

Request for Proposals – Architectural/Engineering (A/E) Services for Central Falls School District– Districtwide Projects

Central Falls, Rhode Island

Administration of Project: Central Falls School District (CFSD)

Project Name:	Central Falls Schools – District Wide Projects	Response Deadline:	Friday, January 21, 2022 10:00AM
Project Location:	Multiple Locations	Project Number:	2021-0015
Town/City:	Central Falls	Project Contact:	City Clerk Jahaira Rodriguez
Owner:	City of Central Falls/Central Falls School District	Contracting Authority:	City of Central Falls/Central Falls School District
Construction Delivery Method:	TBD	Prevailing Wage:	N/A

Bids are due no later than January 21, 2022 at 10:00 AM. Envelopes containing bids must be sealed and addressed to City Clerk Jahaira Rodriguez at Central Falls City Hall, 580 Broad Street, Central Falls, RI 02863 and must be clearly marked with the Name and Address of Bidder Bid Due Date and Time, and Title. Bidders must include one (1) original, three (3) copies and one (1) Digital (soft) copy for Public Use on CD or flash drive of the Bid.

Submit all questions regarding this RFP in writing to the Purchasing Agent, Jahaira Rodriguez at Jrodriguez@centralfallsri.us by January 10, 2022, at 4:00 PM with the project name and number included (phone calls will not be allowed). Questions, if any, and responses will be posted on the City of Central Falls website at <https://www.centralfallsri.gov/> and <https://www.bidnetdirect.com/rhode-island> as an addendum to this solicitation. Bidders are responsible for checking the City's website for all addenda distributed in response to questions and requests for additional information.

Please refer to Instruction to Bidders, Attachment C for complete information

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PROJECT OVERVIEW

A. Introduction

With a population of 22,583¹ Central Falls, Rhode Island is the smallest and most densely populated City in the State. The historically working-class City is an ethnically rich community, and the only "majority minority" city in Rhode Island. The Central Fall School District ("CFSD") serves 2,676 pre-kindergarten through 12th grade students. The District is governed by a 7-member Board of Trustees, established in 2013 by the State Legislature.

In November 2021 constituents of Central Falls overwhelmingly approved its share of a \$144 million, state backed bond to fund various capital projects throughout the District, including a new High School and other new construction, renovation, addition options. The City and District have begun the Rhode Island Department of Education Housing Aid Reimbursement process and submitted the Necessity of School Construction Application in September 2021 with ongoing District-wide master planning.

The multiple projects will be a major undertaking for the City of Central Falls ("the City") and present a once in a lifetime opportunity to ensure existing and new facilities meet the future needs of the District. As such, the CFSD and the City (jointly referred to as "the Owner") seek competitive proposals that demonstrate the respondents' qualifications and abilities to facilitate the visioning, planning and design of 21st Century learning spaces for children in Central Falls.

A New High School is critical to the District and initial analysis efforts have begun in parallel to the master planning. Preliminary site feasibility including geotechnical, geo-environmental, and civil reports of the proposed Higginson Avenue location will be completed in January 2022. All site investigation work will be available to the selected candidate.

While Master Planning and Programming has begun the following is a summary for the proposed school projects. The A/E firm will be tasked with supporting the completion of this effort and determining approach to master plan in coordination with preparation of a Stage II submittal. Current efforts suggest the following projects, however approach and projects may evolve as analysis is ongoing:

- Central Falls anticipates consolidating its existing 6 schools to 4 or 5 schools.
- Central Falls High School will be a new construction at Higginson Avenue. The site is under City control, and preliminary site investigation is ongoing.
- Renovation, and potential addition of at least 2 school buildings.
- Demolition of current High School and construction of a new elementary school.
- Expanding access to the Dual Language Program; may include expanding to 7th -12th grades to the existing pre-kindergarten through 6th grade program.

The Building Committee adheres to the rules published in Improving Rhode Island's Public School Houses, Necessity of School Construction Information and Instructions ("The Applicable Instructions") and is charged with leading the planning and construction of all of the impacted facilities.

The Peregrine Group, in partnership with CGA Project Management, has been retained by the City of Central Falls ("the City") and the Central Falls School District ("CSFD") to serve as the Owner's Project Manager.

¹ 2020 US Census Estimates

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Project Description

Facilities Equity Initiative

- CFSD expects to be awarded up to \$4 million funding for improvements to the Calcutt Middle School under RIDE’s Facilities Equity Initiative Pilot Program. The selected A/E Firm will support CFSD to refine project scopes, procure services and support construction activities. All projects must be completed by December 31, 2022. Please see Exhibit A, FEI Application letter for a list of anticipated projects.

Necessity of School Construction Application: Stage I + II

- CFSD anticipates receiving formal comments from RIDE on their September 2021 Stage I application. The selected A/E firm will assist CFSD in its response and any amendments or necessary revisions to the Stage I submission.
- The successful firm will build upon previous work completed under Stage I including community engagement and visioning to establish project priorities and schedules while assessing building conditions and types of improvements. The work will inform the Districtwide Master Planning and Programming and ultimately lead to the identification and execution of multiple projects across the district. It is anticipated that a significant amount of the previously generated Stage I information will be useful.

C. Scope of Services

- The Central Falls School District (CFSD) is seeking Architectural & Engineering (“A/E”) services to support RIDE Stage I response; RIDE Stages II (Schematic Design); Facilities Equity Initiative Project Implementation at Calcutt Middle School. Reference RIDE Regulations for additional information and requirements. The Owner may also elect to retain from the A/E as needed for future phases subject to an acceptable negotiated fee. The Owner has yet to determine the Construction Delivery method.
- Existing and relevant data collected during the previous application process will be made available, and any cost saving should be considered in the response.
- At the discretion of the Owner, the selected A/E firm may be retained for future phases of the Project(s) including Stage III and IV of RIDE’s approval process.
- As required by the Agreement and as properly authorized, provide the following categories of Basic Services:

Necessity of School Construction Application: Stage I Response + Stage II:

- Coordinate, lead and document community engagement including the initiation of stakeholder workshops to inform the RIDE applications. The successful A/E firm shall address Stage I findings in Stage II and may develop construction alternatives that shall include detailed cost estimates as needed.
- Review data and documentation provided by CFSD, develop Vision, Program, Educational Specifications, Schematic Design in accordance with RIDE applications requirements and obtain approval. Submit all required documents for Stage I and Stage II approval.
- Make recommendations to CFSD regarding adjustments necessary to align the district needs with funding constraints and RIDE requirement.

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- Design and consulting services shall include, but are not limited to educational planning and visioning, community engagement, demographics, site planning, civil, geotechnical, landscape, architectural, structural, life safety, telephone/data, security, food service, interior, FF&E, vertical transportation, acoustics, lighting, environmental/hazmat testing, survey, traffic, existing conditions and other design-related services necessary to comply with RIDE requirements. Procurement of additional firms that may be required to support project development will be determined on a case-by-case basis
- Program / Educational Specification Verification, Schematic Design and any other scope to meet Stage II requirements.

Facilities Equity Initiative

- Design Development, Prepare Master Specifications, Prepare Design Documents and Specifications, Prepare Design Standards, Construction Document Preparation, Bid Documents, FF&E Bid Documents Bidding Support Construction Administration, Project Closeout and Post-Construction services, special inspections, and certifications necessary to obtain a Certificate of Occupancy, and any other services required by CFSD.
- The overall objectives of this RFP include the following:
 - All services shall be performed in accordance with industry standards, the requirements of the Rhode Department of Education School Construction Regulations and NE CHPS.
 - Basic services include, but not necessarily limited to, all meetings required by the Client, verification of existing record information including building dimensions, details and general conditions, educational planning, programming and educational specification verification, career tech planning and integration, cost estimating, construction technical specifications, architecture, civil, survey, sanitary, mechanical/HVAC, electrical, plumbing, fire protection, structural, site planning and landscape architecture, interior design, environmental permitting, graphics & signage, vertical transportation, lighting design, acoustical design, technology, telephone, data, communications and security design, audio-visual, any specialty consultants for sustainability design, laboratory, library/media, food service kitchen design, FF&E, and FF&E installation management, code/accessibility, consultants, accessibility, energy evaluations, hazmat assessment and plan preparation, detailed cost estimates; preparation of construction documents that may include early release packages, bidding and administering the Construction Contract Documents and other design and consulting services required to fulfill the project goals and necessary to perform design in compliance with the cited RIDE School Construction Regulations. All work shall be designed in accordance with applicable State, Federal, and Local code, ordinances and regulations.
 - Sustainability objectives:
 - CFDS seeks to renovate its facilities with the highest awareness of health, wellness, and environmental sustainability in mind. This includes subjects like energy consumption, healthy materials, (i.e., avoiding redlist materials to the maximum possible), and expanding opportunities to integrate students, faculty, and staff with the natural world.
 - CFDS recognizes that its ambition for environmental sustainability may not be achievable in its entirety within the allocated budget. Yet, CFSD prefers to set more ambitious targets for the projects as a means to seek qualified candidates who can assist CFSD in balancing long-term goals for environmental sustainability with the immediate needs of the District. CFSD seeks to ensure that the work undertaken under this contract does not preclude future upgrades for sustainability.

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- Completion of all activities, documents and products required by the Stage II application checklist, as specified in the Applicable Instructions
- Through the review of data and documentation provided by CFSD, review, challenge and validate educational planning, enrollment projections, space program and educational specifications and plan development to date including integration of career tech pathways – make revisions and edit as recommended and approved by the CFSD or as required per RIDE regulations.
- Submit validated Educational Specifications and Space Program to RIDE, obtain approval.
- Prepare Schematic Design and cost estimate documents. Obtain RIDE approval for Schematic Design and cost estimates.
- Prepare a resource loaded detailed design schedule.
- This RFP will be appended to and become part of the Standard Form of Agreement Between the Owner and Architect. The A/E selected as a result of this RFP will be required to execute the Owner amended AIA B101-2017 Document, Standard Form of Agreement Between the Owner and Architect with applicable amendments.
- Extra and reimbursable expenses are as defined in the AIA B101-2017 Document Standard Form of Agreement Between Owner and Architect, as negotiated.
- Solicitation, selection and award of agreements for Sub Consultants not included in the Proposers response to this RFP shall be subject to the approval and authorization of the CFSD.
- The project will be modeled using a Building Information Modeling (BIM) program acceptable to the Owner. The following disciplines should be modeled: Structural, Architectural, Mechanical, Electrical, Plumbing and Fire Protection. A basic level of development shall be provided for each discipline.
- Commissioning and Independent Testing and Inspection (concrete, steel, soils) will be contracted separately by the Owner; however, the Owner reserves the right to request that the A/E include such services as an Additional Service to their contract.

D. Proposal/Qualifications

For purposes of completing the Relevant Project Experience Matrix in Section F of Attachment B: Statement of Qualifications, below is a partial list of relevant scope of work requirements for this RFP. Other project needs, goals and desires of the Owner are noted elsewhere.

1. Project Approach Delivery Method including how the successful team will manage the design process embracing key components of the District vision.
2. Role on Project.
3. Similar Project Experience: Public/Private K-12 Educational Facilities with a focus on new construction, additions/renovations, Comprehensive High Schools and facilities, with comparable size, scope and schedule.
4. Specific Project Experience in the State of Rhode Island and with the Rhode Island Department of Education (RIDE).
5. Conformance with Budget and Schedule: Public/Private K-12 Educational Facilities with a focus on projects with comparable scope, budget and schedule.

