

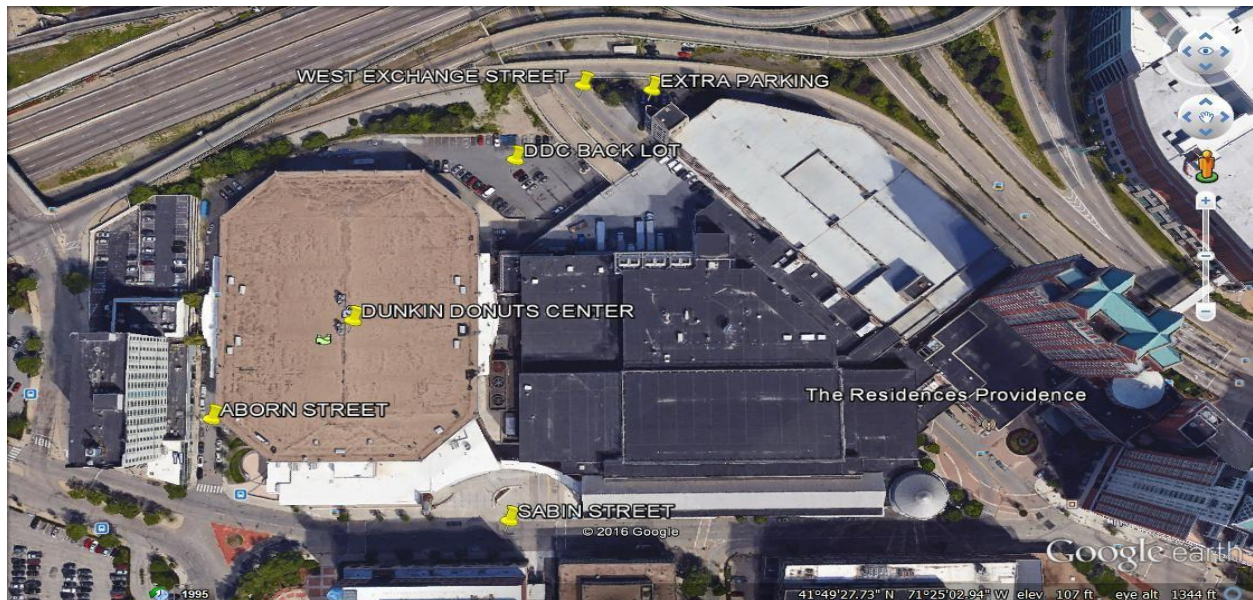


REQUEST FOR PROPOSALS

ROOF REPLACEMENT ENGINEERING, CONSULTATION AND MANAGEMENT AT THE DUNKIN DONUTS CENTER

RHODE ISLAND CONVENTION CENTER AUTHORITY

One LaSalle Square, Providence, RI 02903



The following are critical dates and times:

Respondent notification: Monday, October 18, 2021

**Mandatory walk-through meeting: Dunkin Donuts Center board room located on the
3rd Floor Administration on Monday, October 25, 2021, 2:00PM**

Bid response and opening date: Wednesday, November 17, 2021, 2:00PM

PURPOSE OF WORK

The successful Proposer will reserve the right to enter into an agreement to supply the Rhode Island Convention Center Authority with engineering, consulting and management services for the roof replacement at the Dunkin Donuts Center as outlined in this document.

DESCRIPTION OF FACILITY

The building is located at One LaSalle Square, Providence, RI 02903

The responses to this RFP will be evaluated and used as the basis for supplier selections for subsequent proposal discussions and negotiations. To maximize your opportunity for success in this process, we encourage you to provide your company's most competitive proposal in its initial offer.

REQUEST FOR PROPOSAL SUBMITTAL

The Rhode Island Convention Center Authority will receive proposals for Roof Replacement Engineering for the Dunkin Donuts Center. Bid Proposals Documents: three (3) printed copies and also saved on three (3) thumb drives and must be submitted by US Mail and or Courier and received no later than **Wednesday, November 17, 2021 at 2PM**. 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 Proposer must sign each proposal.

Send bid proposals to:

Rhode Island Convention Center Authority
IE: Roof Replacement Engineering
Attention: Daniel McConaghy Executive Director
1 LaSalle Square
Providence, RI 02903

Pre-Bid Site Walkthrough

Firms submitting proposals are required to attend the Mandatory Pre-Bid site visit on **Monday, October 25, 2021 at 2:00 PM**. The Pre-Bid site visit meeting will be held at the Dunkin Donuts Center Administration Board Room located on the 3rd floor.

During this meeting we will provide general overview of scope of work as outlined in the RFP, take a tour of the roof, and hold general discussions. Please e-mail or call Howard Allen Purchasing Manager at hallen@riconvention.com (401) 458-6016 to RSVP for this meeting no later than **Friday, October 22, 2021** (if leaving a message, please clearly state the company you are with along with how many people will be attending this meeting).

