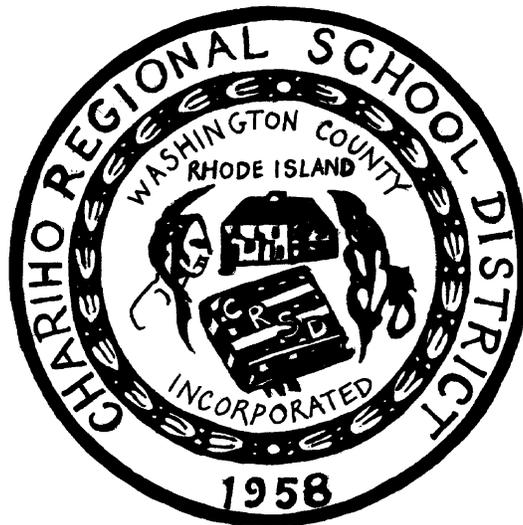


CHARIHO REGIONAL SCHOOL DISTRICT

Request for Proposals

Architectural, Design, and Engineering Services for Public School Construction and Site Improvements



Optional Pre-Proposal Conference
December 7, 2016 at 9:00 AM

RFP Due and Opened Publicly
December 27, 2016 at 10:00 AM

Director of Administration and Finance
CHARIHO Regional School District
455A Switch Road
Wood River Junction, Rhode Island 02894

Advertisement for Proposals

The CHARIHO Regional School District hereinafter called the "Owner" will receive sealed proposals for the following:

Architectural, Design and Engineering Services for Public School Construction and Site Improvements

Optional Pre-Proposal Conference, December 7, 2016 at 9:00 AM at the CHARIHO Administration Building, 455A Switch Road, Wood River Junction, RI 02894.

General proposals shall be received and opened publicly at the office of the Director of Administration and Finance, 455A Switch Road, Wood River Junction, Rhode Island, no later than December 27, 2016 at 10:00 AM for the **Architectural, Design and Engineering Services for Public School Construction and Site Improvements**.

Proposals/Bids received after the stipulated time shall not be accepted.

All proposals/bids must be submitted in sealed envelopes marked **Architectural, Design and Engineering Services for Public School Construction and Site Improvements**.

Copies of the proposal/bidding documents and performance specifications can be requested electronically at www.chariho.k12.ri.us/bids or will be available at the Optional Pre-Proposal Conference or by calling the Director of Administration and Finance at 401-364-3260.

Equal Opportunity / Affirmative Action Employer

**Request for Proposals
Architectural, Design and Engineering Services for
Public School Construction and Site Improvements**

Project Background

The Building Committee is soliciting proposals from qualified firms to provide comprehensive architectural, design and engineering services for construction of the R.Y.S.E. School and related site improvements.

The total budget for the project is \$6,000,000. Please see <http://www.ryreferendum.org> for additional information about this project.

This is a Request for Proposals

The purpose of this request is to select the most and best-qualified architectural, design and engineering company to design and oversee construction of a permanent R.Y.S.E. School and related site improvements. The consultant shall report directly to the Building Committee. All legal action related to this project will be carried out by the Building Committee.

Architectural, Design and Engineering Responsibilities

As part of this contract, the scope of work for the architectural, design and engineering company will include the tasks listed below. The architectural, design and engineering company shall perform these tasks for the construction projects pending satisfactory performance review by the Building Committee whose decision shall be final and binding. The vendor selected under this solicitation will be subject to the Rhode Island Department of Education's (RIDE) School Construction Regulations, the Northeast Collaborative for High Performing Schools protocol, and the terms of this request. RIDE will review the project at the Schematic Design, Design Development, and 60% Construction Document Phases. Vendor must receive approval from the Building Committee and RIDE prior to commencing with the next phase.

Energy efficiency is an important consideration. If appropriate to the design of this project, the architect and/or engineer will collaborate with the National Grid Company to achieve any cost reductions possible through the company's rebate program for energy efficient design.

The project will strive to achieve a Housing Aid reimbursement incentive. Additional reimbursement funds are available to approved new construction projects that demonstrate energy and water efficiency cost reduction beyond the minimum school construction threshold requirements as defined in the Northeast-CHPS.

Districts are eligible for 2% additional reimbursement funds for projects that achieve energy efficiency 30% above the RI Building Energy Code; 3% additional reimbursement for energy efficiency 40% above the RI Building Energy Code; and 4% additional reimbursement for energy efficiency 50% above the RI Building Energy Code.