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- 6. Phased addition and renovation construction on a fully occupied existing site with abatement/demolition of existing building, and site reconfiguration.
- 7. NE CHPS / LEED Design Standards: Experience in new construction, additions and renovations.
- 8. Flexible / Adaptive / Innovative Use of Space: Optimize space utilization, minimize new build footprint.
- 9. Collaborative / Community Use of Space: support multi-purpose use, controlled access after-hours.
- 10. Creative Site Solutions: Controlled / segregate vehicular and pedestrian access, recreational and athletic fields, parking.
- 11. Collaborative Teaching and Learning: Flexible multi-purpose spaces.
- 12. MBE/WBE Team Participation.

Other elements of the scope of work and services required to fulfill the obligations of this solicitation are noted in Section H, Selection Criteria. The Proposers Statement of Qualifications shall fully address all of the items noted above and in Section H.

NOTE: The Architectural/Engineering firm shall have a registered architect holding current license and registration as issued by the Rhode Island Board of Examination and Registration of Architects.

E. Anticipated RFP and Project Milestone Schedule (dates subject to change)

1. Issue Request for Proposal	1/03/22
3. Questions Due:	1/10/22 by 4:00 PM
4. Responses to Questions	1/14/22
5. RFP Submission	1/21/22 by 10:00 AM
6. A/E Interviews, <i>tentatively scheduled</i>	1/27/22 and 1/28/22
7. A/E Selection Recommendation/Tentative Letter of Award	w/o 1/31/22
8. Commence Services	TBD
9. Stage II Application Submitted (no later than)	September 15, 2022

F. Cost Proposal

- 1. Fee Proposal: Provide a fixed-fee cost proposal, and detailed work schedule. Appendix B: Fee Proposal Matrix is provided as a guide and includes allowances specific to certain scope items.

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- a. The cost proposal shall include a budget and narrative for the project plan that includes the respondent's cost and / or fee structure for this project.
- b. Any items that provide for costs in excess of industry standards must be suitably explained.
- c. Respondents shall provide a Fee Proposal inclusive of all subconsultants necessary to achieve RIDE approval as outlined in the above sections.
- d. Respondents shall identify in their proposals the names and proposed participation level, as a percentage of the total anticipated Basic Services Fee proposed for this engagement.
- e. The cost proposal shall include a work plan description that provides for a detailed proposed project schedule (by building)
- f. Provide hourly rates for all individuals listed in the proposal.

The cost proposal shall be limited to ten (10) type-written pages with standard formatting, font, and margins.

G . MBE/WBE Requirement

Respondents shall identify in their Proposal submission the names and proposed participation level in compliance with State of Rhode Island regulations. Respondents must adhere to RIDE's 10% MBE/WBE participation standards. However, respondents should make good faith efforts to meet the City of Central Fall's 25% participation goals.

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H. Selection Criteria

The CFSD will evaluate respondents Proposal submissions on the basis of competitiveness of pricing and qualifications, and other factors and make a selection that in their sole judgement that they believe to be in their best interest. The following factors will be considered in their evaluation of RFP submissions and may be modified:

Request for Proposals -A/E Selection Rating Form

Project Name Central Fall School District
 Proposer Firm _____
 Project Number: _____
 City, State, zip _____

Selection Criteria	Value	Score
1. Overall Team Qualifications (Maximum 30 points)		
a. Lead firm previous experience compatible with the proposed project	10	
b. Entire Team - Resumes of key personnel	10	
c. Consultant/Sub-Consultant Team Member Experience	10	
2. Project Vision (Maximum 20 points)		
a. Demonstrated understanding of Owner's Vision	10	
b. Demonstrated ability to meet Owner's Project Vision	10	
3. Workload (Maximum 5 points)		
a. Proposers available resources, current workload and ability to undertake the contract and meet the needs of the project based on the number and scope of projects for which the firm is currently under contract	5	
4. Other Considerations (Maximum 5 points)		
a. Experience and capabilities of using illustrative/virtual technologies for information exchange	5	
5. References (Maximum 10 points)	5	
6. Interview (Maximum 15 points)	15	
7. MBE/WBE (Maximum 10 points)*	10	
8. Fee Proposal (Maximum 10 points)**	10	
TOTAL POINTS	100	

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*** MBE/WMBE Participation Rates Evaluation:** The respondent(s) with the highest MBE/WBE participation rate will receive the highest score (5 points) during evaluations. All other respondents will be scored based on the formula below:

$$(\text{Respondent's participation rate} / \text{highest participation rate}) \times 5 \text{ Points} = \text{SCORE}$$

**** Fee Proposal Evaluation:** The respondent with the lowest fee proposal will receive the highest score (10 points) during evaluations. All other respondents will be scored based on the formula below. Ownership reserves the right to award higher scores based on the amount of services provided under the fee:

$$(\text{Lowest Cost Proposal} / \text{Respondent's Cost Proposal}) \times 5 \text{ Points} = \text{SCORE}$$

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I. Additional Submittal Instructions

Electronic submittals submitted to the City via thumb drive or CD should be combined into one PDF file named with the project name, project number, date on the RFP and your firm's name. **Please refer to Attachment C: Instruction to Bidders for complete information.**

Firms are required to identify professional registrations, memberships and credentials including: LEED GA, LEED AP, LEED AP+, LEED for Schools, A4LE (Association for Learning Environments) and any other appropriate design and construction industry credentials for each individual and firm. Identify that information on the resume page for individual.

J. General Notices Terms and Conditions

1. **Reservation of Rights** – the Central Falls School District and City of Central Falls (Owner) reserves the right at their sole discretion to award this work in any manner it deems to be in their best interest including splitting the award of the work between multiple firms. Notwithstanding any other provisions of this solicitation the Owner expressly reserves the right to:
 - o Waive any immaterial defect or informality; or
 - o Reject any and all RFP Responses, or portions thereof; or
 - o Re-issue a Request for Proposals.
 - o Cancellation of Solicitation: Owner may cancel this solicitation at any time.
2. **Responders are cautioned to thoroughly review the RFP and all related and referenced documents carefully and to follow instructions completely as failure to complete a submission as described elsewhere herein may result in rejection of the RFP.**
3. **Proposals cannot be withdrawn for a period of not less than 60 days from the deadline for submission of proposals**
4. **As a condition of submitting a proposal, the submitting firm acknowledges and agrees that, should it be selected as the most qualified firm, a minimum of 10% of the total value of the negotiated project cost will be awarded to qualified MBE/WBE firms.**
5. **The purchase of goods and/ or services under an award made pursuant to this RFP will be contingent on the availability of appropriated funds.**
6. **The Proposer shall provide all necessary personnel, materials and equipment to perform and complete all work under this proposal.**
7. **The Owner is exempt from all sales and Federal excise taxes.**
8. **Payment** will not be provided by the Central Falls School District or the City of Central Falls for any expenses incurred in the development and submission of a response to this Request for Proposals including for the preparation of materials or attendance at a presentation or interview.
9. **Request for Proposal Response Acceptance Period** – a proposal submitted in response to this Request for Proposals shall be valid for 120 days from the date of submission or as extended.

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- 10. Licenses and Assignment** – the selected firm shall maintain current all applicable local, state and federal licenses and permits to conduct business in the state of Rhode Island and perform the services required by this solicitation. The selected firm may not assign a contract awarded by this solicitation without the Owners prior written consent. The Owner has no obligation to approve any assignment under any circumstances.
- 11. Insurance Requirements** – submit evidence of all coverages and limits as indicated in Schedule A, Insurance Requirements. The Owner and their representatives, Owner’s Project Manager, and Contractor shall be named as additional insured.
- 12. Award of Contract** - pursuant to this RFP will be made to a prime contractor, who will assume responsibility for all aspects of the work identified herein. Joint venture and cooperative proposals will not be considered, but sub-consultants may be permitted provided that their use is clearly indicated in the submitted Proposal, the sub-consultants proposed to be used are identified in the proposal, and the proposed sub-consultant has, in the opinion of the City of Central Falls and the Central Falls School District, the requisite qualifications.
- 13. Solicitation** – this Request for Proposal is not an invitation to bid; responses will be evaluated as indicated herein. There will be no public opening and reading of responses submitted.
- 14. RFP Provisions – Exceptions / Qualifications** – in the event the Respondent finds provisions within any of the RFP documents that the Respondent takes exception to or would require to be modified before executing an Agreement the Respondent shall include with their Proposal a detailed list of all such provisions including citing the specific provision with a brief explanation of the exception taken. Absent the inclusion of this information in the Proposal the Respondent will be obligated for fulfillment of and compliance with all provisions in the RFP.
- 15. Project Fee** - a fee will be negotiated with the recommended firm. If an acceptable fee can not be negotiated, the Owner will negotiate with the next highest rated Proposal at its discretion.

K. RFP Documents

The following list of documents represent the full scope of the services and submission requirements of the RFQ/Statement of Qualifications proposal:

1. Request for Proposals – Architectural/Engineering (A/E) Services for Central Falls School District – Multiple Projects
2. Technical Statement of Qualifications Guidelines, Attachment A
3. Statement of Qualifications, Attachment B
4. Instruction to Bidders, Attachment C
5. Bidder Certification Page, Appendix A
6. Fee Proposal Matrix, Appendix B
7. Facilities Equity Initiative Submission Letter, Exhibit A

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Attachment A: AE RFP Submission Guidelines

Central Falls School District

The firm whose submission is deemed to be in the best interest of the Central Falls School District (“CFSD”) and the City of Central Falls (jointly referred to as “the Owner”) will be recommended for negotiation and award of the Architect & Engineering Services contract for this Project. The form of Agreement shall be AIA B101, latest addition, with all applicable terms and conditions and as amended. Exhibit B - Scope of Services, as appropriate for the Project, the RFP with all referenced documents shall be incorporated into the contract. Exhibit B will modify the AIA B101 to align with the scope of services defined in the RFP.

The submission shall demonstrate how your firm will best implement the Owner's Program for the Project. The items below serve as a guide for the submission, which is a required element of the respondent's response. The Statement of Qualifications submission should comply with the following requirements:

- Item 1: Your submission should be clearly and concisely written to facilitate our review of your qualifications and responses for your firm or team.
- Item 2: Describe your understanding of the Program requirements and the Owner's goals on this Project. Describe how your submission responds to the projects budget and schedule as well as the needs and any unique or special goals of the Owner.
- Item 3: Provide a detailed description of your proposed approach to the staffing, communication, and development of all project stages: program verification, schematic design, and Stage II requirements as delineated in the RFP.
- Item 4: Provide information on how you intend to address project management, scheduling, cost containment, and document preparation on this Project.
- Item 5: Indicate the preliminary project schedule including internal review and decision-making, RIDE submissions and approvals and requisite reviews by any authority having jurisdiction to support the planned schedule.
- Item 6: Complete the attached Statement of Qualifications
- Item 7: Complete the attached Appendix A, Bidder Certification Form
- Item 8: Complete the attached Appendix B, Fee Proposal template
- Item 9: Submit evidence that you can provide the required insurance limits and coverages, including professional liability insurance according to Attachment C: Instruction to Bidders, Insurance Limits and Coverage.
- Item 10: The following information is required of all firms identified in your proposal:
 - a) EEO Certificates, statement or policy for your firm and all consultants.
 - b) How your firm/team will meet State of Rhode Island MBE/WBE requirements
- Item 11: By submitting, the respondent warrants that it is not now, and will not become subject to an unresolved finding of professional negligence or tax deficiency in the State of Rhode Island, prior to the award of any Contract arising out of this RFP, without notifying the Contracting Authority of such finding.
- Item 12: Provide a statement regarding any past or pending lawsuits for which the respondent is named or if the respondent has filed suit against any past or current clients

Your submission shall consist of not more than 10 single spaced pages, double-sided, excluding attachments. The 10-page requirement is meant to include all required information. Additional information such as cover letters, Statements of Qualifications, Fee Proposal Template, tabs/dividers, index or charts are not to be included as part of the 10-page limit.

