



REQUEST FOR PROPOSALS

EXTERIOR SIGNAGE AT THE INNOVATION DISTRICT PARKING GARAGE

RHODE ISLAND CONVENTION CENTER AUTHORITY

One LaSalle Square, Providence, RI 02903



The following are critical dates and times:

RFP Notification: November 16, 2023

Mandatory Walk-through Meeting: Innovation District Garage on November 29, 2023 at 2:00PM

Proposals Due: December 15, 2023, 2:00PM

SUMMARY OF REQUEST

The Rhode Island Convention Center Authority is a public corporation of the State of Rhode Island responsible for multiple buildings including the Rhode Island Convention Center (RICC), the Amica Mutual Pavilion (AMP), the Veterans Auditorium (VETS), two parking structures at the Convention center, and the Innovation District Parking garage on Clifford Street. All the buildings are located in downtown Providence, Rhode Island.

The Rhode Island Convention Center Authority (the “Authority”) is seeking qualifications and proposals from qualified Signage firms for Design-Build Services for the Exterior Signage at the Innovation District Parking Garage through Schematic Design. A lump sum price for balance of design and construction shall be provided at the completion Schematic Design. The Authority reserves the right to negotiate the lump sum price.

The scope of work for Design-Build services required is described in this document. The Signage firm selected for this project will report directly to the Project Manager assigned to the project from the Authority. The Signage firm selected will assume full responsibility for the design, estimation, constructability reviews, construction, and close out processes.

PROJECT OVERVIEW

The Innovation District Parking Garage is a seven-level structure with a capacity of approximately 1,250 spaces. The precast concrete parking garage was constructed from 2018-2020 by the Authority to support the I-195 redevelopment. Currently, there exists no exterior signage on the building. The Authority is interested in developing an exterior package inclusive of branding, point of entry and informational signage. The anticipated scope of work for the project is outlined below.

SCHEMATIC DESIGN SCOPE:

- Site visits as necessary to analyze existing building conditions. The awarded firm shall consider structural capacity of existing building components, traffic flow and future/ongoing adjacent development. As-builts of the original construction of the parking garage will be made available to the awarded firm.
- Perform Code Review
 - Facilitate review with local/state Authorities Having Jurisdiction (AHJs) and provide written minutes.
- Facilitate User Meetings and provide meeting minutes
- Develop and present multiple options for consideration by the Authority. Presentation shall include exterior elevations and renderings, sample materials, preliminary estimates and schedule through installation. The presentation shall also include basis of design for any electrical scope as needed.
- Facilitate meeting with local authorities as necessary to develop preferred option.
- Deliver lump sum price to complete design and furnish and install signage.

GENERAL SCOPE:

- Provide all design, permitting, construction, and close out work for this project
- Work shall in general be limited to the exterior of the building, except for electrical or work which may extend to internal infrastructure.
- Include all overtime and weekend work, and expediting fees as needed to complete the work on time.
- Include all permits and fees for the work
- Provide a Builders Risk policy equal to the value of the contract.
- Provide as built in the form of CAD files and PDF's at the end of the project
- Provide a complete close-out package of warranties, O&M's and the like by the date of final completion.
- As part of the response, provide a sample Design Build Contract the proposer suggests be used.

Interior signage has previously been installed and is **NOT** part of the scope this project.

The Innovation District Garage shall remain occupied and operational throughout the duration of construction. The awarded firm is to coordinate around egress requirements and peak volume times.

The Owner's Project Manager for the Project is Hill International, Inc. They will be onsite daily throughout the duration of construction.

ESTIMATED PROJECT SCHEDULE:

- The mandatory pre-bid meeting shall be: 11/29/2023
- Questions are due by 10:00AM on 12/6/2023 by email in the form of a Word document attachment.
- Proposal package is due: 12/15/2023
- Interviews (if needed) for shortlisted firms are anticipated 1/2-5/23
- Award is anticipated by 01/31/23
- Delivery of the Schematic Design Build / Lump sum cost proposal shall be as needed to meet the construction schedule.
- Earliest Mobilization four weeks after award.
- Substantial completion date: 6 months after mobilization
- Final close out date: 2 months after substantial completion.

OTHER PROVISIONS:

- There is no trade parking available on site. The trades may park at their cost in the parking garage or on the street where they can legally park. The Authority assumes no responsibility for fines or towing costs for illegally parked vehicles.
- There is limited space onsite for a laydown area – but this must be coordinated with the Authority. Tradesmen in the building must wear clothing, (or badges), and hard hats that identify the company they work for.
- The Authority utilizes union labor internally to maintain and operate the buildings. It is anticipated that union labor will be utilized on this project.

REQUEST FOR PROPOSAL SUBMISSION
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The Authority will receive the qualifications and proposals for Design-Build services for the Dressing and Locker Room Renovations at the AMP.