- Participate in meetings with staff, parents, community groups, regulatory agencies, and other interested parties, as needed, and consider work products developed to gain R.I. Department of Education approval to develop a practical and functional design for the construction of the R.Y.S.E. School and related site improvements that will best serve the educational and fiscal interests of the School District in the years ahead,
- Consider energy conservation and sustainable design elements in the design of the construction of the R.Y.S.E. School and related site improvements,
- Prepare schematic design documents based on the mutually agreed-upon program, schedule and budget for the construction of the R.Y.S.E. School and related site improvements,
- Prepare design development documents based on the approved schematic design documents and updated budget for the construction of the R.Y.S.E. School and related site improvements,
- Prepare, submit, and process all complete applications to acquire any necessary local, state, or federal approvals required for the construction of the R.Y.S.E. School and related site improvements,
- Prepare construction documents (all plans and specifications) based on the approved design development documents and updated budget for the construction of the R.Y.S.E. School and related site improvements, (Third party review of all construction documents will be required)
- Prepare independent construction cost estimates (quantity take-off estimates) needed at end of schematic design, design development, and completion of contract documents
- Prepare a monthly cost report that includes actual costs for activities underway by the consultant, forecasts for future expenditures, comparisons of actual to proposed costs, an analysis of project budget trends and variances, and a monthly cash flow report,
- Prepare construction schedule that includes critical path elements and event scheduling,
- Provide estimate for weather delays and set dates for completion,
- Maintain a master schedule of all design and construction activities and classroom changes and movements,
- Assist the Building Committee to pre-qualify and interview potential contractors, and assist in the development and administration of the bid process,
- Obtain competitive bids and prepare contracts for construction to be awarded and executed by the District,
- Analyze and provide written recommendation of all successful bidders regarding public construction bid results,
- Develop and maintain a bonding and insurance log identifying all parties that must provide bonds or insurance, including certificates received, expiration dates and renewal status,
- Construction administration services during construction, including attendance at all job meetings as the owner's representative and active supervision of construction. Provide complete and thorough site inspections and ensure project adheres to all plans, specifications, work quality and safety requirements,
- Review and approve all project-related contractor invoices during construction and construction work,

- Prepare and maintain a master project change log that incorporates all change orders, change requests, and change proposals, noting who initiated and the status of each, and the final agreed upon cost,
- Review, evaluate, resolve and document all claims, including, but not limited to, claims for additional time, additional cost, unknown conditions, and for errors and omissions in the construction plans and specifications,
- Prepare and submit a monthly written progress report to the Building Committee,
- Prepare punch list upon substantial completion of construction. Provide oversight and confirmation that all punch list items are fully corrected,
- Document the receipt of all warranties and guarantees. Conduct inspections to determine the date or dates of substantial and final completion, and
- Attend public meetings, as directed.

Qualifications of Architectural and Engineering Team

The following is a list of qualifications that the architectural and engineering team shall have:

- Rhode Island registration and licensing in the appropriate and applicable disciplines,
- Certificate of Good Standing from the state of Rhode Island,
- Thorough knowledge of Rhode Island Building Codes, applicable architectural access regulations, and all applicable state statutes, building codes and regulations, including, without limitation, the provisions of Rhode Island General Laws 37-13-1 et. seq., as amended, entitled “Labor and Payment of Debts by Contractors”,
- Thorough knowledge of Rhode Island Fire Safety Codes,
- Extensive and recent experience with the design and construction of new schools in New England in amounts similar to the projected cost of construction of the R.Y.S.E. School and related site improvements,
- Knowledge and experience in the design and construction of alternative schools,
- Must identify the key person, specialists, and individual consultants for this project (Substitutions of staff must be approved and authorized by Building Committee),
- Extensive knowledge of current technology such as telecommunications, wireless communications, television/broadcast technology, and computers and Internet access to serve schools,
- Strong interpersonal, communication, and presentation skills,
- Upon award of the contract, ability to secure professional liability insurance for error and omissions as well as commercial general liability, automobile liability, and workers’ compensation insurance, in such amounts commensurate with potential liability, as approved by the Building Committee. The Building Committee shall require a certificate of insurance company licensed to do business in the State of Rhode Island. The Building Committee reserves the right to renegotiate all insurance coverage during all phases of this entire project,
- Must have familiarity with Rhode Island Department of Education procedures, rules and School Construction Regulations.

In general, applicants must have excellent written and oral communications skills; the ability to interact effectively with a wide variety of constituencies; and Northeast Collaborative of High Performing Schools (NECHPS) protocol knowledge. Respondents must also be able to cope with a high degree of variety of work, manage complex and demanding activities, meet agreed-upon timelines, and work independently.

Architectural and Engineering Proposal Submissions

Each architectural and engineering team shall include the following elements in their proposal submissions:

- Background description for all firms/organizations, including sub-consultants that will have a role on the project, including an explanation of areas of specialty, technologies used, and knowledge of procedures, requirements, and practices related to construction of public schools in Rhode Island,
- Names, qualifications, and resumes of all key personnel to be assigned to the project, including sub-consultants with enough detail to demonstrate that its staff has significant project management experience,
- A complete and detailed organization chart that identifies and explains the roles and responsibilities of key personnel for the construction of the R.Y.S.E. School and related site improvements,
- A description of the firm's approach to the construction of the R.Y.S.E. School and related site improvements,
- A chronological list of recent middle, and high school, and alternative school construction projects that the firm has undertaken (within the last five years) of comparable size and complexity, including names, titles, and telephone numbers of references for each,
- Information on cost control experience on at least five (5) comparable school projects, including the construction cost estimate at the time of public bid, the actual construction bid of the lowest, responsive bidder, the final construction cost including all change orders, the final project cost including all fees paid for the planning, design, and construction of the similar school projects, and the architectural and engineering firm's fees for design and management of the project,
- List of all projects that the architectural and engineering firm currently has under contract including the construction contract amount submitted by the lowest, responsive bidder and subsequently accepted, the date bids were received, the anticipated final construction costs including all change orders, the scheduled completion date, the actual anticipated completion date, and the architectural and engineering company's fees for design and management of the project including anticipated fees to complete the project if it is currently under construction,
- List of all current and prior projects in which the firm is involved in unfavorable litigation and/or arbitration,
- Evidence of professional liability insurance,
- Evidence of the firm's financial stability,
- At least three (3) references of persons who are familiar with your work. The Building Committee is to have express permission to contact references in person, by phone,

- and/or correspondence,
- Provide reference names and phone numbers of last three (3) projects completed.
 - The applications must list the consultants they intend to use for the following categories of project engineering:
 - a. Civil
 - b. Mechanical
 - c. Electrical
 - d. Plumbing/Fire Protection
 - e. Structural
 - f. Landscaping
 - g. Furniture and Equipment
 - h. Technology
 - i. Hazardous Materials
 - j. Educational
 - k. Fire Alarm
 - l. RI Fire Codes
 - m. Construction Administration
 - n. Safety

The Building Committee reserves the right to reject the choice of any consultants.

Project Schedule

- Add a timeline that includes contract award, design and construction.
- The schedule will be finalized before contract execution.

Cost Proposal

Responders will submit a lump sum fee proposal in response to this Request for Proposals for Architectural, Design and Engineering Services for Public School Construction and Site Improvements.

Payment

No initial retainer will be paid upon signing the contract and the established fee will be proportioned at the conclusion of each of the following phases:

- A. Schematic Design 20%
- B. Design Development 20%
- C. Construction Document Phase 25%
- D. Bidding and Negotiation Phase 5%
- E. Construction Phase 30%

Each Proposal shall be limited to 30 sheets (60 pages) of written material, which shall be printed on both sides of the sheet (8 ½ by 11). The 60 page limit excludes staff resumes and the firm's financial information including the most recent audited financial statement. Proposals shall be organized in accordance with the proposal submission criteria list above.

Fifteen (15) copies of the bound document shall be addressed to the Director of Administration and Finance, and received at the Administration Building December 27, 2016 at 10:00 AM at the following address:

CHARIHO Regional School District R.Y.S.E. Building Committee
Administration Building
455A Switch Road
Wood River Junction, RI 02894

Selection Process

The Building Committee shall implement a selection process by issuing this Request for Proposal in which proposers are requested to prepare and submit a proposal that meets the requirements presented herein. The Building Committee reserves the right to conduct interviews following receipt of the proposals. This process is described in more detail in the sections below. Failure to comply with all of the terms, conditions and provisions of this Request for Proposals may result in the rejection of the submitted proposal as non-responsive.

Selection Criteria The ranking and selection will be based on the following criteria:

- Current relevant experience on similar projects,
- Past performance on public school projects, including completing the design and contract documents in a compressed time frame, cost control, and quality of work,
- Ability to control scope and cost during design and construction,
- Knowledge of public construction laws, regulations, and procedures in Rhode Island,
- Experience, expertise, and professional registration/license of the Project Manager and other key personnel,
- Geographic location and availability of Project Manager and other team members,
- Familiarity with the operation and maintenance of school facilities,
- Completeness and quality of the proposal,
- Competitiveness of the architectural and engineering team's fees on the comparable school projects listed herein,
- Competence to perform the services as reflected by technical training and education; general experience; experience in providing the required services; and qualifications and competence of persons who would be assigned to perform the services;
- Ability to perform the services as reflected by workload and the availability of adequate personnel, equipment, and facilities to perform the services expeditiously;
- Past performance as reflected by the evaluation of private persons and officials of other governmental entities that have retained the services of the firm with respect to such factors as control of costs, quality of work, and an ability to meet deadlines;

- Potential to present proposals and recommendations (within budget) designed to meet requirements for additional energy-related school construction aid reimbursement from the RI Department of Education;
- Identity and qualifications of the consultants who will work with the applicant on the project.
- Demonstrated evidence that responsibility is taken for errors and omissions related to inspections and subsequent approvals.

Pre-Proposal Conference

An optional pre-proposal conference shall be held on December 7, 2016 at 9:00 AM at the Administration Building, 455A Switch Road, Wood River Junction, RI 02894. The purpose of this session is to provide a brief overview of the project. Available information shall be discussed and questions shall be received. Attendance at this conference is optional.

Interviews

The applicants may be required to appear for an interview before the Building Committee, and submit supplemental written explanations and information. It is expected that the Project Manager from the architectural and engineering team shall be present for this interview.

Minimum Requirements of Architect and Engineering Team

Upon award of this project, the architectural and engineering team will be required to sign a contract that includes, but is not limited to, the following provisions:

- Certification that the architectural and engineering team has not given, offered, or agreed to give any gift, contribution, or offer of employment as an inducement for, or in connection with, the award of the contract for design services,
- Certification that no consultant to or subcontractor for the architectural and engineering team has given, offered, or agreed to give any gift, contribution, or offer of employment to the architectural and engineering team or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of the contract by the architectural and engineering team,
- Certification that the architectural and engineering team has internal accounting controls and that the architectural and engineering team has filed and will continue to file an audited financial statement,
- Requirements that the architectural and engineering team will:
 - Maintain accurate and detailed accounts for a specified period after final payment,
 - File regular statements of management concerning internal auditing controls,
 - File an annual financial statement,
 - Submit a statement from an independent certified public accountant that such CPA has examined: management's statement above and whether such statements are reasonable with respect to transactions and assets that are substantial in relation to architectural and engineering team financial statement,
- Architectural and engineering team must file a "truth-in-negotiations certificate" prior to being awarded the contract, which must be incorporated into the contract.

The architectural and engineering team selected and its employees, subsidiaries and any related entity shall be precluded from bidding on any other component of the planning, design, or construction of this project.

Additional Terms and Conditions of Procurement:

1. **Cancellation of RFP.** This Request for Proposals may be cancelled, or all proposals rejected, if it is determined, in writing, that such action is in the best interest of the Building Committee.
2. **Determination of Responsibility.** The Building Committee may conduct a reasonable inquiry to determine the responsibility and qualifications of an applicant. The failure of an applicant to promptly supply information in connection with a reasonable inquiry may be grounds for a determination of non-responsibility or non-qualifications with respect to an applicant.
3. **Disclosure of Applicant Information.** Except as otherwise provided by law, information furnished by an applicant may not be disclosed outside of the Building Committee without prior written consent of the applicant.
4. **Proposal Guarantee/Withdrawal.** Applicant may withdraw their Proposal, by written request, prior to, but not after the time set for Proposal submission. Thereafter, proposals are irrevocable for a period of not less than sixty (60) days, and may not be withdrawn or modified.
5. **Costs.** All costs associated with developing or submitting a Proposal in response to this request, or associated with oral or written clarification thereof, shall be borne by the offeror. The Building Committee assumes no responsibility for these costs.
6. **Late Proposals.** Any proposal that is not received by the Building Committee at the date and time for submission of proposals will be determined to be late and not considered.
7. **Revisions to Request.** The Building Committee may modify this Request for Proposals, prior to the date fixed for submission of the Proposals, by issuance of an addendum or addenda to all parties who have received the Request for Proposal. The Building Committee may extend the deadline for Proposal submission, if, in the Building Committee's judgment, the revisions make this necessary.
8. **Incurred Expenses.** Any costs incurred by applicants in preparing or submitting a Proposal to the Request for Proposals, will be the sole responsibility of the applicants and will not be reimbursed by the Building Committee.
9. **Time lines.** (1) Construction is projected to begin in Spring/Summer 2017.
10. **Contract & Fee.** Contract will be developed by the Building Committee in conjunction with the successful bidder. Fees for all architectural design to be negotiated. The proposer will be held responsible for any change orders and costs that are caused by lack of not having fully coordinated drawings.
11. **Responsibility of Firms Providing Architectural, Design and Engineering Services.** Errors and omissions related to inspections and subsequent approvals shall be the sole financial responsibility of the provider of architectural, design and engineering services.

USEFUL LINKS

[**RIDE's School Construction Regulations**](#)

[**Design Reviews and Construction Phase Guidance**](#)

[**NECHPS Protocol**](#)