CITY OF CENTRAL FALLS / CENTRAL FALLS PUBLIC SCHOOLS

ATTACHMENT "C"

INSTRUCTIONS TO BIDDERS (FOR CONSTRUCTION/SERVICES)

PURCHASING DEPARTMENT

1. **Submission of Bids**

a. Envelopes containing bids **must be** sealed and addressed as indicated on the Invitation to Bid and must be marked with the name and address of bidder, date and bid due time, and name of bid, along with RFQ number.

b. The Purchasing Agent will decide when and if the specified time has arrived to open bids, and no bid received thereafter will be considered. The Purchasing Agent reserves the right to waive any informality in the bidding process.

c. Any bidder may withdraw his/her bid by written request at any time prior to the advertised time for opening. Telephonic bids, amendments, or withdrawals will not be accepted.

d. Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened.

e. Proposals received prior to the time of opening will be securely kept unopened. No responsibility will attach to an officer or person for the premature opening of a proposal not properly addressed and identified.

f. Any deviation from the Specifications must be noted in writing and attached as part of the bid proposal. The Bidder shall indicate the item or part with the deviation and indicate how the bid will deviate from Specifications.

g. Proposals that are renumbered or re-sequenced may be cause for rejection if all information cannot be easily found and identified. Bidders wishing to reword or re-format the enclosed documents should also in an addendum identifying the pages or sections to be changed.

2. **Prices**

Bidders shall state the proposed price in the manner as designated in the Bid Proposal Form. If there is a discrepancy between the unit prices and the extended totals, the unit prices shall govern. In the event, there is a discrepancy between the price written in words and written in figures, the prices written in words shall govern.

3. **Terms**

Cash discounts offered will be considered in determining awards. The discount period shall be computed from the date of delivery or from the correct invoice as received by City Treasurer, whichever date is later. The date of delivery shall be construed to mean the date on which bid item is determined to meet the specifications and is therefore acceptable. Discounts for a period less than thirty (30) days may not be considered. Payment terms are net 30.

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4. **Qualification of Bidders**

The City may make such investigations as it deems necessary to determine the ability of the bidder to perform the work. The bidder shall furnish the City with all such information and data for the purpose as may be requested.

5. **Addenda and Interpretations**

No interpretation on the meaning of the Plans, Specifications or any other Contract Document will be made to any bidder orally. Every request for such interpretations must be in writing.

All questions pertaining to the specifications or proposal procedure should be first directed to the Purchasing Agent. Where information from the Purchasing Agent differs from information from any other source, the information from the Purchasing Agent prevails. The City is not responsible for information obtained from any other source. It is the responsibility of the Bidder to check the website for any and all information regarding the request to bid.

6. **Award and Contract**

Unless otherwise specified, the City of Central Falls reserves the right to make award by item or items, or by total, as may be in the best interest of the City; accept a proposal based on considerations other than costs; and waive and modify any provisions of the request for proposal. A written award (or acceptance of Bid) mailed (or otherwise furnished) to the successful bidder followed by an authorized Contract shall, unless otherwise specified, be deemed to result in a binding contract without further action by either party. The Bidder is responsible for all costs and expenses to develop and submit a proposal in response to the solicitation.

7. **Equal Employment Opportunity Policy Statement**

For the purposes of this Policy, the term "vendor" shall mean any and all individuals, companies, corporations, and business entities that provide goods or services to the City of Central Falls pursuant to any and all relevant and appropriate Federal, State, and local purchasing rules, regulations, and procedures.

The City of Central Falls is committed to the general policy and principle of Equal Employment Opportunity in terms of retaining vendors to provide the City with goods and services necessary for routine and emergency operations. The City of Central Falls will not discriminate against vendors as entities, or individual employees thereof on any legally-recognized basis included, but not limited to, race, age, color, religion, sex, marital status, national origin, physical or mental disability, Veteran's status, pregnancy, sexual orientation, genetic conditions, predisposition to certain diseases, or ancestry, except where a bona fide occupational qualification exists.

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8. **Standard Insurance and Indemnification Requirements (for Construction/Labor Services)**

General Conditions: Within ten (10) business days of the award or notice, or prior to the start of work, whichever comes first, the contractor will provide, pay for, and maintain in full force and effect the insurance outlined here for coverage's at not less than the prescribed minimum limits of liability. Such coverage is to remain in force during the life of the contract and for such additional time as may be required, and will cover the contractor's activities, those of any and all subcontractors, or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable.

- A. **Certificates of Insurance:** The contractor will give the owner a certificate of insurance completed by a duly authorized representative of their insurer certifying that at least the minimum coverage's required here are in effect and specifying that the liability coverage's are written on an occurrence form and that the coverage's will not be canceled, non-renewed, or materially changed by endorsement or through issuance of other policy(ies) of insurance without thirty (30) days advance written notice to: City of Central Falls Purchasing Officer. Failure of the owner to demand such certificate or other evidence of full compliance with these insurance requirements or failure of the owner to identify a deficiency from evidence provided will not be construed as a waiver of the contractor's obligation to maintain such insurance.
- B. **Insurer Qualification:** All insurance will be provided through companies authorized to do business in the State of Rhode Island and considered acceptable by the owner, with an A.M. Best Rating of A-/ VIII.
- C. **Additional Insured:** To the extent commercially available at no additional cost, the policy or policies providing insurance as required, with the exception of professional liability and workers' compensation, will defend and include the owner and owner's architects, directors, officers, representatives, agents, and employees as additional insureds on a primary basis for work performed under or incidental to this contract.
- D. **Retroactive Date and Extended Reporting Period:** If any insurance required here is to be issued or renewed on a claims-made form as opposed to the occurrence form, the retroactive date for coverage will be no later than the commencement date of the project and will state that in the event of cancellation or nonrenewal, the discovery period for insurance claims (tail coverage) will be at least 36 months.
- E. **Subcontractors' Insurance:** The contractor will cause each subcontractor employed by contractor to purchase and maintain insurance of the types specified below. When requested by the owner, the contractor will furnish copies of certificates of insurance evidencing coverage for each subcontractor.
- F. **Waiver of Subrogation:** The contractor will require all insurance policies in any way related to the work and secured and maintained by the contractor to include clauses stating each underwriter will waive all rights of recovery, under subrogation and otherwise, against owner, architect, and all tiers of contractors or consultants engaged by them. The contractor will require of subcontractors, by appropriate written agreements, similar waivers each in favor of all parties enumerated in this section.
- G. **Indemnification/Hold Harmless:** The contractor shall indemnify, defend, and hold harmless the owner and, if applicable, the engineer and their agents and employees from and against all claims, damages, losses and expenses, including attorney's fees of counsel selected by the owner, arising out of or resulting from the performance of the work and /or the supplying of materials, provided that any such claim, damage, loss or expense (a)

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is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use resulting therefrom, and (b) is caused in whole or in part by any negligent act or omission of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not they are caused in part by a party indemnified hereunder.

9. Insurance Limits and Coverage:

- A. To the extent applicable, the amounts and types of insurance will conform to the minimum terms, conditions, and coverages of Insurance Services Office (ISO) policies, forms, and endorsements.
- B. If the contractor has self-insured retentions or deductibles under any of the following minimum required coverage's, the contractor must identify on the certificate of insurance the nature and amount of such self-insured retentions or deductibles and provide satisfactory evidence of financial responsibility for such obligations. All self-insured retentions or deductibles will be the contractor's sole responsibility.
- C. Commercial General Liability: The contractor will maintain commercial general liability insurance covering all operations by or on behalf of the contractor on an occurrence basis against claims for personal injury (including bodily injury and death) and property damage (including loss of use). Such insurance will have these minimum limits:

Minimum Limits: \$1,000,000 each occurrence
 \$2,000,000 each occurrence if blasting is required
 \$2,000,000 general aggregate with dedicated limits per project site
 \$2,000,000 products and completed operations aggregate
 \$1,000,000 personal and advertising injury

Should blasting be required, all necessary permits for the use of explosives shall be obtained by the contractor or insured from the Fire Marshall.

Special hazards shall be covered if needed by endorsement to the Commercial Liability policy/policies as follows:

- 1) Property damage liability arising out of the collapse of or structural injury to any building or structure due to excavation (including burrowing, filling or backfilling in connection therewith), tunneling, pile driving, cofferdam work or caisson work; or to moving, shoring, underpinning, razing or demolition of any building or structure, or removal or rebuilding of any structural support thereof.
 - 2) Property damage liability for injury to or destruction of property arising, directly or indirectly, from blasting or explosions however caused, other than explosions of air or steam vessels, piping under pressure, prime movers, machinery, or power transmitting equipment.
 - 3) Property damage liability for injury to or destruction of wires, conduits, pipes, mains, sewers or other similar property, or any apparatus in connection therewith, below the surface of the ground, arising from and during the use of mechanical equipment for the purpose of excavating or drilling within project limits; injury to or destruction of property at any time resulting therefrom.
- D. Automobile Liability: The contractor will maintain business auto liability coverage for liability arising out of any auto, including owned, hired, and non-owned autos.

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Minimum Limits: \$1,000,000 combined single limit each accident

- E. **Workers' Compensation:** The contractor will maintain workers' compensation and employer's liability

Minimum Limits: Workers' Compensation:
statutory limit Employer's Liability: \$500,000
bodily injury for each accident
\$500,000 bodily injury by disease for each employee
\$500,000 bodily injury disease aggregate

- F. **Umbrella/Excess Liability:** The contractor will maintain coverage applying over the underlying Commercial General Liability, Automobile Liability, Pollution Liability (where applicable), and Employer Liability section of the Workers Compensation coverage. **The City of Central Falls shall have the sole discretion in increasing or reducing the Umbrella/Excess Liability coverage requirements depending on the scope and/or size of the work to be performed by Contractor/Bidder.**

Minimum Limits: \$5,000,000 per occurrence/\$5,000,000 annual aggregate

Coverage applies over the underlying Commercial General Liability, Automobile Liability, pollution liability (where applicable), and Employer Liability section of the Workers Compensation Coverage.

- G. **Professional Liability (for consultants, engineers, and other individuals/businesses providing professional services)**

Each Claim/Wrongful Act:	\$1,000,000
Annual Aggregate	\$1,000,000

The City of Central Falls reserves the right to amend amounts of coverage required and type of coverages provided based on work or service to be performed.

10. Labor Regulations

The following paragraphs regarding nondiscrimination in employment shall be included and become part of these Specifications:

- A. The Contract for Work under this proposal will obligate the contractor and subcontractors not to discriminate in employment practices and conform with Executive Order No. 11246.
- B. Bidders must, if required, submit a compliance report concerning their employment practices and policies in order to maintain their eligibility to receive award of the Contract.
- C. Successful bidders must, if required, submit a list of all subcontractors who will perform Work on the Project, and written signed statements from authorized agents of labor pools with which they will or may deal with for employees on the Work, together with any information to the effect that such labor pools practices or policies are in conformity with Executive Order No. 11246; that they will affirmatively cooperate in or offer no hindrance to the recruitment, employment,

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and equal treatment of employment, and equal treatment of employees seeking employment and performing Work under this Contract; or a certification as to when such agents or labor pools have failed or refused to furnish them, prior to award of the Contract.