Rhode Island Convention Center Rights

The Rhode Island Convention Center Authority reserves the right to:

1. Reject any and all proposals.
2. Render a proposal unfit if the Proposer fails to follow the format of the RFP.
3. Require Proposers to submit additional appropriate information.
4. Inspect the Proposer's premises and/or other contracts they have completed.
5. Depending on the number of Proposers, choose a list of finalists to make oral presentations.
6. Negotiate with the company that is the successful Proposer.
7. Negotiate for a partial or selected list of services.
8. Negotiate with another proposer if negotiations with the first Proposer are not moving towards an acceptable agreement.

GENERAL INSTRUCTIONS

To be considered, Proposer must provide the information requested herein, in writing, within the time frame specified. The Rhode Island Convention Center Authority will compare bids, ask any questions to all bidders, and move forward with the vendor whom it feels most qualified.

Evaluation Elements

The compensation sought by the operator will be one of the factors in evaluating the firms. The Engineering firm selected to provide the Rhode Island Convention Center Authority with engineering will be evaluated using additional key evaluation elements, such as:

1. Company's Ability to Perform Scope of Work Required.
2. Cost-Structure of Proposed Services.
3. Financial Stability of the Security Service Provider.
4. Review and Analysis of Five (5) References Provided.

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 Rhode Island Convention Center to contract for any services, expressed or implied.

Rejection of Proposals

The Rhode Island Convention Center 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, reject, or negotiate modifications in any terms of bidder's proposal or any part thereof.
- To reject any or all proposals received.

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

REQUEST FOR PROPOSAL CONTENT

For consideration, the Proposer's proposal must contain the requested information. The Rhode Island Convention Center Authority reserves the right to reject proposals that are incomplete.

Responses must address each item listed in this section. Organize the submittal in the same order as requested. Incomplete responses to any of these items or failure to submit complete submittals, 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 submitting firms must be initialed and dated by an officer of the firm. No changes or corrections will be allowed after responses are received.

SCOPE OF SERVICES

Provide preconstruction and construction phase services including condition assessment, design, bidding, contract administration and on-site quality control.

1. Condition Assessment:

- Review available construction documents and interview knowledgeable parties
- Site survey to observe and document existing roof construction and potential project issues that will need to be addressed in design development, to include adequate flashing heights and detail conditions, MEP impacts, etc.

2. Design Development/Construction Drawings and Specifications:

- Prepare a roof plan and necessary roofing detail.
- Perform ASCE 7-10 wind uplift calculations to determine attachment criteria of new roofing system. Confer with AFM Insurance, the Authority's carrier, to ensure all their standards for design are met.
- Perform roof drainage calculations and general code review
- Review MEP conditions for modification and or engineering requirements
- Produce roof replacement drawings and technical specifications to be used for bidding and construction, including keynotes with typical and project-specific details. Standard AIA front end and contract docs to be used.
- Review the design document progress and bid package with the Client at 95% complete, incorporating revisions
- Issue a final 100% project bid package, including project manual and design drawings
- Coordination meeting – assume one meeting and one conference call during the Design Phase
- Assist the Rhode Island Convention Center Authority with the selection of a Construction Manager.

3. Bid Coordination and Analysis:

Work with the Construction Manager to:

- Assist the Construction Manager and Authority in developing a list of potential bidders for all trades.
- Answer bidders Request for Information (RFI's) with the Construction Manager.
- Collect, evaluate, and perform descope process of bidder submissions with the Construction Manager.

4. Construction Administration:

- Finalize project scope and contract value with the Authority and Construction Manager.

- Assist in facilitating pre-construction project meeting with the Authority and Construction Manager's selected project team
- Review and coordinate contractor schedule, sequencing, and material submittals.
- Answer construction phase RFI's, review quality control site inspection reports, and issue design clarifications as needed.
- Inspect contractor work in-place and in-progress. Estimate one (1) site inspection per week.
- Issue weekly project field reports with photo logs.
- Coordinate manufacturer and insurance carrier's site inspections with the Construction Manager.
- Check for conformance with the project manual and manufacturer's installation requirements
- Review monthly contractor payment requisitions.
- Attend weekly project meetings.
- Perform a closeout inspection including punch list development.
- Assist in project closeout, warranty compliance, and issuance.

PRICING OF SERVICES

Estimated Project Duration: For the purposes of determining the fee, assume two (2) twenty-one (21) week periods over two (2) years from May through October each year. While an estimate has not been done, please assume a project cost of eight million dollars (\$8,000,000)

Scope Description	Fee (\$)
Condition Assessment	\$
Design Development, Construction Documents and Specifications	\$
Bidding Coordination and Analysis	\$
Construction Administration	\$
Total	\$

Provide Details on Personnel Working on Project, i.e. Sr Project Mgr., Principal, Consulting Architect/Engineer.

Type of Personnel

- | | | | |
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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 Commonwealth of Massachusetts, 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.

Additional Insureds:

RI Convention Center Authority, SMG/ASM GLOBAL, Dunkin Donuts Center, Rhode Island Convention Center, the State of Rhode Island's 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 Convention Center Authority
1 LaSalle Square
Providence, RI 02903