Town of
CUMBERLAND
Rhode Island

REQUEST FOR PROPOSALS

BID # 2016-0108-01

ARCHITECTURAL/ENGINEERING SERVICES PROPOSAL FOR THE DESIGN AND CONSTRUCTION OF THE CUMBERLAND PUBLIC SAFETY COMPLEX

Proposal Due Date:
February 05, 2016 (2:00 pm)

TABLE OF CONTENTS

1. INTRODUCTION
- 1.1. PROJECT SCOPE SUMMARY
- 1.2. PROJECT BACKGROUND

2. RFP SCOPE OF WORK
- 2.1. PROJECT SCOPE OF WORK
- 2.2. BUILDING CODE AND COMPLIANCE WITH OTHER DESIGN STANDARDS
- 2.3. PROJECT SPECIFIC REQUIREMENTS

3. RFP TERMS AND CONDITIONS
- 3.1. SUBMISSION OF BIDS - DEADLINE
- 3.2. MANDATORY PRE-BID MEETING
- 3.3. POTENTIAL MODIFICATIONS TO RFP PROCESS & DISCRETIONARY SELECTION
- 3.4. NO IMPLIED OFFER
- 3.5. INCURRED COSTS
- 3.6. INDEMNIFICATION AND HOLD HARMLESS
- 3.7. SUPPLEMENTAL TERMS AND REQUIREMENTS FOR BIDDING

4. PROCEDURES
- 4.1. BIDDERS QUALIFICATIONS
- 4.2. COMMUNICATIONS PROCEDURES
- 4.3. QUESTIONS AND ANSWERS
- 4.4. THE PROPOSAL
- 4.5. SELECTION CRITERIA
- 4.6. SELECTION PROCESS

5. TOWN TERMS AND REQUIREMENTS FOR BIDDING
- INSTRUCTIONS
- NOTICE TO VENDORS
- CONSTRUCTION AND SERVICE TERMS

1. INTRODUCTION

1.1. PROJECT SCOPE SUMMARY

The Town of Cumberland is seeking bids for design and construction administration services for a new Public Safety Building. The building will house the Cumberland Police Department (all functions), dispatch services for police, fire and rescue, and administrative facilities for the Fire and Rescue Services Departments.

Based on preliminary planning, the building is anticipated to be approximately 21,000 square feet in size, and will be built adjacent to the existing Police Station along North Garden Street.

1.2. PROJECT BACKGROUND

The Town of Cumberland Police Department is currently located in a building at 1380 Diamond Hill Road (Rt.114) in Cumberland, approximately 1 mile south of the intersection of Rt. 114 and Rt. 295. The Police Department is housed in a building originally constructed in the 1960's, with a significant renovation undertaken in the 1980's.

The existing facilities are antiquated, with numerous features not in compliance with current and past building codes. In addition to this, the facilities located within the building are too small for the size of the Department, which numbers approximately 50 officers and support staff. The building has limited handicapped accessibility and is not an inviting structure for visitors.

The new project location is in close proximity to Garvin Memorial Elementary School, as well as an existing Little League baseball field. This will require special attention during the design and construction phases to allow the continued use of these facilities, both of which are critical to the Town. Design of the facility and surrounding spaces (parking, pedestrian areas, etc.) must take existing activities at both of these venues into consideration. Additionally, the location is surrounded by a residential community. All elements of the design shall consider the location of the complex in relationship to the adjacent neighbors.

2. RFP SCOPE OF WORK

This Request for Proposal ("RFP") is being provided for the purpose of obtaining bids for consideration by the Town of Cumberland. This RFP and your Proposal will be the basis for and be incorporated into any resulting agreement between the Town of Cumberland and the successful bidder. Proposals submitted in response to this RFP shall represent a firm offer to contract on the Terms and Conditions in this RFP.