11. Wage Rates (for on-site construction labor services)

Attention of the bidders is particularly called to the requirements as to conditions of employment to be observed and minimum wage rates to be paid under the Contract. In conformity with the provisions of Chapter 13 of Title 37, General Laws, Rhode Island, 1956, as amended, the minimum wages for a day's work paid to craftsmen, teamsters and laborers shall be not less than the customary and prevailing rate of wages for a day's work in the locality where the work is undertaken. Such a schedule of wages has been established on a minimum hourly basis and is in file in the office of the State Department of Labor. See Appendix B.

12. Compliance with Instructions to Bidders

These Instructions to Bidders contain terms and conditions that will govern the preparation and submission of a bid proposal and any contract awarded pursuant to this solicitation. Bidders must comply with each and every requirement of these Instructions to Bidders. Any failure to comply with any requirement may result in the determination of nonresponsive bid proposal and/or the rejection of the bid proposal.

13. Priority of Terms and Conditions

The terms and conditions in these Instructions to Bidders *supersede* any and all inconsistent or conflicting terms and conditions in any other provision of any other document in this solicitation or in the bid proposal and govern this solicitation, the bid proposal, and any contract awarded pursuant to this solicitation.

14. Public Copy

Bid proposals submitted in response to this solicitation are public records pursuant to the Rhode Island "Access to Public Records Act," R. I. Gen. Laws §§ 38-2-1 et seq. Each bid proposal must include a "public copy" to be available for public inspection upon the opening of bids. The public copy must be submitted in .pdf (portable document file) format on a read-only CD-R media disk or Flash Drive. The disk must include all the documents submitted in response to the solicitation concatenated or merged into one file.

The public copy disk must be separately enclosed in a protective cover clearly marked "Public Copy" and include the following information: (1) Solicitation Title; (2) name of bidder; (3) Solicitation Number; and (4) bid proposal submission deadline.

The .pdf file must be named in the following manner:

Solicitation Number Bid Proposal Submission Deadline_BidderName.pdf

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Bidders may redact in the public copy any trade secrets or commercial or financial information which is of a privileged or confidential nature pursuant to the Access to Public Records Act. If a "hard" public copy is furnished at time of bid, the bidder may follow up with the disk copy before the end of the business Bid Due Date, Bids may be opened publicly in City Hall shortly after Bid receipt.

15. Binding Contract

A binding contract between the City of Central Falls and the successful bidder will be formed by the issuance of the Central Falls Standard Agreement from the Purchasing Department, *and only by the issuance of a Purchase Order for billing purposes, and only to the extent of available funds.* The binding contract will incorporate and be subject to the terms and conditions of the solicitation, including the Invitation to Bid, the Instructions to Bidders, the Request for Quote, the Bidder Certification Form, the Agreement (if applicable to this solicitation), and the Purchase Order. The successful bidder shall be authorized to commence work only upon the issuance of the Notice to Proceed or Contract and, in addition, an authorization from the department.

16. DISCLAIMER

- a. The City reserves the right to amend, cancel or withdraw the Request for Proposal at any time if it is deemed in the best interests of the City to do so. The City reserves the right to reject any, or any part of, or all proposals, to waive informalities and technicalities, and to accept that bid proposal which the City deems to be in the best interest of the City, whether or not it is the lowest dollar bid.
- b. The City is not responsible for any costs/expenses incurred by anyone submitting a proposal for this project. Costs/expenses are the sole responsibility of the parties submitting proposals.
- c. All proposals submitted, and information included therein or attached thereto shall become public records upon their delivery to the City. All documents created by the respondent during the completion of their contract requirements shall become the property of the City, including any databases and information systems that are created.
- d. The information contained in this RFQ and attachments, hereto, and any addendum that may be issued, are provided to assist prospective Bidders in the preparation of proposals. The information has been obtained from sources thought to be reliable, but the City and its elected officials, officers, employees, agents and contractors, are not liable for the accuracy of the information or its use by prospective Bidders.

17. Background Investigation Check for Construction Contractors and Sub-Contractors

Prior to the start of work on any Central Falls Public School site, all construction contractors and other vendors supporting construction projects including but not limited to construction managers, company owners, architects, engineers, specialty contractors, subcontractors and personnel for the same shall be subject to national and state criminal background checks to determine suitability for performing work at a Central Falls Public Schools site. No personnel shall work at a Central Falls Public School construction site that has been identified as a sexual

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predator, convicted of a serious offense or convicted of a crime in the last three years.

The contractor or vendors supporting construction projects shall screen all personnel on the national and state level and/or other appropriate sexual predator database. Contractors and sub-contractors must conduct a sexual predator screening of all personnel. All personnel are required to wear badges with a picture, employees name and name of contractor.

Contractors and other vendors supporting construction projects shall be required to complete the background check and to pay the processing and maintenance fee required for all the appropriate background checks. Contractors should not expect these background checks to be completed by the Central Falls Police Department. Failure to meet policy requirements may result in a stop work order and/or revocation of the contract.

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Appendix A Bidder Certification Form

ALL OFFERS ARE SUBJECT TO THE REQUIREMENTS, PROVISIONS AND PROCEDURES CONTAINED IN THIS CERTIFICATION FORM. Offerors are expected to read, sign and comply with all requirements. Failure to do so may be grounds for disqualification of the offer contained herein.

Rules for Submitting Offers

This Certification Form must be attached in its entirety to the front of the offer and shall be considered an integral part of each offer made by a vendor to enter a contract with the City of Central Falls. As such, submittal of the entire Bidder Certification Form, signed by a duly authorized representative of the offeror attesting that he/she {1) has read and agrees to comply with the requirements set forth herein and (2) to the accuracy of the information provided and the offer extended, is a mandatory part of any contract award.

To assure that offers are considered on time, each offer must be submitted with the specific Bid/RFP/RFQ number, date and time of opening marked in the upper left hand corner of the envelope. Each bid/offer must be submitted in separate sealed envelopes. A complete signed (in ink) offer package must be delivered to the City of Central Falls Purchasing Agent at the location indicated within the bid by the time/date specified for the opening of responses in a sealed envelope.

Bids must be submitted on the bid solicitation forms provided, indicating brand and part numbers of items offered, as appropriate. Bidders must submit detailed cuts and specs on items offered as equivalent to brands requested WITH THE OFFER. Bidders must be able to submit samples if requested.

Documents misdirected to other City locations or which are not present in the City of Central Falls Purchasing Office at the time of opening for whatever cause will be deemed to be late and will not be considered. Postmarks shall not be considered proof of timely submission. The City of Central Falls reserves the right to reject any and all proposals, to waive any informality in the proposals received and to accept the proposal deemed to be most favorable to the best interests of the City / Schools.

SOLICITATIONS. To assure maximum access opportunities for users, public bid/RFP solicitations shall be posted on the website for a minimum of seven days and no amendments shall be made within the last five days before the date an offer is due. Except when access to the website has been severely curtailed and it is determined by the Purchasing Agent that special circumstances preclude extending a solicitation due date, requests to mail or fax hard copies of solicitations will not be honored. When the result of an internet solicitation is unsuccessful, the City of Central Falls will cancel the original solicitation and re-solicit the original offer directly from vendors.

PRICING. Offers are irrevocable for ninety (90) days from the opening date (or such other extended period set forth in the solicitation), and may not be withdrawn, except with the express permission of the Purchasing Agent. All pricing will be firm and fixed unless otherwise indicated. (R.I Sales Tax under the 1956 General Laws of the State of RI, 44-18-30 Para 1, as amended.) The city of Central Falls is exempt from Federal excise taxes and State Sales and Use Taxes. Such taxes shall not be included in the bid price.

DELIVERY and PRODUCT QUALITY. All offers must define delivery dates for all items; if no delivery date is specified, it is assumed that immediate delivery from stock will be made. The

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contractor will be responsible for delivery of materials in first class condition. Rejected materials will be at the vendor's expense. PRICES QUOTED ARE FOB DESTINATION. No additional shipping, handling, or fuel surcharge costs will be honored by the City/ School. Only inside delivery and set-up, where required, will be accepted. TAILGATE DELIVERIES WILL BE REFUSED. Deliveries must consist only of new merchandise or equipment (unless otherwise specified) and shall be made between 8:30 a.m. and 3:00 p.m., Monday through Friday. No delivery shall become due or acceptable without an authorized Purchase Order issued by the Purchasing Agent.

PREVAILING WAGE, OSHA SAFETY TRAINING and APPRENTICESHIP REQUIREMENTS. Bidders must

comply with the provisions of the Rhode Island labor laws, including R.I. Gen. Laws §§ 37-13-1 et seq. and occupational safety laws, including R.I. Gen. Laws §§ 28-20-1 et seq. These laws mandate for public works construction projects the payment of prevailing wage rates, the implementation and maintenance of occupational safety standards, and for projects with a minimum value of \$1 Million, the employment of apprentices. The successful Bidder must submit certifications of compliance with these laws from each of its subcontractors prior to their commencement of any work. Prevailing wage rates, apprenticeship requirements, and other workforce and safety regulations are accessible at www.dlt.ri.gov.

PUBLIC RECORDS. Offerors are advised that all materials submitted to the City of Central Falls for consideration in response to this solicitation will be considered without exception to be Public Records pursuant to Title 38 Chapter 2 of the Rhode Island General laws, and will be released for inspection immediately upon request once an award has been made. Offerors are encouraged to attend public bid/RFP openings to obtain information; however, bid/RFP response summaries may be reviewed after award(s) have been made by visiting www.centralfallsri.gov or appearing in person at Central Falls City Hall, Purchasing Office. Telephone requests for results will not be honored. Written requests for results will only be honored if the information is not available on the website.

Award will be made to the responsive and responsible offeror quoting the lowest net price in accordance with specifications, for any individual item(s), for major groupings of items, or for all items listed, at the City's sole option.

BID SURETY. Where bid surety is required, for construction/labor services, bidder must furnish a bid bond or certified check for 5% of the bid total with the bid, or for such other amount as may be specified. Bids submitted without a required bid surety will not be considered. Contractor awarded a contract with a contract price in excess of fifty thousand dollars (\$50,000) for construction, buildings or public works is to file with the proper authority good and sufficient bond with surety furnished by any surety company authorized to do business in the State of Rhode Island and in accordance with Chapter 13 of the General Laws of Rhode Island entitled "Labor and Payment of Debts by Contractors".

SPECIFICATIONS. Unless specified "no substitute", product offerings equivalent in quality and performance will be considered (at the sole option of the City/School) on the condition that the offer is accompanied by detailed product specifications. Offers which fail to include alternate specifications may be deemed nonresponsive.

VENDOR AUTHORIZATION TO PROCEED. When a purchase order, change order, contract/agreement or contract/agreement amendment is issued by the City of Central Falls, no claim for payment for services rendered or goods delivered contrary to or more than the contract terms and scope shall be considered valid unless the vendor has obtained a written change order or contract amendment issued by the City PRIOR to delivery.

Any offer, whether in response to a solicitation for proposals or bids, or made without a

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solicitation, which is accepted in the form of an order OR pricing agreement made in writing by the City's Purchasing Department, shall be considered a binding contract.

GENERAL TERMS AND CONDITIONS OF CONTRACTS. This solicitation and any contract or purchase order arising from it are issued in accordance with the specific requirements described herein, and the State's Purchasing Laws and Regulations and other applicable State Laws. The General Terms and Conditions are incorporated into all the City of Central Falls contracts.