Proposal Documents: three (3) printed copies and one complete copy on one (1) USB thumb drive must be submitted by US Mail and or Courier and received no later than **December 15, 2023, at 2:00PM, local time**, at which time a public proposal opening will be held in the Authority’s office where the proposals are to be delivered. Proposals received after that time and date will be returned unopened. All Proposals must be clearly and distinctly typed, pricing submitted on the pricing sheet provided, and the proposal must complete and sign the Proposal form. Once submitted, a Proposal becomes the property of the Authority.

Send Proposals to:

Attn: Daniel McConaghy, Executive Director
Rhode Island Convention Center Authority
One LaSalle Square
Providence, RI 02903

The outside of the envelope or package containing the bid should be marked “Dressing & Locker Room Renovations

Pre-Proposal Site Walkthrough

Firms submitting Proposals are required to attend the Mandatory Pre-Proposal site visit on **November 29, 2023 at 2:00 PM**. The Pre-Proposal site visit meeting will be held at the Innovation Garage District. Attendees should meet street level at the corner of Friendship & Richmond Street. Proposals will not be accepted from firms who do not attend the Pre-Proposal meeting.

During this meeting, the Authority will provide general overview of the scope of work as outlined in the RFP, take a tour of the project site and hold general discussions. Please e-mail Howard Allen, Purchasing Manager, at hallen@pvdricenter.com to RSVP for this meeting no later than **November 27, 2023 at 4:00PM**. **Please clearly state the company you are with along with how many people will be attending this meeting.**

Questions:

All questions regarding this RFP should be sent to Howard Allen, Purchasing Manager at hallen@pvdricenter.com in the form of a WORD document no later than **December 6, 2023 at 10:00AM**. Answers will be issued via Addendum on the RICCA website at (<https://www.riconvention.com/about-ricca/financials-rfps>) under the “RFPs & Financials” tab and on the RI State Purchasing Website.

PROPOSAL CONTENT REQUIREMENTS

For consideration, proposals must contain the requested information and address each item listed in this section. Proposals are to be organized in the same order as requested. Incomplete responses to any of these items or failure to submit complete proposal, as requested, may render your RFP response insufficient and may be denied further consideration. RFP responses that do not meet or exceed the requested information in each item requested will be considered incomplete.

Responses must be typed or printed. Any handwritten corrections made by the submitting firms must be initialed and dated by an officer of the firm. No changes or corrections will be allowed after responses are received. In the body of the proposal , provide:

- Design Build Team information.
 - Information regarding the history of the firm, its size, experience in the type of work requested, and any other information the firm considers helpful as to an evaluation of the firm.
 - If the firm is using an architect or contractor NOT part of the lead (prime) firm, provide the same information for that company and list any project the two firms have done together.
 - List of qualifications inclusive of 10 Design, Furnish and Install projects performed within the last 10 years. The list shall include a description of the project, size and cost of the project, a description of the project, and the name of the Owner’s contact with their email and phone number.
 - References from four projects with similar scope performed as the Design-Build prime per the Exhibit A (attached).
- Names of project team members and their qualifications to perform this work including but not limited to
 - Lead designer
 - Lead construction project manager
 - Construction superintendent
 - Mechanical / plumbing / Fire protection engineer(s).
 - Background information on any other subconsultant or outsourced service that will be used in connection with in-house personnel, and identify the extent to which such resources will be used.
- An initial schedule for the design and construction phases.
- Any other information the bidder considers helpful as to an evaluation of the bidder.
- Cost Proposal per the attached Exhibit B – Cost Proposal Form

GENERAL INSTRUCTIONS

To be considered, Proposer must provide the information requested herein, in writing, within the time frame specified. The Authority will compare proposals, ask any questions to all proposers, and move forward with the proposers who is the lowest responsible and best qualified Proposer as evaluated by the Authority.

A “Qualified Proposer” is a Proposer determined by the Authority to meet standards of business competence, reputation, financial ability, and product quality. A “Responsible Proposer” is a Qualified Proposer who has the capability in all respects including financial responsibility to perform full the requirements, and the integrity and reliability which will assure good faith performance.

Prohibition of Alterations:

Proposals which are incomplete, or which are conditioned in any way, or which contain erasures, alterations, or are not in conformity with the law may be rejected.

Tax and License Requirements:

Proposers must follow any and all laws it is subject to in their proposal for services.

Obligation:

The RFP does not obligate the Authority to contract for any services, expressed or implied.

Rejection of Proposals:

The Authority reserves the right to:

- Make all decisions regarding this proposal, including, without limitation, the right to decide whether a Proposal does or does not substantially comply with the requirements of this RFP.
- Accept, or reject in any terms of Proposer’s submission or any part thereof.
- To reject any or all proposals received.

The Authority shall not be responsible for any cost incurred by any proposer in the preparation of this proposal. It must be specifically understood that this RFP does not create any obligation on the part of the Authority to enter into any contract or undertake any financial obligation with respect to the items referred to herein. The proposer understands that, if selected, the Authority reserves the right to provide its opinion publicly and privately regarding proposers’ performance, throughout the entire project.

INSURANCE REQUIREMENTS

- Statutory Coverage Worker's Compensation Insurance with employer liability limits of \$500,000.00 for each accident, aggregate for disease, and disease of employee; and
- Contractors or subcontractors whose total job cost is less than \$25,000 - Broad Form Commercial General Liability Insurance naming the additional insureds set forth below with coverages in an amount of at least \$1,000,000 per occurrence and aggregate; or (b) Contractors or subcontractors whose total job cost is more than \$25,000 - Broad Form Commercial General Liability Insurance naming the additional insureds set forth below with coverage in an amount of at least \$2,000,000 per occurrence and aggregate.
- Except as otherwise expressly approved in writing, all contractors' policies should be broad form and shall include contractual liability, personal injury protection and completed operations coverage.
- The policies should be written so as to be primary and non-contributory.
- Each insurer must be licensed to do business in the State of Rhode Island, with a rating by Best's Insurance Rating Guide of at least A-X and coverage must be primary and non-contributory.
- A standard waiver of subrogation clause must be included for all policies.
- All coverage should be written so as to be primary of any applicable coverage carried by Owner and any other applicable ownership entity.
- Evidence of coverage to be provided via standard ACORD certificate of insurance form.
- **Payment and Performance Bonds equal to the value of the contract and all amendments will be required for the project.**
- **A Bid Bond pursuant to this solicitation is not required.**

Additional Insureds:

Rhode Island Convention Center Authority, SMG/ASM GLOBAL, Amica Mutual Pavilion, Rhode Island Convention Center, the State of Rhode Island, and their respective Directors, Officers, Agents and Employees should be listed as additional insured on a primary and non-contributing basis. Waiver of subrogation in favor of the additional insured should apply to the policy.

Certificate Holder Section should read as follows:

Rhode Island Convention Center Authority
1 LaSalle Square
Providence, RI 02903

EXECUTION OF CONTRACT

Should the Authority enter into contract with the awarded bidder, both parties will execute a mutually agreed upon form of contract.

RIGHTS RESERVED TO THE AUTHORITY

Notwithstanding any other provision of this Invitation the Authority reserves to itself the rights listed below.

A. Right to Modify Invitation Documents

The Authority reserves the right to modify or amend any provision of the Request for Proposal documents. Proposers should check the Authority's website for any modifications.

B. Right to Reject Any and All Proposals

Whenever the Authority deems it to be in the Authority's best interest, the Authority reserves the right, in its sole discretion, to cancel this Invitation, to reject any and all Proposals, to waive minor irregularities or informalities in a Proposal; to re-advertise; and to proceed in a manner other than awarding a contract under this Invitation. **The Authority will not waive, however, the requirement that proposers attend the Pre-Proposal Meeting and that Proposals be received by the Authority prior to the deadline for submission.**

C.. Additional Cause for Rejection

In addition to any other cause for rejection of a submittal stated in this Invitation, a proposal may also be rejected if there is evidence of collusion among proposers, if the proposer submitting it is in default or arrears under any prior or existing contract with the Authority or any other State of Rhode Island department or agency, or there is an unresolved claim between the proposer and the Authority or any other State of Rhode Island department or agency.

Any direct contacts made or attempted to be made by any Proposer with any Authority Board member prior to the selection of qualified Proposers will automatically disqualify a Proposer from any further consideration.

Proposers are advised that the Authority as a quasi-public agency of the State of Rhode Island its records, including statements submitted in response to Invitation are public records unless otherwise exempted under state law.

EXHIBIT A – PROJECT REFERENCES

EXTERIOR SIGNAGE – INNOVATION DISTRICT GARAGE

RHODE ISLAND CONVENTION CENTER AUTHORITY

PROJECT 1

Owner: _____

Contact Name: _____

Contact Title: _____

Phone Number: _____

Type of Services Provided and Dates: _____

Cost of Services Provided: _____

PROJECT 2

Owner: _____

Contact Name: _____

Contact Title: _____

Phone Number: _____

Type of Services Provided and Dates: _____

Cost of Services Provided: _____

EXHIBIT A – PROJECT REFERENCES (continued)

PROJECT 3

Owner: _____

Contact Name: _____

Contact Title: _____

Phone Number: _____

Type of Services Provided and Dates: _____

Cost of Services Provided: _____

PROJECT 4

Owner: _____

Contact Name: _____

Contact Title: _____

Phone Number: _____

Type of Services Provided and Dates: _____

Cost of Services Provided: _____

EXHIBIT B – COST PROPOSAL FORM

EXTERIOR SIGNAGE – INNOVATION DISTRICT GARAGE

RHODE ISLAND CONVENTION CENTER AUTHORITY

Name of Company: _____

Company Address: _____

Contact Person – Name: _____

Contact Person – Phone Number: _____

Proposal includes the following recognized addendum:

Scope Description	Cost (\$)
Design services through Schematic Design and delivering a Lump Sum Proposal for the balance of the work.	\$
Total Proposal Cost	\$

Print Name: _____ Title: _____

Signature: _____ Date: _____