff member or consultant in hours per week for the duration of the project. List the percentage of work to be completed by the offeror, and the percentage to be completed by outside consultants. Provide hourly rates for all individuals listed in the proposal.

2. Professional Services Fee-Construction Cost Control: Provide a fixed fee proposal for completing this project that includes all projected expenses related to site evaluations, preparation of schematics, of the project. Provide justification for each line item. Any items that may represent costs exceeding those prescribed by industry standards must be identified and explained.

The cost proposal shall be limited to ten (10) type-written pages with standard formatting, font, and margins.

Section 7 - ISBE Participation Plan

In accordance with RIGL §37-2-1, et seq, the “State Purchases Act,” and Rhode Island Purchasing Regulations, revised April 20, 2017, points will be awarded during proposal evaluation to offerors utilizing Minority Business Enterprises (MBEs); Women Business Enterprises (WBEs); and Disability Business Enterprises (DBEs); collectively known as “ISBEs.”

In accordance with the Rhode Island Code of Regulations (RICR), Title 150, Chapter 90, Subchapter 10, a “Minority Business Enterprise” or “MBE” is a small business enterprise that is owned and controlled by one or more individuals who are minorities as defined by R.I. Gen. Laws § 37-14.1-3. To be recognized under these Regulations as an MBE, the business must be certified as an MBE by the Rhode Island Office of Diversity, Equity and Opportunity (ODEO). A “Woman Business Enterprise” or “WBE” is a small business enterprise that is owned and controlled by one or more individuals who are women as defined by R.I. Gen. Laws § 37-14.1-3. To be recognized under these Regulations as a WBE, the business must be certified as a WBE by the ODEO. A “Disability Business Enterprise” or “DBE” is a small business concern that is owned and controlled by one or more individuals with disabilities as defined by R.I. Gen. Laws § 37-2.2-2. To be recognized under these Regulations as a Disability Business Enterprise, the business must be certified as a Disability Business Enterprise by the Governor’s Commission on Disabilities. An ISBE is a small business enterprise that is owned and controlled by one or more individuals who are women or minorities, or a small business enterprise that is owned or controlled by one or more individuals with disabilities.

To earn ISBE participation points, an offeror must submit an MBE/WBE/DBE Participation Plan in a separate sealed envelope. This plan shall identify the name of the offeror, the offeror’s address, the offeror’s applicable point of contact and contact information, and must reference the title of this RFP. The plan shall identify each contractor or subcontractor with certified MBE, WBE and/or DBE status. The plan shall identify the type(s) of certification (MBE, WBE or DBE) associated with each contractor or subcontractor, and shall include documentation of said certification. The plan shall provide a detailed narrative describing the work to be performed by contractors and / or subcontractors with MBE, WBE or DBE status. Finally, the plan shall identify the anticipated rate of performance by ISBE entities. The plan shall be signed by an authorized representative of each ISBE contractor or subcontractor proposed.

Evaluation of offerors' ISBE participation plans will be based upon the proposed ISBE participation rate. ISBE participation rate is defined as the ratio of the amount of work (by cost) to be performed by ISBEs to the total amount of work (by cost) to be performed by all contractors and subcontractors. See section 8 of this RFP for details of proposal scoring with regard to ISBE participation rate.

The ISBE Participation Plan shall be limited to five (5) type-written pages with standard formatting, font, and margins, not including documentation of MBE, WBE or DBE certification.

Section 8 - Evaluation and Selection

Technical Proposals will be evaluated by members of the East Providence Building Committee, which is comprised by experts in education, architecture, and municipal finance. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (85.7%) out of a maximum of 70 technical points. Any technical proposals scoring fewer than 60 points will not have the cost or ISBE participation components opened and evaluated, and such proposals will be dropped from further consideration. Offerors of technical proposals earning 60 or more points will be invited to participate in a mandatory interview session with the East Providence Building Committee. During the interview, offerors will deliver a presentation of their technical proposals to the Building Committee, and respond to questions from the Building Committee. The interview sessions will take place **prior** to the evaluation of cost proposals or ISBE participation plans.