ARRA SUPPLEMENTAL TERMS AND CONDITIONS. Contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions for Contracts and Sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub. L. No. 111-5 and any amendments thereto located on the Division of Purchases website at www.purchasing.ri.gov.

EQUAL EMPLOYMENT OPPORTUNITY. Compliance certificate and agreement procedures will apply to all awards for supplies or services valued at \$10,000 or more. Minority Business Enterprise policies and procedures, including subcontracting opportunities as described in Title 37 Chapter 14.1 of the Rhode Island General Laws also apply.

PERFORMANCE BONDS. Where indicated, successful bidder must furnish a 100% performance bond and labor and payment bond for contracts subject to Title 37 Chapters 12 and 13 of the Rhode Island General Laws. All bonds must be furnished by a surety company authorized to conduct business in the State of Rhode Island. Performance bonds must be submitted within 21 calendar days of the notice of award.

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DEFAULT and NON-COMPLIANCE Default and/or non-compliance with the requirements and any other aspects of the award may result in withholding of payment(s), contract termination, debarment, suspension, or any other remedy necessary that is in the best interest of the City of Central Falls.

COMPLIANCE Vendor must comply with all applicable federal, state and local laws, regulations and ordinances

SPRINKLER IMPAIRMENT AND HOT WORK. The Contractor agrees to comply with the practices of the City/City's Insurance carrier for sprinkler impairment and hot work. Prior to performing any work, the Contractor shall obtain the necessary information for compliance from the Risk Management Office at the Department of Administration or the Risk Manager at the City of Central Falls.

PUBLIC COPY. Each bid proposal for a *public works project* must include a "public copy" to be available for public inspection upon the opening of bids. Bid Proposals that do not include a copy for public inspection will be deemed nonresponsive.

For further information on how to comply with this statutory requirement, see R.I. Gen. Laws §§ 37-2-18(b) and (j). Also see State of Rhode Island Procurement Regulation 5.11 at <http://www.purchasing.ri.gov/rulesandregulations/rulesAndRegulations.aspx>

ALL CONTRACT AWARDS ARE SUBJECT TO THE FOLLOWING DISCLOSURES & CERTIFICATIONS

Offerors must respond to every disclosure statement and submit with your proposal. A person authorized to enter into contracts must sign the offer and attest to the accuracy of all statements.

Indicate Yes (Y) or No (N):

___1 State whether your company, or any owner, stockholder, officer, director, member, partner, or principal thereof, or any subsidiary or affiliated company, has been subject to suspension or debarment by any federal, state, or municipal government agency, or the subject of criminal prosecution, or convicted of a criminal offense with the previous five (5) years. If so, then provide details below.

___2 State whether your company, or any owner, stockholder, officer, director, member, partner, or principal thereof, or any subsidiary or affiliated company, has had any contracts with a federal, state or municipal government agency terminated for any reason within the previous five (5) years. If so, then provide details below.

___3 State whether your company or any owner, stockholder, officer, director, member, partner, or principal thereof, or any subsidiary or affiliated company, has been fined more than \$5000 for violation(s) of Rhode Island environmental laws by the Rhode Island Department of Environmental Management within the previous five (5) years. If so, then provide details below.

___4 I/we certify that I/ we will immediately disclose, in writing, to the Purchasing Agent any potential conflict of interest which may occur during the course of the engagement authorized pursuant to this contract.

___5 I/we acknowledge that, in accordance with (1) Chapter §37-2-54(c) of the Rhode Island

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General Laws "no purchase or contract shall be binding on the state or any agency thereof unless approved by the Department of Administration or made under general regulations which the Purchasing Agent may prescribe," including change orders and other types of contracts and under State Purchasing Regulation 8.2.1.1.2 any alleged oral agreement or arrangements made by a bidder or contractor with any department or an employee of the City of Central Falls may be disregarded and shall not be binding on the City of Central Falls.

___6 I/we certify that I or my/our firm possesses all licenses required by Federal and State laws and regulations as they pertain to the requirements of the solicitation and offer made herein and shall maintain such required license(s) during the entire course of the contract resulting from the offer contained herein and, should my/our license lapse or be suspended, I/we shall immediately inform the City of Central Falls Purchasing Agent in writing of such circumstance.

___7 I/we certify that I/ we will maintain required insurance during the entire course of the contract resulting from the offer contained herein and, should my/our insurance lapse or be suspended, I/we shall immediately inform the City of Central Falls Purchasing Agent in writing of such circumstance.

___8 I/we certify that I/we understand that falsification of any information herein or failure to notify the City of Central Falls Purchasing Agent as certified herein may be grounds for suspension, debarment and/or prosecution for fraud.

___9 I/we acknowledge that the provisions and procedures set forth in this form apply to any contract arising from this offer.

___10 I/we acknowledge that I/we understand the State's Purchasing Laws (§37-2 of the General Laws of Rhode Island) and General Terms and Conditions available at the Rhode Island Division of Purchases Website (<http://www.purchasing.ri.gov>) apply as the governing conditions for any contract or purchase order I/we may receive from the City of Central Falls including the offer contained herein.

___11 I/we certify that the bidder: (i) is not identified on the General Treasurer's list, created pursuant to R.I. Gen. laws § 37-2.5-3, as a person or entity engaging in investment activities in Iran described in § 37-2.5-2(b); and (ii) is not engaging in any such investment activities in Iran.

___12 If the product is subject to Department of Commerce Export Administration Regulations (EAR) or International Traffic in Arms Regulations (ITAR), please provide the Export Control Classification Number (ECCN) or the US Munitions List (USML) Category: ____

___13 I/we certify that the above information is correct and complete.

IF YOU HAVE ANSWERED "YES" TO QUESTIONS #- 3 OR IF YOU ARE UNABLE TO CERTIFY YES TO QUESTIONS #4 -11 and 13 OF THE FOREGOING, PROVIDE DETAILS/EXPLANATION IN AN ATTACHED STATEMENT. INCOMPLETE CERTIFICATION FORMS SHALL BE GROUNDS FOR DISQUALIFICATION OF OFFER.

Signature below commits vendor to the attached offer and certifies (1) that the offer has taken into account all solicitation amendments, (2) that the above statements and information are accurate and that vendor understands and has complied with the requirements set forth herein.

Vendor's Signature: _____ Bid Number: _____ Date: _____

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(Person Authorized to enter into contracts; signature must be in
ink) (if applicable) Print Name and Title of Company official

signing offer Telephone Number

Appendix B: Fee Proposal Matrix

Request for Proposals – Architectural/Engineering (A/E) Services for Central Falls School District– Multiple Projects					
Fee Proposal	Description	Cost	Percentage	M/WBE %	
[Insert Firm Name]					
Base Services to Support Stage II Submittal					
Architecture		\$ -			
MEP & FP		\$ -			
Site/Landscape Architecture/Civil		\$ -			
Structural		\$ -			
Building Code/ Accessibility Analysis		\$ -			
Technology		\$ -			
Educational Visioning/Planning/Specification		\$ -			
Cost Estimating		\$ -			
Other		\$ -			
Additional Services					
Stage I Response	<i>For the purposes of the RFP, the following allowance should be carried</i>	\$ 25,000			
Facility Equity Initiative		\$ -			
Building Material/Haz Mat Destructive Testing		-			
	Total	\$ 25,000			
NOTE:					
Owner not responsible for incorrect information on this spreadsheet - Respondent shall ensure that all values, formulas and totals are correct.					

Exhibit A: Facilities Equity Initiative Submission Letter



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Dr. Stephanie Downey Toledo, Superintendent

Mario Carreno
School Building Authority, Director
Rhode Island Department of Education
255 Westminster Street
Providence, RI 02903

November 18, 2021

RE: Facilities Equity Initiative Application Submission Package

Dear Director Carreno:

The Central Falls School District is excited to submit the attached applications for the Facilities Equity Initiative ("FEI") 2021 Pilot funding round. Programs such as this are vital to districts like Central Fall to ensure that our students have equal access to a 21st Century Learning spaces and school buildings that invoke pride and sense of place.

Having reviewed the District's long-term plans for its 6 schools, Dr. Earl J. Calcutt Middle School ("Calcutt") was thoughtfully selected as the 800 students would benefit most from high impact – long lasting improvements. The building and classrooms have not been updated since it was constructed in the 1970s and in immediate need of upgrades. Seeking input from District leaders, Calcutt staff and students **\$15 million** in projects were identified for this year's funding round. Applications include projects ranging from a new media center to repairing holes in bathroom ceilings. We hope these applications demonstrate the accumulative need for ongoing capital funding for districts like Central Falls as we grapple with aging facilities and equipment while trying to best serve our students.

Understanding that resources are limited, and the total ask exceeds the \$10 million, we have ranked our top 6 priority projects (1 being highest) totaling \$4 million. These projects will have the greatest impact on all 800 students by enhancing the facility and educational opportunities at Calcutt. The prioritized list also demonstrates how scopes may overlap (i.e., if technology for the entire school is awarded, the media center's award could be reduced by \$20,000).



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Dr. Stephanie Downey Toledo, Superintendent

Priority	Project	Description	Request	Prioritized Request
1	Library Upgrades to Media Center / Maker Space <i>Total amount does not include technology or furniture assuming this will be awarded under separate applications.</i>	The existing Library will be transformed to a multipurpose room that features a variety of special experiences utilized by all students as well as community events.	\$520,000	\$4,045,288
2	Increasing Collaboration in STEM: Upgrades to Science Rooms <i>Total amount does not include technology or furniture assuming this will be awarded under separate applications.</i>	The project will create flexible and modern science lab with a perimeter of counters and sinks (water + electric) with furniture in the center. The district is prioritizing funding for 1 classroom, and children would be able to rotate.	\$351,000	
3	Creating a 21st Century Learning Environment: Flexible Furniture	The proposed project would allow the school to upgrade all furniture to support an increase in collaboration, engagement and student preferences.	\$1,196,000	
4	21 Century Learning Improvements: Technology	In order to be competitive students must have access to the same technology as their statewide peers. New technology will facilitate the learning experience and classroom discussion. This request provides new technology to all areas in the school.	\$1,196,000	
5	Exterior Signage and Building Improvements	Key to creating a sense of place, is providing students, staff and families with a welcoming entrance and well-maintained exterior building.	\$316,368	
6	Schoolwide Enhancements: Ceiling Tile Replacement, Phase II of Lighting Upgrades	This project will continue the state's investment in lighting by replacing the school's stained and missing ceiling tiles.	\$465,920	
7	Restroom Upgrades	Renovations to all bathrooms will provide students and staff with clean and fully functional restrooms.	\$1,040,000	\$1,051,502
8	Common Space Enhancements: Paint	Painting will support the state's efforts to make immediate improvements to the condition of the school.	\$11,502	

We appreciate RIDE's continued commitment to ensure Central Falls students have equal access to a 21st Century learning environment. We look forward to showing you the impact of funding like the Facilities Equity Initiative has on students and how "instruction drives construction". Please contact me directly with any questions regarding the attached applications.