2.1. PROJECT SCOPE OF WORK

The Town of Cumberland is seeking bids for design of the new Public Safety Complex, as well as project administration functions following the award of the project to a general contractor. The project will consist of three major phases:

2.1.1. Preliminary Design Phase – In this phase, the architectural team will provide a preliminary design of the facility, including a floor plan, elevations and a proposed site layout drawing.

2.1.2. Detailed Design Development – After the preliminary design and layout stage has been concluded, the specifics of the project's drawings, specifications and details will be refined, culminating in the issuance of construction documents to be publicly bid in accordance with Rhode Island General Laws.

2.1.3. Construction Administration of the project in accordance with Section 23-27.3-128.2.2 of the Rhode Island State Building Code. These services will include:

- Conduct pre-bid conference with interested bidders.
- Provide assistance in the bidding process and review bids with the Town.
- Preparation of a standard AIA contract between the Town and the general contractor.
- Provide on-site inspectional services to monitor progress of the work and ensure that all work is being performed in accordance with the design documents.
- Review monthly progress payment requests and make recommendations for approval.
- Maintain correspondence with all parties, including change order requests, RFI's, testing/inspectional services, general correspondence, etc.
- Represent the Town in solving problems/disputes with contractors or subcontractors regarding the performance of the work.

- Negotiate and process legitimate change orders to the contract, and present to the Town for approval.
- Conduct weekly meetings with the general contractor and Town officials.
- Prepare a punch list of work requiring correction and work with the contractor to ensure timely completion of the punch list.
- Certify project completion and assist in obtaining the Certificate of Occupancy.
- Transfer all project files to the Town of Cumberland (electronically), including as-built drawings, correspondence, etc.

2.2. BUILDING CODE AND COMPLIANCE WITH OTHER DESIGN STANDARDS

The design shall be in accordance with the latest officially adopted version of the Rhode Island State family of codes, and other building standards and guidelines published by professional policing and corrections organizations:

- The Rhode Island State Building Code (SBC) Series.
- The Rhode Island Fire Safety Code and Elevator Safety Code.
- Chapter 20 - Town of Cumberland Code of Ordinances; Land Disturbing Activity.
- Chapter 30 - Town of Cumberland Code of Ordinances; Planning and Development.
- Rhode Island Stormwater Design and Installation Standards.
- "Police Facility Planning Guidelines"; published by the International Association of Police Chiefs (latest version).

- Commission on Accreditation of Law Enforcement Agencies (CALEA) for general guidelines/standards concerning holding facilities, property areas and communication centers.

The building should be designed structurally and architecturally to meet essential facility requirements in accordance with applicable building codes and ordinances.

2.3. PROJECT SPECIFIC REQUIREMENTS

The design of the new facility must accommodate the following:

Police Department

55 uniformed personnel
7 dispatchers
4 civilian personnel

Rescue Services Administration

5 uniformed and civilian personnel

Fire Department Administration

5 uniformed and civilian personnel

3. RFP TERMS AND CONDITIONS

3.1. SUBMISSION OF BIDS – DEADLINE

The deadline for the submission of proposals is 2:00 PM Eastern Time on Friday, February 05, 2016. Failure to comply with this deadline can lead to the immediate rejection of the bidder's proposal. The schedule of bid activities is as follows:

Event	Due Date
Base RFP Issued	January 13, 2016
Mandatory Pre-Bid Meeting	January 20, 2016
Last Day to Submit Questions	January 27, 2016
Proposal Due Date	February 05, 2016
Target Date for Review of Proposals	February 08, 2016
Final Interviews	February 15, 2016
Anticipated Award Date	March 16, 2016

All information prepared by the bidder and proposal content shall be the property of the Town of Cumberland.

3.2. MANDATORY PRE-BID MEETING

A mandatory pre-bid (pre-proposal) meeting will be held on Wednesday, January 20, 2016 at 1:00 PM in the Town Council chambers at the Cumberland Town Hall, 45 Broad Street, Cumberland, RI.

3.3. POTENTIAL MODIFICATIONS TO RFP PROCESS & DISCRETIONARY SELECTION

The Town of Cumberland, in its sole discretion, reserves the right to amend, supplement, terminate, negotiate or otherwise change all or part of this RFP, the process used for evaluation of the bids, and/or of the expected schedule information. The Town of Cumberland also reserves the right to:

- Reject any or all bidder's proposals.
- Establish any and all evaluation criteria of the bidder's proposal submitted in response to this RFP as it may deem appropriate.
- Take any other actions it deems appropriate or necessary in relation to this RFP process.

3.4. NO IMPLIED OFFER

The issuance of this RFP does not imply that the Town of Cumberland is extending an offer to enter into a contract with any of the recipients or respondents. No agreement or other binding obligation on the Town of Cumberland is implied or will occur until an Agreement (Contract) is executed by both the Town of Cumberland and the Architect/Engineer.

3.5. INCURRED COSTS

The bidders remains solely responsible for all costs of preparing, submitting and resubmitting its proposal and any other prior or subsequent activity associated with the RFP process, including the evaluation of the proposal, bidders presentations, meeting attendance, due diligence, and/or contract negotiations, regardless of whether or not the Town of Cumberland enters into an Agreement with the bidders.

3.6. INDEMNIFICATION AND HOLD HARMLESS

The Architect/Engineer shall, at its own expense, protect, defend, indemnify and hold harmless the Town of Cumberland, its elected and appointed officials, employees and volunteers and others working on behalf of the Town of Cumberland against any and all claims, damages (including but not limited to direct, indirect, incidental, consequential, special and punitive damages), costs, lawsuits and expenses including, but not limited to, all costs from administrative proceedings, court costs, and attorneys fees, that may incur as a result of any acts, omissions, or negligence of the selected firm, its employees or agents or

its subcontractors, or any of their officers, employees, or agents which may arise out of the contract.

3.7. SUPPLEMENTAL TERMS AND REQUIREMENTS FOR BIDDING

Reference is made to Section 5 of the RFP, as described herein, for supplemental Terms and Requirements for Bidding, as issued by the Cumberland Finance Department.

4. BID AND SELECTION PROCEDURES

4.1. BIDDERS QUALIFICATIONS

All work is to be performed by firms, or individuals within forms, that have at least ten (10) years of experience in municipal projects of similar size and scope to this project. Firms must have relevant experience with the building type and program and be familiar with Federal, State and other requirements for this type of facility.

All qualified bidders shall provide at least three (3) references for completed projects that are similar to the size and scope of this project. All referenced contact information shall include the name, telephone number and e-mail address for the contact person. The Town of Cumberland may make such investigations that it deems necessary to determine the ability of the bidder to perform the architectural and engineering scope of services for this project.

A statement of qualifications must be submitted as part of the proposal containing a listing of the key personnel to be assigned to the project, statement of availability of key staff members, and their experience in other facilities of this nature.

4.2. COMMUNICATION PROCEDURES

The bidders must fully comply with the protocols set forth in this RFP or as otherwise communicated by the Town of Cumberland. The primary contact concerning this RFP is noted below. No bidders' personnel should contact or attempt to contact any Town personnel related to this RFP, including Police Department members or Town employees, without first having obtained the primary contact's approval.

The primary contact for this RFP is:

Department	Name	E-Mail
Public Safety Complex Building Committee	George Stansfield	gstansfield@cumberlandri.org

4.3. QUESTIONS AND ANSWERS

All questions should be asked via e-mail, and shall be directed to the primary contact at the e-mail address noted above. Answers will be provided via e-mail to all bidders. The Town of Cumberland reserves the right not to reply to any or all questions submitted by bidders.

No clarifications, interpretations, or responses to other questions regarding this RFP will be made orally to any of the bidders. All responses to written inquiries, interpretations, or supplemental instructions, if required, will be issued by addendum, and will be transmitted via e-mail to all prospective bidders no later than three (3) days prior to the proposal due date. The bidders shall acknowledge receipt of the addendum in the proposal submission.

4.4. THE PROPOSAL

The Town of Cumberland must receive the bidders' proposal by Friday, February 05, 2016 before 2:00 PM. Proposals shall remain valid for a period of 60 days from the proposal due date. The proposals must be presented in spiral-bound or 3-ring binder format. Proposals shall be submitted in sealed envelope(s), addressed as follows:

Town of Cumberland
Finance Department
45 Broad Street
Cumberland, RI 02864

Eight (8) copies of the proposal must be provided. One copy shall be sent electronically to the primary contact. Responses, once submitted, cannot be withdrawn for the term of the validity period except with the written consent of the Town of Cumberland. The Town of Cumberland will only select compliant offers in accordance with all terms and conditions of this document.

Each respondent shall include a Written Proposal and a Cost (Fee) proposal. The written proposal will include a statement of the firm's understanding of the project, the project objectives and the scope of work. Further, the written proposal shall include a design schedule and a suggested construction schedule. If the bidder proposed to use subcontractors for specific components of the design and development work, a list of subcontractors and information on their experience and qualifications must be included in the written proposal.

The Cost (Fee) Proposal shall be a breakdown of the costs associated with the three (3) major phases of the project (Preliminary Design, Detailed Design and Construction Administration). Estimated reimbursable expenses shall also be presented for the respective design and construction administration services.

4.5. SELECTION CRITERIA

Proposals shall be evaluated against the criteria listed below. The order in which the criteria are listed does not reflect the importance of each in the overall selection process. A weighted system of values will be assigned to the criteria listed below by the Public Safety Building Committee prior to the receipt of proposals. The criteria are as follows:

- Bidder's experience with the design and construction of Public Safety Complexes, Police Stations, Emergency Services Facilities, Fire Stations, Rescue Facilities, etc.
- Experience of proposed project team members.
- Bidder's experience in working in, at, or adjacent to existing facilities that must remain in service.
- Bidder's expertise and track record in implementing and supporting such services, as well as feedback from clients who have had experience with the bidder for similar projects and services.
- Demonstrated flexibility/creativity of the bidders.
- Solid, experienced organization with a good reputation.
- Overall understanding of the context and the requirements expressed in the RFP.
- Quality, clarity and compliance to the required format of the proposal.
- Bidder's general qualifications including such factors as geographical presence, organization size, time in business, stability, etc.
- Pending work on other projects (availability).
- Total cost of the proposal for the services required.

This will be a qualifications-based selection process. It is the responsibility of the bidder to provide information, evidence, or exhibits which clearly demonstrate the ability to satisfactorily complete the project requirements and to fulfill the criteria listed above.

4.6. SELECTION PROCESS

The bidders should note that the Town of Cumberland intends to select three (3) finalists on the basis of the content of the written proposals judged against the criteria selection listed above. The Town of Cumberland will then schedule interviews with the three (3) bidders having the highest scores from the evaluation process. Final selection will be made after interviews are complete.

5. TOWN TERMS AND REQUIREMENTS FOR BIDDING

TERMS & REQUIREMENTS FOR BIDDING

Item Description: **ARCHITECTURAL / ENGINEERING SERVICES PROPOSAL FOR THE DESIGN & CONSTRUCTION OF THE CUMBERLAND PUBLIC SAFETY COMPLEX.**

Bid#: 2016-0108-01

Proposal Due Date: **February 05, 2016**

Bids must be submitted up to 2:00PM, on the above meeting date at Finance Department of Town Hall, 45 Broad Street Cumberland, RI 02864. Failure to comply with the deadline can lead to the immediate rejection of the bidder's proposal.

INSTRUCTIONS:

1. Vendors must submit sealed bids in an envelope, clearly labeled with the above captioned item or work. The bid envelope and information related to the bid must be addressed to the Finance Department of the Town of Cumberland, 45 Broad Street Cumberland, RI 02864. Communications to the Finance Department that are not competitive sealed bids (i.e. product information / samples) should have **"NOT A BID"** WRITTEN ON THE ENVELOPE OR WRAPPER.

2. Bids must meet the attached specifications. Any exceptions or modifications must be noted and fully explained.

3. Bidder's responses must be in ink or typewritten, and all blanks on the bid form should be completed.

4. The price or prices proposed should be stated both in **WRITING** and in **FIGURES,** and any proposal not so stated may be rejected.

5. Bids **SHOULD BE TOTALED.** Do not group items: price each item individually. Awards may be made on the basis of *total bid* or by *individual items*.

6. Each bidder is required to state in his or her proposal a full name and address; and must state the names of all persons or firms with whom they may be submitting a joint bid. All bids **SHOULD BE SIGNED IN INK.**

NOTICE TO VENDORS:

1. The recommendation for award will be made following the review and evaluation of sections 4.5 & 4.6 of this document.
2. No proposal will be accepted if made in collusion with any other bidder.
3. A bidder who is an out-of-state corporation shall qualify or register to transact business in this State, in accordance with R.I. General Laws (as amended). Sections 7-1-1.1-105. 7-1.1-106.
4. The Town of Cumberland reserves the right to reject any and all bids(s).
5. In determining the lowest responsible bidder, cash discounts for payments less than thirty (30) days will not be considered.
6. Where prices are the same, the Town of Cumberland reserves the right to award to one bidder, or to split the award.
7. Competitive prices may be obtained by all bidders attending formal bid opening. After a reasonable amount of time, tabulation bids may be seen by applying in person at the Finance Department, Cumberland Town Hall. Telephone or written request for the above will not be honored.
8. As the Town of Cumberland is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Taxes, prices quoted are not to include these taxes.
9. In case of error in the extension of prices quoted, the unit price will govern.
10. The contractor will not be permitted to either assign or underlet the contract, nor assign either legally or equitably any moneys hereunder. Or its claim thereto without the previous written consent of the Finance Director of the Town of Cumberland.
11. Delivery dates must be shown in bids. If not delivery date is specified, it will be assumed that an immediate delivery from stock will be made.
12. A certificate of insurance may be required of a successful vendor.
13. Bids may be submitted on an "equal" in quality basis. The Town reserves the right to decide equally. Bidders must indicate brand or the make being offered and submit detailed specifications if other than brand requested.
14. For contracts involving construction, alteration and/or repair work, the provisions of State Labor Laws concerning payment of prevailing wage rates apply (see R.I. General Laws, Sec. 37-13-1, as amended).
15. No goods should be delivered or work started without obtaining a purchase order.

CONSTRUCTION & SERVICE BID TERMS

1. It is hereby mutually understood and agreed that no payment for extra work shall be claimed or made unless ordered in writing by the Town of Cumberland.

2. Awards will be made within sixty (60) days of the bid opening. All bid prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.

3. Failure to deliver within the time quoted or failure to meet specifications may result in default action in accordance with the general specifications. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents and Acts of God.

4. Only one shipping change will be applied in the event of partial deliveries for blanket or term contracts.

5. The successful bidder shall, prior to commencing performance under the contract, attach and submit evidence that they have complied with the provisions of the Rhode Island Worker's Compensation Act Title 28, Chapter 29, Section 1. If the successful bidder is exempt from compliance under the Worker's Compensation Act, an officer of the successful bidder shall so state by way of sworn Affidavit, which shall accompany the signed contract.

6. The successful bidder shall prior to commencing performance under the contract attach and submit a certificate of Insurance, in a form and in the amount satisfactory to the Town by which the successful bidder will indemnify and hold harmless the Town during the term of the contract from and against all loss or damages arising from performance under the contract including all claims for personal injury or damages to property sustained by third persons, or their agents, servants and/or those claimed under them.

END OF DOCUMENT