Proposals earning 60 technical points or more will be evaluated for cost and ISBE participation, and assigned up to a maximum of 30 points in cost category, bringing the potential evaluation score to 100 points, and a maximum of 6 bonus points for ISBE participation, bringing the potential proposal score to 106. The District reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s). Proposals will be evaluated and scored based upon the following criteria:

Criterion	Possible Points
Experience of the Firm and Project Principals	30 points
Project Plan	25 points
References	15 points
Total Possible Technical Points	70 points
Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 30 points	30 points
Total Possible Evaluation Points	100 points
ISBE Participation	6 bonus points
Total Possible Proposal Points	106 points

Technical Points will be assigned based on the offeror's clear demonstration of their abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects. Offerors may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal.

Cost will be scored separately from the technical review as described below. Cost will be scored for only those proposals that receive a score of (60) or above on the Technical Review. Costs must be realistic and responsive to the Scope of Work section of this RFP. Scoring of Cost Proposals will use the following formula: The Lowest Responsive Cost Proposal will receive thirty (30) points. Remaining bids will be calculated as: (Lowest Responsive Cost) divided by (cost of the proposal) multiplied by thirty (30). For example: If the low bidder (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for cost and service fee, and the total points available are thirty (30), vendor B's cost points are calculated as follows: $\$65,000 / \$100,000 * 30 = 19.5$ Overall cost of the proposal and costs relative to other proposals responding to this solicitation will be considered and will be a determining factor in the award of this contract. The District seeks proposals that are reasonable, cost-efficient, and realistic for the target population. Responses must also demonstrate that costs accurately reflect local industry wage and cost scales. For the purposes of this cost evaluation, the **total proposed cost** of the offeror shall be evaluated.

The evaluation team shall also make a determination regarding the realism of proposed costs. Should the evaluation team determine that proposed costs are too low to be realistic (e.g., do not reflect prevailing wages and / or industry standards), a proportionate adjustment factor may be applied to the total proposed cost prior to scoring.

ISBE participation will be scored as follows:

1. ISBE 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 the Non-ISBE vendor's total proposed cost that will be subcontracted to ISBEs by the Non-ISBE vendor's total proposed cost. For example, if the Non-ISBE vendor's total proposed cost is \$100,000, and it subcontracts a total of \$12,000 to ISBEs, the non-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 proposed cost that will be subcontracted to ISBEs and the amount that will be self-performed by the ISBE vendor by the ISBE vendor's total proposed cost. For example if the ISBE vendor's total proposed cost is \$100,000 and it subcontracts a total of \$12,000 to ISBEs and will perform a total of \$8,000 of the work itself, the ISBE Vendor's participation rate would be 20%.

The offeror with the greatest ISBE participation rate shall receive the maximum ISBE participation points (6). All other offerors submitting ISBE participation plans shall receive ISBE participation points in accordance with the following formula:

$$\left(\frac{\text{Offeror's ISBE participation rate}}{\text{Greatest ISBE participation rate}} \right) \times (\text{Maximum ISBE participation points})$$

For example, if Offeror A has the greatest ISBE participation rate at 20%, and Offeror B's ISBE participation rate is 12%, Offeror A will receive 6 bonus ISBE participation points. Offeror B will receive $(12\% / 20\%) \times 6$ points, or a total of 3.6 ISBE participation points.

Section 9 - Tentative Schedule and Target Dates

The following dates represent the District’s plan for completing all tasks and milestones related to the scope of this RFP. These dates are provided for informational purposes only and should be considered tentative by prospective offerors:

Event or Milestone	Tentative Date
RFP Release	June 14, 2017
Pre-proposal Conference	July 10, 2017
Questions from Prospective Offerors	July 14, 2017
Responses to Questions	July 28, 2017
Proposal Submissions Due	August 4, 2017
Proposal Evaluation	August 5, 2017 - August 21, 2017
Selection of Firm	August 22, 2017
Award / Signature of Contract / Notice to Proceed	September 1, 2017
Stage I RIDE Application Submission (not in RFP scope)	October 1, 2017
Resolution of RIDE Comments / Questions regarding Stage I Application	November 30, 2017
Draft Stage II Application Submission to Building Committee	January 2, 2018
Revisions of Stage II Submission	January 2, 2018 - January 8, 2018
2nd Draft Stage II Application Submission to School Committee / School Committee Approval	January 9, 2018
Revisions of Stage II Submission (if necessary)	January 10, 2018 - January 22, 2018
Approval of Stage II Submission by School Committee	January 23, 2018
Stage II RIDE Submission	February 1, 2018

Resolution of RIDE Comments / Questions regarding Stage II Application	April 10, 2018
RIDE Approval of Stage II	May 1, 2018
Public Informational Meetings Related to Bond Referendum	May 2, 2018 - August 30, 2018
Contract term end date	August 31, 2018
Public Bond Referendum	November 6, 2018

Attachment A: Scope of Facility Need

The following outline presents highlights from the East Providence High School Feasibility Assessment Report, as presented to the East Providence School Committee by the SLAM Collaborative on March 13, 2017. These items are intended to form the basis of a Statement of Need, to inform an RFP for Architectural / Engineering Services for Phase II of the new high school project. This document is intended to provide a basic idea of the general scope of the requirement and is not intended to serve as a prescriptive specification. For additional detail see the aforementioned SLAM Feasibility Assessment, provided as an attachment to this RFP.