Sincerely,

Stephanie Downey Toledo
Superintendent, Central Falls School District

Summary of Applications Submitted

Application #	Project	Description	Cost	Extended Cost
1	<p>Library Upgrades to Media Center / Maker Space <i>Please see description for more information the amount the project may be reduced by</i></p>	<p>The existing Library will be transformed to a multipurpose room that features a variety of special experiences utilized by all students as well as community events.</p>	\$572,000	
2	<p>Increasing Collaboration in STEM: Upgrades to Science Rooms <i>Please see description for more information the amount the project may be reduced by</i></p>	<p>The project will create a flexible and modern science lab with a perimeter of counters and sinks (water + electric) with furniture in the center. Extended cost represents all 3 science labs</p>	\$413,400	\$1,240,200
3	<p>Creating a 21st Century Learning Environment: Flexible Furniture</p>	<p>The proposed project would allow the school to upgrade all furniture to support increases in collaboration, engagement and student preferences.</p>	\$1,196,000	
4	<p>21 Century Learning Improvements: Technology</p>	<p>To be competitive students must have access to the same technology as their statewide peers. New technology will facilitate the learning experience and classroom discussion. This request provides new technology to all areas in the school. Extended cost would provide new technology to all areas in the school.</p>	\$26,400 <i>Per room</i>	\$1,196,000 <i>School-wide</i>
5	<p>Exterior Signage and Building Improvements</p>	<p>Key to creating a sense of place, is providing students, staff and families with a welcoming entrance and well-maintained exterior building.</p>	\$316,368	
6	<p>Schoolwide Enhancements: Ceiling Tile Replacement, Phase II of Lighting Upgrades</p>	<p>This project will continue the state's investment in lighting by replacing the school's stained and missing ceiling tiles.</p>	\$465,920	

Summary of Applications Submitted

Application #	Project	Description	Cost	Extended Cost
7	Restroom Upgrades	Renovations to all bathrooms will provide students and staff with clean and fully functional restrooms.	\$1,040,000	
8	Common Space Enhancements: Paint	Paint will support state's efforts to make immediate improvements to the condition of the school.	\$11,502	
9	Gym Upgrades	Currently, the gymnasium cannot host interscholastic volleyball matches. The project would upgrade the court sizes meeting regulation requirements.	\$65,000	
10	Outdoor Classroom Improvements	The project includes landscaping, furniture, shading structure to enhance outdoor learning spaces in the existing courtyard.	\$480,000	
11	Site Improvements	Site improvements will include new sidewalks and resurfacing and striping of the existing parking lot.	\$169,749	
12	Area of Rescue Assistance	The important life safety upgrade will relocate a control panel and call box that is inside of a locked office. Safety and Code issue.	\$13,000	
13	Calcutt Entry Vestibule and Wayfinding Improvements	The project will create a welcoming environment for students and families while increasing connectivity to the proposed multipurpose assembly space.	\$143,000	
14	Davinci Room	The space would function as a classroom with students rotating through for use. Planned future school renovations would include the space.	\$413,400	
15	Collaborative Multipurpose Room	Expansion off the cafeteria would create flexible space for performances, collaboration and other activities. This project is in its conceptual stages.	\$7,800,000	
16	Renovation and Expansion of existing cafeteria to multipurpose assembly / cafetorium	The project will transform the cafeteria into a multipurpose assembly space with a foldable stage. This project is in its conceptual stages.	\$3,120,000	

Attachment B: Statement of Qualifications – Architect & Engineering Services Central Falls School District

The information used to evaluate firms is from this form and other sources, including but not necessarily limited to any additional data requested by the Central Falls School District and interviews with firms and their references.

GENERAL INSTRUCTIONS

Do not include instruction pages with your submission. Only include Part I and Part II of the form.

Part I presents the qualifications for a specific contract.

Part II presents the general qualifications of a firm or a specific branch office of a firm.

1. Submit Part II with each Statement of Qualifications. Prepare a separate Part II for each firm that will be part of the team and submitted with Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team.

DEFINITIONS

Architect: is a person as defined in RI General Laws 37-2-7(26) and is licensed to practice architecture in the State of Rhode Island.

Engineer: is a person as defined in RI General Laws 37-2-7(26) and is licensed to practice engineering in the State of Rhode Island.

Professional Engineer: is a person who has been duly registered by the state Board of Registration for Professional Engineers and Land Surveyors who can practice engineering in the State of Rhode Island.

Consultant or Professional Consultant: is an individual or firm which is a specialist and / or has expertise, as demonstrated by the possession of appropriate professional licensing, certification, training, education, and / or experience, necessary to give advice, direction or information regarding that particular area of knowledge.

Contractor: is the Construction Manager at Risk or General Contractor.

Subconsultant: is any Architect, Engineer, Consultant or Individual independently contracted with the Primary Firm to provide services related to this solicitation.

Branch Office: A geographically distinct place of business or subsidiary office of a firm that has a key role on the team.

Discipline: Primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.

Firm: Any person or business enterprise legally engaged in rendering professional architectural, engineering or related design services related to this solicitation.

Key Personnel: Individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

Contracting Authority: The Central Falls School District

Owner: is the City of Central Falls and the Central Falls School District and the Project Contact shall serve as the Owners Representative.

Project Number: 2021-0015

RIDE: is the Rhode Island Department of Education

ADA: is the Americans with Disabilities Act.

AOR: is the Architect of Record

CFSD: is the Central Falls School District

EEO: Equal Employment Opportunity

MBE: Minority Business Enterprise

GC: General Contractor

CM: Construction Manager

OPM: Owner's Project Manager

PPP: Pre-Purchase Program

NE CHPS: Northeast Collaborative for High Performance Schools

TP/BP: Transition / Bridging Package

WBE: Women's Business Enterprise.

SPECIFIC INSTRUCTIONS

Page Footers

1. **Project Title / Firm Name.** Enter the Project Name of the RFP for which this form is being submitted, exactly as shown in the Contracting Authority request at center of footer followed by lead firm name. Thumbnail company logo is optional.
2. **Page Numbers.** Modify the page numbers to correspond with the correct number of total pages in the submission. Integrate all pages including Part II and additional forms (e.g.: statements of insurance, etc) requested by the Contracting Authority.

Part I - Contract-Specific Qualifications

Section A. Contract Information.

1. **Title and Location.** Enter the title and location of the contract for which this form is being submitted, exactly as shown in the Contracting Authority request.
2. **Announcement Date.** Enter the date the Request for Proposal was issued.
3. **Project Number.** Enter the Contracting Authority's project number, if applicable, exactly as shown in the Contracting Authority request for this proposal

Section B. Firm Point of Contact

- 4-9. **Project Representative Name and Title, President/CEO, Name of Firm (Legal Name), Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address.** Provide information for a representative of the lead firm that the Contracting Authority can contact for additional information. The representative must be empowered to speak on contractual and policy matters. List the firm's legal name.
- 10-12. Include the county where the Lead Firm is located, its FTID (Federal Tax Identification) number and Web address.

Section C. Proposed Team.

- 13-15. **Firm Name, Address, and Role in This Contract.** Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract. List the lead firm first. If a firm has branch offices, indicate each individual branch office that will have a key role on the team. The named sub consultants, outside associates or consultants must be included, and any future changes must be approved by the Owners Project Contact. Attach an additional sheet in the same format as Section C if needed. Enter the distance of the lead firm from the project site in Block 10. ***Identify all Rhode Island certified MBE/WBE firms, by name, that will participate in delivery of the proposed professional services solicited in the RFP to achieve the required participation goals.***

Section D. Organizational Chart of Proposed Team.

Present an organizational chart of the proposed team showing the names and roles of all key personnel listed in Section E and the firm they are associated with as listed in Section C. Include Contracting Authority and Construction Manager. Illustrate lines of communication between team members and identify main point of contact for team. Use the following standard titles as appropriate to identify specific roles within project team for agreement. Please refrain from using company titles or roles (e.g.: Project Executive, Project Principal, etc.). The use of thumbnail sized photographs of team members is optional.

A/E Standard Titles for Specific Roles:

Senior Management Lead
Project Management Lead
Project Design Lead – Discipline Name (e.g., Architecture, Interior Design, Mechanical, Electrical, Plumbing, Technology, etc.)
Project Architect or Project Engineer
Planning/Programming Lead
Specification Writer
Scheduler
Quality Control Lead – Discipline Name
Construction Administrator

Section E. Resumes of Key Personnel Proposed for This Contract.

Complete this section for each key person who will participate in this contract. Group by firm, with personnel of the lead firm first. Resumes should align to the greatest extent possible with the example projects in Section G. Maximum of one page in length for each key person. The following blocks must be completed for each resume:

16. **Name.** Keep the name of each team member consistent throughout all sections. Thumbnail sized photograph of team member is optional.
17. **Role in This Contract.** Maintain consistency with titles provided in Section D.
18. **Years Experience.** Total years of relevant experience (block 14a), and years of relevant experience with current firm, but not necessarily the same branch office (block 14b).
19. **Firm Name and Location.** Name, city and state of the firm where the person currently works, which must correspond with one of the firms (or branch office of a firm, if appropriate) listed in Section C. Inserting thumbnail sized company logo is optional.
20. **Education.** Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.
21. **Current Professional Registration.** Provide information on current relevant professional registration(s) in the State of Rhode Island. Do not list registration from other states here. List registrations from other states in Block 22.
22. **Other Professional Qualifications.** Provide information on any other professional qualifications relating to this contract, such as education, professional registration in other states, publications, organizational memberships (e.g., AIA, CSI, NSPE, CMAA), certifications (e.g., CDT, CCM, CCCA, CCS, LEED AP, NCIDQ, A4LE), training, awards, and foreign language capabilities.*

***Abbreviations for organizations and certifications:**

LEED Credentials: Leadership in Energy & Environmental Design (Green Building Certification Institute)
CEFP
GA: Green Associate
AP: LEED AP (Legacy LEED Accredited Professional without specialty)
AP +: (see below):
LEED AP BD+C (Building Design and Construction specialty)
LEED AP ID+C (Interior Design and Construction specialty)
LEED AP O+M (Operations and Maintenance specialty)
LEED AP ND (Neighborhood Development specialty)
LEED AP Homes (Specialty for residential LEED construction)
LEED BD+C Schools (Building Design and Construction specialty)
Other Industry Credentials
A4LE: Association for Learning Environments
ACEC: American Council of Engineering Companies
AIA or FAIA: American Institute of Architects
CCCA: Certified Construction Contract Administrator (CSI)
CCM: Certified Construction Manager (CMAA)
CCS: Certified Construction Specifier (CSI)
CDT: Construction Document Technologist (CSI)
CMAA: Construction Management Association of America
CSI or FCSI: Construction Specifications Institute

DBIA or Associate DBIA: Design-Build Institute of America (list credentials, not memberships)
NCARB: National Council of Architectural Registration Boards (list certification only)
NCIDQ: National Council for Interior Design Qualification
NSPE: National Society of Professional Engineers

23. **Relevant Projects.** Provide information on up to five projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section F for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section F.

Sample Projects (a – e)

1. **Title, Client and Location.** Insert the sample project name on the top line of this block. Identify the client(s) name on the second line of this block. Provide the location (city, state) of the project at the bottom.
2. **Building Type, Size and Project Cost / Performance.** Identify the project's building type (e.g.: office, academic, laboratory, hospital, corrections, recreation, housing, maintenance, storage, mixed use, etc.) on the top line of this block. Specify level of building type if appropriate (e.g.: K-12 academic, student housing, minimum security corrections, vehicle maintenance, etc). **NOTE:** for K-12 academic building type, please include specific grade levels served in building within parentheses after the building type. For example, "K-12 Academic (9th thru 12th)". Provide the building size (if applicable) in square-feet on the second line of this block. If the project was a combination renovation and building addition, include area of building addition in parentheses after the total area (e.g.: 35,000 SF Add.). Include the project cost at the bottom followed by the firm's performance in parenthesis (e.g.: \$100K under budget, \$15K returned, on budget, \$10K over budget, etc). If the firm performed hard-bid construction services, indicate amount of change orders rather than budget performance within the parentheses (e.g.: \$45K in changes, \$0 in changes).
3. **Type of Construction, Delivery Model and Services.** Identify the type of construction on the top line of this block (new construction, addition, renovation, preservation, demolition). Include multiple types of construction if applicable (e.g.: addition/renovation). Provide the delivery method used for the project on the second line (i.e.: multiple prime, multiple prime with CMA, general contracting, CM at Risk, design-build, public-private partnership). Insert the type of service the firm provided on the project at the bottom of this block (e.g.: full AE services, Criteria AE services, DB services, etc.).
4. **Specific Role (Benefits / Value to Client).** Briefly describe the individual team member's role on the project and most importantly the benefits and value their specific involvement provided that client. **Do not list common job duties and responsibilities of the role or tasks performed.** Quantify specific results and accomplishments due to the individual's involvement on the project. Cover the evaluation criteria provided in the Request for Proposal when completing these blocks on the resumes of key personnel proposed for this contract. Use the check box provided to indicate if the project was performed with any office of the current firm. Project photos are not necessary.
5. **Dates Completed.** Insert the completion dates (month/year) for the design and construction stage, if applicable, on the top line of the block. Indicate the schedule performance with the number of day's variance from original schedule completion date of stage (e.g.: 15 days ahead, on schedule, 5 days late). If any of the professional services or construction projects is not complete, leave Date Completed blank and indicate the status.
6. **Example Project Key No.** Insert the corresponding key number (1-10) of the project if it is included in Section F as one of the Example Projects. Leave blank if it is not one of the Example Projects.

Section F. Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract.

Select projects where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this contract. Complete one Section F for each project. Specialty consultants that have not worked with the lead firm may submit their own projects in this section. **Present no more than ten projects.** Limit of one page in length per project. If more projects are submitted or their length exceeds one page, consideration will be based on the first page of the first ten projects only. Complete the following blocks for each project:

24. **Example Project Key Number.** Start with "1" for the first project and number consecutively.
25. **Title and Location.** Title and location of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract.
26. **Year Completed.** Enter the year completed of the design services (such as planning, engineering study, design, or surveying), and/or the year completed of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description of Project and Relevance to This Contract (block 24).

- 27a. **Project Owner.** Project owner or user, such as a government Contracting Authority or installation, an institution, a corporation or private individual.
- 27b. **Point of Contact Name.** Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.
- 27c. **Point of Contract Telephone Number.** Self-explanatory.
- 27d. **Point of Contact E-mail Address.** Self-explanatory.
28. **Brief Description of Project and Relevance to This Contract.** Enter any other information requested by the Contracting Authority for each example project. Including the following information:
- Project Description.** Provide a short description of the project. Indicate scope, size, cost, principal elements and special features of the project. Identify the type of delivery method used.
 - Scope of Services.** Indicate the type and scope of services provided by firm. Indicate if the project utilized Building Information Modeling tools and the extent of its use during each stage of the project.
 - Benefit / Value to Client.** Summarize the specific benefits and/or value provided to client in the execution of the work. Include obstacles encountered and how the firm resolved those issues. Tell the "story" of the project.
 - Results Accomplished.** Indicate team performance regarding scope, budget, schedule and quality. Provide specificity in reporting results in comparison to baseline figures. Do not just state, "on time and on budget".
 - Relevance of Project.** Briefly indicate how this example project is relevant and similar to this contract.
 - Reference.** Insert citations from letters of reference or past evaluations attained from project owner or point of contact. Indicate name, title, organization and date reference was made by past project representative.
 - Photographs/Diagrams.** Include one or two photos or diagrams/plans that complement and support the other information presented about the project, services, benefits and accomplishments.
 - Awards/Certifications.** Indicate any awards the project received, NE CHPS recognition, level of LEED Certification achieved or other relevant recognition.
 - Team Members.** List all proposed team members that worked on this example project.
29. **Firms from Section C Involved with This Project.** Indicate which firms (or branch offices, if appropriate) on the project team were involved in the example project, and their specific roles. List in the same order as Section C.

Section F. Additional Page: Relevant Project Experience Matrix.

Enter the relevant scopes of work requested in the Request for Proposal.

Section G. Key Personnel Participation in Example Projects.

This matrix is intended to graphically depict which key personnel identified in Section E worked on the example projects listed in Section F. Complete the following blocks (see example below).

30. **Names of Key Personnel.** List the names of the key personnel in the same order as they appear in Section E.
31. **Role in This Contract.** Insert the proposed role in the contract as indicated in Section E, block 17.
32. **Example Projects Listed in Section F.** In the column under each project key number (see block 24) and for each key person, place an "X" under the project key number for participation in the same or similar role.
33. **Example Projects Key.** List the key numbers and titles of the example projects in the same order as they appear in Section F.

Section H. Additional Information.

- 34a. Use this section to provide additional information specifically requested or to address evaluation criteria that are not covered by the information provided in Sections A-G. It is recommended that firms provide an outline following the evaluation criteria as indicated on the rating sheet and briefly summarize the proposed team's qualifications for each criterion. Firms are encouraged to summarize information in tables/charts. Do not include general marketing materials or history of each firm. Only include recent reference letters of past performance.

- 34b Complete and submit the Proposer Affirmation and Disclosure form to indicate the location(s) that services will be provided.
- 34c Complete and submit the MBE/WBE Participation – Statement of Intent to Contract and Perform form to indicate the lead firm’s intent to contract with a Rhode Island certified MBE/WBE as a part of the proposed team.
- 34d Complete the Disclosure of Past Performance for the Lead Firm and all Consultants listed in Section C.

Section I. Authorized Representative

35/36. Signature of Authorized Representative and Date. An authorized representative of the lead firm must sign and date the completed form. Signing attests that the information provided is current and factual, and that all firms on the proposed team agree to work on the project.

37. Name and Title. Self-explanatory.

SAMPLE ENTRIES FOR SECTION E (BLOCK 23):

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

23. RELEVANT PROJECTS (Up to a maximum of 5 samples)

(1) Title, Client & Location (City, State)	(2) Building Type, Size & Project Cost / Performance	(3) Type of Construction, Delivery Model & Services	(4) Date Completed		(5) Example Project Key No.
			Design	Construction	
North High School Northern SD Southern, RI	K-12 Academic (9th – 12th) 85,000 SF \$24,650,000 (\$158K over)	New School CMaR Full CMA Services	12/2009 18 days ahead	6/2012 on schedule	2
<p>(6) Role (Benefit / Value to Client) <input type="checkbox"/> Check if project performed with current firm Project Management Lead and Estimator responsible during all stages for managing scope/budget/schedule/quality. Precon. "real-time" estimating eliminated the need for end-of-phase VE and re-designs to maintain budget, saving 18 days in design. CMaR bids (15 pkg.) came within 2.5% of estimate. Constructability reviews resulted in only 11 RFI's during construction stage. Construction completed on time through strong management, despite having one major subcontractor default.</p>					

SAMPLE ENTRIES FOR SECTION F (MATRIX):

F. RELEVANT PROJECT EXPERIENCE MATRIX

		Major Scope of Work requirements as identified in the project advertisement.									
		Scope: Project Delivery Method (MP, GC, CMR, DB)	Scope: Role on Project (AE, C-AE, AOR, CMA/OA, CMR, DB, GC, Trade)	Scope: Academic Facility	Scope: K-12 Facility	Scope: High School (9-12)	Scope: New Construction	Scope: Construction on Occupied Site	Scope: USGBC LEED / RIDE Certification (Reg, Cert, Silver, Gold, Plat)	Scope: RIDE Major or High Priority Repair Project	Scope: Demo Existing / Build New Same Site
Example Project Name (Place "X" under Project Scope)											
1	North High School, Local School District Hometown, Rhode Island	MP	CMA	X	X	X	X		Gold	X	
2	Lincoln Hall, University of Rhode Island Colleegetown, Rhode Island	GC	GC	X			X	X	Plat	X	X

SAMPLE ENTRIES FOR SECTION G (MATRIX):

G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

30. NAMES OF KEY PERSONNEL (From Section E, Block 12)	31. ROLE IN THIS CONTRACT (From Section E, Block 13)	32. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
Sally Radfield	Principal Lead Architect	X	X			X	X				X
Mike Wetherby	Project Architect	X	X	X			X	X	X	X	X
Jim Dipollo	Construction Administrator		X		X	X			X		X

Part II - General Qualifications

Prepare a separate Part II **for each firm** that will be part of the proposed project team and submit with Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team.

- Project Number.** If Part II is submitted for a specific contract, insert the Contracting Authority's project number, if applicable, exactly as shown in the request for qualifications.
- 2a-2f. Firm (or Branch Office) Name and Address.** Self-explanatory. List the firm's legal name as recorded in the Secretary of State's records.
- Year Established.** Enter the year the firm (or branch office, if appropriate) was established under the current name.
- FTID Number.** Insert the Federal Tax Identification number issued by the Internal Revenue Service.

5. Ownership.

- a. Type. Enter the ownership or legal structure (sole proprietor, partnership, corporation, joint venture, etc.).
- b. If the Firm holds a current certification from the RI Minority Business Enterprise Compliance Office as an MBE or WBE indicate the date of issuance and expiration.

6a-6d. Point of Contact. Project Representative Name and Title, President/CEO, Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address. Provide this information for a representative of the firm that the Contracting Authority can contact for additional information. The representative must be empowered to speak on contractual and policy matters.

7. Name of Firm. Enter the name of the firm if Part II is prepared for a branch office.

8. Former Firm Names. Indicate any other previous names for the firm (or branch office) during the last six years. This information is used to review past performance on state contracts.

9. Employees by Discipline. Use the relevant disciplines and associated function codes shown at the end of these instructions and list in the same numerical order. After the listed disciplines, write in any additional disciplines and leave the function code blank. List no more than 20 disciplines. Group remaining employees under "Other Employees" in column b. Each person can be counted only once according to his/her primary function. Enter the number of licensed design professionals (e.g., architects, landscape architects, professional engineers and professional surveyors) for each discipline in column c(1). Enter all other employees for each discipline in column c(2). The total of column c (1) and c (2) should equal the total number of staff employed from that office/branch location for the firm.

10. Profile of Firm's Experience and Annual Average Revenue for Last 5 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. Use the relevant experience categories and associated profile codes shown at the end of these instructions, and list in the same numerical order. After the listed experience categories, write in any unlisted relevant project experience categories and leave the profile codes blank. For each type of experience, enter the appropriate revenue index number to reflect the revenues received annually (averaged over the last 5 years) by the firm or branch office for performing that type of work. A particular project may be identified with one experience category or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project.

11. Total Revenues of Firm for Last 2 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the **total** revenues received over the last 2 years by the firm or branch office. Do not enter "0."

12. Authorized Representative. An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.

List of Disciplines (Function Codes)

Code	Description	Code	Description
01	Acoustical Engineer	32	Hydraulic Engineer
02	Administrative	33	Hydrographic Surveyor
03	Aerial Photographer	34	Hydrologist
04	Aeronautical Engineer	35	Industrial Engineer
05	Archeologist	36	Industrial Hygienist
06	Architect	37	Interior Designer
07	Biologist	38	Land Surveyor
08	CAD/BIM Technician	39	Landscape Architect
09	Cartographer	40	Materials Engineer
10	Chemical Engineer	41	Materials Handling Engineer
11	Chemist	42	Mechanical Engineer
12	Civil Engineer	43	Mining Engineer

13	Communications Engineer	44	Oceanographer
14	Computer Programmer	45	Photo Interpreter
15	Construction Inspector	46	Photogrammetrist
16	Construction Manager	47	Planner: Urban/Regional
17	Corrosion Engineer	48	Project Manager
18	Cost Engineer/Estimator	49	Remote Sensing Specialist
19	Ecologist	50	Risk Assessor
20	Economist	51	Safety/Occupational Health Engineer
21	Electrical Engineer	52	Sanitary Engineer
22	Electronics Engineer	53	Scheduler
23	Environmental Engineer	54	Security Specialist
24	Environmental Scientist	55	Soils Engineer
25	Fire Protection Engineer	56	Specifications Writer
26	Forensic Engineer	57	Structural Engineer
27	Foundation/Geotechnical Engineer	58	Technician/Analyst
28	Geodetic Surveyor	59	Toxicologist
29	Geographic Information System Specialist	60	Transportation Engineer
30	Geologist	61	Value Engineer
31	Health Facility Planner	62	Water Resources Engineer

List of Experience Categories (Profile Codes)

Code	Description	Code	Description
A01	Acoustics, Noise Abatement	E09	Environmental Impact Studies, Assessments or Statements
A02	Aerial Photography; Airborne Data and Imagery Collection and Analysis	E10	Environmental and Natural Resource Mapping
A03	Agricultural Development; Grain Storage; Farm Mechanization	E11	Environmental Planning
A04	Air Pollution Control	E12	Environmental Remediation
A05	Airports; Navais; Airport Lighting; Aircraft Fueling	E13	Environmental Testing and Analysis
A06	Airports; Terminals and Hangars; Freight Handling	F01	Fallout Shelters; Blast-Resistant Design
A07	Arctic Facilities	F02	Field Houses; Gyms; Stadiums
A08	Animal Facilities	F03	Fire Protection
A09	Anti-Terrorism/Force Protection	F04	Fisheries; Fish Ladders
A10	Asbestos Abatement	F05	Forensic Engineering
A11	Auditoriums and Theaters	F06	Forestry and Forest Products
A12	Automation; Controls; Instrumentation	G01	Garages; Vehicles Maintenance Facilities; Parking Decks
B01	Barracks; Dormitories	G02	Gas Systems (<i>Propane; Natural, Etc.</i>)
B02	Bridges	G03	Geodetic Surveying: Ground and Air-borne
C01	Cartography	G04	Geographic Information System Services: Development, Analysis, and Data Collection
C02	Cemeteries (<i>Planning and Relocation</i>)	G05	Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribing, Drafting
C03	Charting; Nautical and Aeronautical	G06	Graphic Design
C04	Chemical Processing and Storage	H01	Harbors; Jetties; Piers, Ship Terminal Facilities
C05	Child Care/Development Facilities	H02	Hazardous Materials Handling and Storage
C06	Churches; Chapels	H03	Hazardous, Toxic, Radioactive Waste Remediation
C07	Coastal Engineering	H04	Heating; Ventilating; Air Conditioning
C08	Codes; Standards; Ordinances	H05	Health Systems Planning
C09	Cold Storage; Refrigeration and Fast Freeze	H06	High-rise; Air-Rights-Type Buildings
C10	Commercial Building (<i>Low Rise</i>); Shopping Centers	H07	Highways; Streets; Airfield Paving; Parking Lots
C11	Community Facilities	H08	Historical Preservation
C12	Communications Systems; TV; Microwave	H09	Hospital and Medical Facilities
C13	Computer Facilities; Computer Service	H10	Hotels; Motels
C14	Conservation and Resource Management	H11	Housing (<i>Residential, Multi-Family; Apartments; Condominiums</i>)
C15	Construction Management	H12	Hydraulics and Pneumatics
C16	Construction Surveying	H13	Hydrographic Surveying
C17	Corrosion Control; Cathodic Protection Electrolysis	I01	Industrial Buildings; Manufacturing Plants
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting	I02	Industrial Processes; Quality Control
C19	Cryogenic Facilities	I03	Industrial Waste Treatment
D01	Dams (<i>Concrete; Arch</i>)	I04	Intelligent Transportation Systems
D02	Dams (<i>Earth; Rock</i>); Dikes; Levees	I05	Interior Design; Space Planning
D03	Desalinization (<i>Process and Facilities</i>)	I06	Irrigation; Drainage
D04	Design-Build - Preparation of Requests for Proposals (<i>Criteria Architect/Engineer Services</i>)	J01	Judicial and Courtroom Facilities
D05	Digital Elevation and Terrain Model Development	L01	Laboratories; Medical Research Facilities
D06	Digital Orthophotography	L02	Land Surveying
D07	Dining Halls; Clubs; Restaurants	L03	Landscape Architecture
D08	Dredging Studies and Design	L04	Libraries; Museums; Galleries
E01	Ecological and Archeological Investigations	L05	Lighting (<i>Interior; Display; Theater, Etc.</i>)
E02	Educational Facilities; Classrooms	L06	Lighting (<i>Exteriors; Streets; Memorials; Athletic Fields, Etc.</i>)
E03	Electrical Studies and Design		
E04	Electronics		
E05	Elevators; Escalators; People-Movers		
E06	Embassies and Chanceries		
E07	Energy Conservation; New Energy Sources		
E08	Engineering Economics		

Code	Description	Code	Description
M01	Mapping Location/Addressing Systems	S01	Safety Engineering; Accident Studies; OSHA Studies
M02	Materials Handling Systems; Conveyors; Sorters	S02	Security Systems; Intruder and Smoke Detection
M03	Metallurgy	S03	Seismic Designs and Studies
M04	Microclimatology; Tropical Engineering	S04	Sewage Collection, Treatment and Disposal
M05	Military Design Standards	S05	Soils and Geologic Studies; Foundations
M06	Mining and Mineralogy	S06	Solar Energy Utilization
M07	Missile Facilities (<i>Silos; Fuels; Transport</i>)	S07	Solid Wastes; Incineration; Landfill
M08	Modular systems Design; Pre-Fabricated Structures or Components	S08	Special Environments; Clean Rooms, Etc.
N01	Naval Architecture; Off-Shore Platforms	S09	Structural Design; Special Structures
N02	Navigation Structures; Locks	S10	Surveying; Platting; Mapping; Flood Plain Studies
N03	Nuclear Facilities; Nuclear Shielding	S11	Sustainable Design
O01	Office Buildings; Industrial Parks	S12	Swimming Pools
O02	Oceanographic Engineering	S13	Storm Water Handling and Facilities
O03	Ordnance; Munitions; Special Weapons	T01	Telephone Systems (<i>Rural; Mobile; Intercom, Etc.</i>)
P01	Petroleum Exploration; Refining	T02	Testing and Inspection Services
P02	Petroleum and Fuel (<i>Storage and Distribution</i>)	T03	Traffic and Transportation Engineering
P03	Photogrammetry	T04	Topographic Surveying and Mapping
P04	Pipelines (<i>Cross-Country - Liquid and Gas</i>)	T05	Towers (<i>Self-Supporting and Guyed Systems</i>)
P05	Planning (<i>Community, Regional, Areawide and State</i>)	T06	Tunnels and Subways
P06	Planning (<i>Site, Installation and Project</i>)	U01	Unexploded Ordnance Remediation
P07	Plumbing and Piping Design	U02	Urban renewals; Community Development
P08	Prisons and Correctional Facilities	U03	Utilities (<i>Gas and Steam</i>)
P09	Product, Machine Equipment Design	V01	Value Analysis; Life-Cycle Costing
P10	Pneumatic Structures, Air-Support Buildings	W01	Warehouse and Depots
P11	Postal Facilities	W02	Water Resources; Hydrology; Ground Water
P12	Power Generation, Transmission, Distribution	W03	Water Supply; Treatment and Distribution
P13	Public Safety Facilities	W04	Wind Tunnels; Research/Testing Facilities Design
R01	Radar; Sonar; Radio and Radar Telescopes	Z01	Zoning; Land Use Studies
R02	Radio Frequency Systems and Shieldings		
R03	Railroad; Rapid Transit		
R04	Recreation Facilities (<i>Parks, Marinas, Etc.</i>)		
R05	Refrigeration Plants/Systems		
R06	Rehabilitation (<i>Buildings; Structures; Facilities</i>)		
R07	Remote Sensing		
R08	Research Facilities		
R09	Resources Recovery; Recycling		
R10	Risk Analysis		
R11	Rivers; Canals; Waterways; Flood Control		
R12	Roofing		

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STATEMENT OF QUALIFICATIONS

PART I – CONTRACT SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. PROJECT TITLE AND LOCATION (City and County)	
2. ANNOUNCEMENT DATE	3. PROJECT NUMBER

B. FIRM POINT OF CONTACT

4. PROJECT REPRESENTATIVE NAME AND TITLE		5. PRESIDENT / CEO
6. NAME OF FIRM (LEGAL NAME ON FILE WITH THE RHODE ISLAND SECRETARY OF STATE)		
7. TELEPHONE NUMBER	8. FAX NUMBER	9. E-MAIL ADDRESS
10. COUNTY	11. FTID NUMBER	12. WEB ADDRESS

C. PROPOSED TEAM

(Complete this section for the lead firm and all key consultants.)

(Check)			13. FIRM NAME	14. ADDRESS	15. ROLE IN THIS CONTRACT
Lead Firm		Consultant			
a.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if MBE/WBE certified	<input type="checkbox"/> Check if branch office _____ Miles from project site	
b.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if MBE/WBE certified	<input type="checkbox"/> Check if branch office	
c.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if MBE/WBE certified	<input type="checkbox"/> Check if branch office	
d.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if MBE/WBE certified	<input type="checkbox"/> Check if branch office	
e.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if MBE/WBE certified	<input type="checkbox"/> Check if branch office	

f.

Check if MBE/WBE certified

Check if branch office

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

(Attached)

INSERT ORGANIZATIONAL CHART BELOW OR ATTACH.

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person. Limit one page per person)

16. NAME	17. ROLE IN THIS CONTRACT	18. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
19. FIRM NAME AND LOCATION (City and State)	20. EDUCATION (Degree and Specialization)	21. CURRENT RI PROF REGISTRATIONS (List Discipline)	
22. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			

23. RELEVANT PROJECTS (Up to a maximum of 5 samples)

a.	(1) Title, Client & Location (City, State)	(2) Building Type, Size & Project Cost / Performance	(3) Type of Construction, Delivery Model & Services	(4) Date Completed		(5) Example Project Key No.
				Design	Construction	
(6) Role (Benefit / Value to Client) <input type="checkbox"/> Check if project performed with current firm						
b.	(1) Title, Client & Location (City, State)	(2) Building Type, Size & Project Cost / Performance	(3) Type of Construction, Delivery Model & Services	(4) Date Completed		(5) Example Project Key No.
				Design	Construction	
(6) Role (Benefit / Value to Client) <input type="checkbox"/> Check if project performed with current firm						
c.	(1) Title, Client & Location (City, State)	(2) Building Type, Size & Project Cost / Performance	(3) Type of Construction, Delivery Model & Services	(4) Date Completed		(5) Example Project Key No.
				Design	Construction	
(6) Role (Benefit / Value to Client) <input type="checkbox"/> Check if project performed with current firm						
d.	(1) