



Rhode Island Convention Center Authority

Questions & Answers for RICCA OPM Services

December 9, 2022

Question	Answer
Regarding the Project Approach: Will one architect be utilized for the multiple design services?	<i>This is to be determined collaboratively by the Authority, OPM and building operator.</i>
Will one GC/CMR be used for all the construction services?	<i>This is to be determined collaboratively by the Authority, OPM and building operator.</i>
Regarding Procurement: It is stated, "Projects will be procured by the Authority through various methods depending upon the nature of the specific project(s).." Could this be explained more?	<i>Some of the projects will be bundled and managed through a GC or CM at Risk. Other projects will be bid directly to Trade Contractors (i.e. mechanical, electrical, seating vendors, digital signage vendors, etc.)</i>
Regarding Building Commissioning: Will the RICCA be looking for the GC/CMR to provide this service?	<i>This is to be determined collaboratively by the Authority, OPM and building operator. The Authority will look to the collective insights of its team members to best determine who will provide these services contractually.</i>
The RFP and the heading on the bid form suggest "Full Time" but the line item which references the OPM's time is noted at 20hr/week, in the meeting they said to use the 20hrs/week. Please confirm "Full Time" is 20 hours per week.	<i>Firms should consider the role of Senior Program Manager as 20 hours per week.</i>
On the cost proposal form for Part-Time Support, can you please clarify how many hours and who is included in this section?	<i>The two anticipated positions are listed under this header. One is Administrative Support which is to be proposed as a lump sum over the period of January 1, 2023 through June 30, 2025 and the other is the Project Executive which is anticipated for 520 hours over the same timeframe.</i>
We note that in the RFP it speaks to having a full time Sr. Project manager. In the Cost Proposal Form it says "20 hours per week" under the "Full time on-site staff. Please clarify if the "20 hours" should read "40 hours". We see the density of activities based on the number of jobs to require more than 20 hours a week for some portions of the project duration.	<i>Firms should consider the role of Senior Program Manager as 20 hours per week.</i>

Question	Answer
The scope of Pre-design and Design Services refers to cost estimates, and reconciliation of estimates, but it also says "If appropriate review the Architects Cost estimates. Work with the Architect and cost estimator to reconcile discrepancies in the two cost estimates. Provide a comparative Cost estimate, if requested." The Cost proposal calls for the OPM to propose on "cost estimates" but until the packaging of the work is established, and the number of estimates established, that cost cannot be calculated. Can the bid form be modified to show an allowance for Estimates to be carried and the RFQ require the OPM to propose on an estimator to perform estimates should those be "requested"?	<i>The Authority will change the line item to be an allowance for estimating services and will require <u>each proposer</u> to carry \$50,000. Please see the revised Exhibit 3 – Cost Proposal Form Revised RICCA OPM.</i>
In the cost proposal the "Administrative Support" is called to be a lump sum. What personnel are expected to be included to be covered by this section? Does that include all home office staff for instance? Because this work is a monthly support effort for the OPM based on duration, should the Bid form ask for a lump sum cost per month based on the total duration?	<i>Please carry a lump sum amount for Administrative Services required to support the Senior Program Manager over the period specified.</i>
Is there a project management system the Authority uses at this time, or should the OPM put in place its own system for tracking and monitoring the projects?	<i>The OPM should anticipate using its own systems.</i>
If the Authority requests the OPM to provide added personnel to watch construction activities full time, how will that be handled? Should the OPM include resumes of candidates?	<i>As discussed at the mandatory pre-proposal meeting, the Authority anticipates there will be some fluidity throughout this overall assignment. If added resources are required, the Authority will handle these as they arise. The bid form includes a \$20,000 allowance for such services. No added services will be allowed unless approved in advance in writing by the Authority. Feel free to include resumes as you deem appropriate.</i>
Where should the cost of scheduling support be included? Until the packaging of the projects is established, a cost cannot be calculated.	<i>Do not include the cost of scheduling at this time.</i>