I. Meet the Needs of a 21st Century School

A. Overarching Physical Requirements

1. New facility must provide approximately 270,000 square feet of total usable space
2. New facility must be situated somewhere on the current school ground
3. New facility must allow for convenient, pedestrian transit to existing Career and Technology Center (CTC) facility
4. Windows and doors that provide adequate, diffused natural light
5. Americans with Disability Act (ADA) compliant entrances / egresses
6. Compliance with all applicable building and fire codes, including (but not limited to) the 2012 International Building Code (IBC); Rhode Island SRC-1-2002;

B. Design Layout for Educational Operations

1. ADA compliant entrances / egresses to / from all spaces
2. Adequate power distribution to all classrooms, laboratories, libraries and other educational spaces
3. Adequate Information Technology (IT) wiring and / or wireless access in all educational spaces
4. Organizational Concept based upon the “Academies” model allowing for
 - a) Science, Technology, Engineering and Math (STEM) or Science, Technology, Engineering, Arts and Math (STEAM) Academy
 - b) Fine Arts Academy
 - c) Health Occupations/Athletics Academy
5. “Right-sized” educational space
 - a) 34 general classrooms of 950 sq ft each
 - b) 2 Substantially Separate Special Education classrooms of 950 sq ft each
 - c) 23 Special Learning spaces of various size, allocated as follows:

- (1) 7 Physical Education spaces, to include gymnasium, locker rooms and fitness center
- (2) 1 Health
- (3) 3 Music, to include space for both instrumental and choral instruction
- (4) 5 Art
- (5) 7 Business
- d) Capacity for eleven (11) Classroom/Laboratories of at least 1200 square feet each
- e) Five (5) science prep rooms of 250 - 300 sq ft each, between pairs of classroom / laboratories
- f) One (1) chemical storage room of 200 sq ft
- 6. Capability of meeting requirements of 21st Century teaching modalities
 - a) Career-Tech integration in academies
 - b) Interdisciplinary teaching and learning
 - c) Blended learning
 - d) Distance learning
 - e) Project-based learning
- 7. Additional program space
 - a) Presentation space with Black Box theater
 - b) Communication center with television studio
 - c) Community center
- 8. Teacher Planning Spaces
 - a) Four (4) spaces allowing for approximately 50 sq ft per occupant
 - b) Each with kitchenette and restroom
- C. Design Layout for Administrative Operations
 - 1. ADA compliant entrances / egresses to / from all spaces
 - 2. Main office adjacent to main entrance so as to present a welcoming, yet secure focal point for employees, students, parents and visitors
 - 3. Guidance suite accessible by parents
 - 4. Adequate Information Technology (IT) wiring and / or wireless access in all educational spaces
- D. Design Layout for Support Operations
 - 1. ADA compliant entrances / egresses to / from all spaces
 - 2. Auditorium that is suited for musical and theatrical performances, with a stage of approximately 2400 sq ft and is capable of simultaneously seating all students
 - 3. Library supporting collaboration and construction of projects
 - 4. Adequate parking for student drivers and employees

5. Adequate and efficient plumbing, to include supply, drainage and sanitary piping
6. Adequate and efficient lighting in all spaces
7. Adequate and efficient Heating, Ventilation, and Cooling (HVAC) systems
8. Adequate cafeteria and kitchen to prepare meals for between 1500 and 2000 students
9. Adequate Information Technology (IT) wiring and / or robust wireless access in all educational spaces
10. Exterior camera surveillance system providing coverage of the entire building
11. Therapy spaces for Occupational and Physical Therapy (OT and PT)
12. Dining and food preparation center capable of serving entire student body
13. “Right-sized” custodial and maintenance space
14. “Right-sized” storage space
15. Appropriate number of restrooms for students and employees

Attachment B: Insurance Requirements

The Architectural and Engineering Firm (“The Firm”) 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 Firm from claims set forth below which may arise out of or result from the Firm’s services under the Contract and for which the Firm may be legally liable, whether such services be by the Firm or by a subcontractor 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 firm’s obligations.

The insurance required by herein 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 firm. The District and the City of East Providence shall be named as Additional Insured.

- a. Commercial General Liability: \$2,000,000 General Aggregate Limit (other than Products-Completed Operations)
 \$2,000,000 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

Attachment C: Industry Questions and District Responses

1. Will any consideration be given to a firm selected extending their contract award? Will the firm selected in RFP continue for Phase III?

The scope of work established in this Request for Proposals is limited to activities related to submission of the Stage II Application Package and follow-on activities. Those activities related to Stage III are outside this scope of work.

2. Is the current 1,500 enrollment increasing or decreasing in 10 years?

The EPSD is unable to answer this question at this time. A report by the New England School Development Council (NESDEC) is pending and when released, can be made available upon request.

3. What was school size for present high school?

Refer to the Feasibility Assessment Report produced by the SLAM Collaborative and referenced in Section 1 of the RFP. Per that report, the area of the existing facility is 240,047 square feet.

4. Has the State released the Jacobs Report?

No, it will be available to the public when released by the State.

5. Would East Providence School District reconsider the current rates of insurance in the RFP?

The Commercial General Liability and Professional Liability Insurance requirements have been reduced in this amendment to \$2,000,000. The previous reference to Excess Umbrella Liability (\$40,000,000 per occurrence) has been deleted from this amendment.

6. Will the pool be eliminated or another pool being built from scratch?

There is no pool in scope of the services required by this RFP.

7. If impacted by the construction, will the soccer field be relocated?

The siting of a new facility need not depend upon the current location of fields on the property. However, if the proposed design calls for removal or demolition of the existing fields, then the design must provide for those fields to be reconstructed elsewhere on the property.

8. Will school operations continue during construction?

Yes, school operations must continue during any construction.

9. Will the present high school be destroyed?

The work performed in accordance with this RFP will determine whether the existing facility will be demolished.

10. How much will RIDE reimburse the district for this project?

The current reimbursement rate for East Providence is 54% -58%.

11. Will school building continue to operate as center for refuge in a disaster?

Yes, the school shall continue to operate as a center of refuge in the event of a disaster. Likewise, the refurbished or newly constructed school will also operate as a center for refuge.

12. Will there be public informational meetings?

Yes, and the successful vendor should expect to support one to two public meetings per month, totaling between 4 and 8 hours. Additionally, the successful vendor should plan to support working meetings with district officials totaling approximately 24 hours per month.

13. Who will be involved in the design process?

The Building Committee, architect, and a group of stakeholders, as specified by the Building Committee, will be involved in the educational visioning for the project. Additionally, key stakeholders to include the Building Committee will interface with the successful vendor in developing the design. Please note Section 4 of the RFP, Specific Activities, Paragraph 2.b.

14. With regard to RFP for architectural designers RIDE is specific with requirements. Will there be any modifications once RIDE reviews?

All information relevant to this question is expressed in the RFP.

15. How soon for construction to begin?

The EPSD is unable to respond to this question at the present time.

16. Any problems with students going to school here?

School operations must continue during any construction.

17. Can we do an earlier addendum on our timeline?

Addendum 1 to the RFP, to include responses to industry questions, will be posted no later than July 21, 2017.

18. Will all addenda be posted on website?

Yes, all addenda will be posted with RFP.

19. RFP Page 7, Item #2 - Is the reference to “Design Development Documents” intended to read as “Schematic Design Documents”?

This reference in the original RFP was inadvertent, and has been deleted from Amendment 1 of the RFP.

20. Schematic Design: Is a conceptual planning level of Schematic Design (ie, that can be done by the architect) acceptable, or is Schematic Design intended to be 100% complete, with a submission that has the required engineering drawings for a Final RIDE Schematic Design Review (ie, RIDE Construction Regs section 1-09 list). (SD usually takes a few rounds—a first draft / concept is probably acceptable for planning purposes, but is it acceptable to EP / RIDE.)

Please refer to RIDE’s Necessity of School Construction Information, Architectural Feasibility Study. A link to the RIDE document is provided in Section 1 of this RFP.

21. Are TIN / W9's required from Bidder's Sub-contractors? (I assume no, since the bidder would pay the sub-contractors).

No, the EPSD does not require W9s from sub-contractors.

22. ISBE: Are these required to be on a State or Town list to qualify, or are any entities owned by Women or Minorities qualifying?

This is fully explained in Section 7 of the RFP.

23. Numerical Description & Educational Program requirement—what of this is provided as part of Stage I?

Please refer to RIDE's Necessity of School Construction Information. A link to the RIDE document is provided in Section 1 of this RFP.

24. Curriculum Goals & Instructional activity – are these from Stage I / faculty or from community-engagement workshops?

The goals were derived from the Stage I faculty workshop.

25. Will the town or the consultant collect and provide the following:

a. School capacity by school & grade, w/ 5yr enrollment projection

b. Map of district w/ sites

c. Attendance area

d. Map of nearest adjacent districts (showing their buildings & attendance areas)

e. Non-school buildings evaluated for conversion (age, location, size, services, cost and needed modernization)

f. Abandoned school buildings

The information to be provided to the successful vendor is fully described in this RFP.

26. Any Transportation Traffic Plans already available from the City?

There are no transportation traffic plans currently available.

27. A number of the Ride Stage II requirements are pertinent only in a re-use option (ie, survey of facility systems/ 2 years of energy use / structural evaluation of existing buildings) and some are pertinent to only new construction (ie, soil survey)

Noted.

28. Should we include analyzing other sites, including site purchase plan, or just the current location?

Pending the outcome of the detailed schematic and for the purposes of this proposal, the only site under consideration at this time is the current site, located at 2000 Pawtucket Avenue in East Providence.

29. Operating Budget & Impact on District – will School provide data for this?

Yes

30. Are there portions of the SLAM report that EPSD does not agree with? If so, have they addressed these with RIDE? The five year plans and the SLAM report appear to be generally in agreement, but it would be good to know if there were any grey areas.

No, East Providence School Department concurs with the Feasibility Assessment Report by the SLAM Collaborative.

31. The RFP states that the consultant is responsible for development of a financing plan. Please clarify the District's expectation regarding the exact role the consultant is expected to fill for this particular task.

The District will develop and share the financing plan. This requirement was eliminated from the scope of work in this Amendment 1 to the RFP.

EPSD RFP for Architectural and Engineering Services, Amendment 1, July 21, 2017

32. What role, if any, is the consultant expected to fill regarding completion of Stage I? If the Stage I submission is rejected by RIDE and must be resubmitted, is it assumed that the consultant would contribute to this effort as part of the contract?

Please refer to Section 4 of this RFP, Specific Activity 1.

33. Is it expected that the work identified for other facilities (middle schools and elementary schools) in the District's five year plan will be included in the RIDE Stage II submission?

No, the high school is the only facility within the scope of work of this RFP.

34. What level of enrollment projections are available (ie, standard NESDEC data or in-depth analysis reviewing potential development projects in town, etc)

A report by the New England School Development Council (NESDEC) is pending and when released, can be made available upon request.

35. Are CAD drawings of existing building available?

No.

36. Is career and tech center a potential demo? Or slated to be renovated/repaired?

There are no plans to demolish the CTC at this time. Design products associated with this scope of work may incorporate the CTC, and may connect the CTC to the new or refurbished main building. Please refer to Attachment A, Item I.A.3 of this RFP.

37. Per RIDE Design & Educational Program– Are there previous Stage II District-Wide / Capital Improvement Plans / Surveys of other school buildings available?

*The 5 year capital plan is available on the EPSD website, at the following URL:
http://www.epschoolsri.com/filestorage/157/Five_Year_Plan_by_School.pdf*

38. Can Slam report satisfy structural certification / mechanical system survey?

Please see SLAM Report –Executive Summary and Architectural Assessment, and refer to the RIDE Necessity of School Construction document, referenced in this RFP.

39. Is EP already logged data into Energy Star Portfolio Manager?

No

40. Initiate Lead & Document stake-holder workshops: How much do you want? (A few presentations and a community forum or multi-week stake-holder charrettes).

The successful vendor should expect to support one to two public meetings per month, totaling between 4 and 8 hours. Additionally, the successful vendor should plan to support working meetings with district officials totaling approximately 24 hours per month.

41. RFP Page 7, Item #3 - Is it the Districts intention to strive for LEED Silver certification? Or to meet NE-CHPS with RI amendments?

Our intention is to meet the NE-CHPS requirements while striving for LEED Silver certification.

42. RFP Page 7, Item #8 – What re-design would be required since the feasibility study is intended to establish a design solution and project budget? If re-design will be required; please identify the “available project budget.”

The budget estimate associated with construction has yet to be developed, and will be informed by the outcome of the work detailed in this RFP. Please refer to SLAM Feasibility Assessment Report for the most current information pertaining to construction cost.

43. RFP Page 8, Item #2.b - How many school and community workshops should be anticipated?

The successful vendor should expect to support one to two public meetings per month, totaling between 4 and 8 hours. Additionally, the successful vendor should plan to support working meetings with district officials totaling approximately 24 hours per month.

44. RFP Page 9, Item #2.h – Please define “Other related duties as required.”

Other duties are to be determined.

EPSP RFP for Architectural and Engineering Services, Amendment 1, July 21, 2017

45. RFP Page 9, Section 5, Item #1 – Should this reference experience with NE-CHPS? Or does the District want experience with USGCC LEED?

Our intention is to meet the NE-CHPS requirements while striving for LEED Silver certification.

46. Have there been any revisions/updates to the March 13, 2017 Feasibility Assessment Report (by SLAM) and if so, could you share the revised report as an Addendum to this RFP?

There have been no revisions or updates to the report referenced in this RFP.

47. On page 7, General requirements of the scope of work are as follows:

11. Requires a “computer generated 3-D walkthrough”. Is this a request for a site and building exterior walkthrough, an interior walkthrough of the High School or both?

The requirement is for both.

48. Page 16: During Public Informational Meetings, May – August 2018, will the A/E team be expected to make the presentation or attend in a support role?

The successful vendor should expect to attend, support and present as required. The estimated requirements with regard to time are provided earlier in this RFP.

49. The District is submitting the RIDE Stage 1 application independently. The submission requirements of RIDE Stage 1 include District & Community Demographics and Education Program Due Diligence, including an Approved Educational Program certified by the School Committee. Has the District engaged demographic and educational planning services for the Stage 1 application? As part of this RFP, “Section 4 - Scope of Work” requires the validation of current educational program (item 3) and validation of educational planning, enrollment projections, etc. (item 5). Please define more clearly the extent of Demography and Educational Planning that The District will provide in Stage 1 vs. what the Consultant is expected to provide in Stage II.

Please see earlier responses regarding NESDEC and RIDE Necessity of School Construction Requirements - Section 1. Also, see responses to questions 23 and 24.

50. The Stage 1 Application due date is October 1, 2017. Is The District intending to submit Stage 1 at or near the deadline, or earlier?

The deadline date has not been established, and the District is unable to provide a response to this question at this time.

51. At the Pre-Proposal conference, there was a brief reference to other potential building sites, but this appeared to be dismissed. The RFP clearly indicates that the any renovation or new construction shall be conducted on the existing site. Please confirm that there are not additional sites to be considered.

Pending the outcome of the detailed schematic and for the purposes of this proposal, the only site under consideration at this time is the current site, located at 2000 Pawtucket Avenue in East Providence.

52. What is the status of existing documentation? The Feasibility Assessment report provided by SLAM contains detailed architectural floor plans. Will the awarded consultant be provided Autodesk Revit and/or AutoCAD drawings at this level of detail? Are there corresponding documents for MEP/FP? Is there an existing survey of the site? If this documentation is publicly posted, could you please point us as to where?

No editable electronic files of existing building are available. It is anticipated that as part of site planning under the general requirements, the vendor will provide a site survey displaying the applicable meets and bounds, wetlands edge, preliminary grading and topography. The site survey will become property of East Providence School Department.

Attachment D: Pre-Proposal Conference Attendees

NAME	CONTACT INFORMATION
Larry Trim	Kaestle Boos Associates
Brian Solywoda	Kaestle Boos Associates
Nicole Green	Kaestle Boos Associates
Michael van Hamel	SMMA
Michelle Viola	Aharonian & Associates, Inc.
Derek Osterman	Colliers International
Michaela Fournier	NEMD Architects
Ken DeCosta	Pare Corporation
Edward Cifune	DBVW Architects
Taber Caton	Searle Design Group
Justin Hopkins	Techton Architects
James G. Work	East Providence
Paul Work	East Providence
Edward Lupinek	Studio Jaed
Catherine Ellithorpe	S L A M
Eric Army	Studio Meja
Melissa Bagga	Searle Design Group
Mark Saccoccio	Saccoccio & Associates Architects
Raymond Dusseault	eDesign Services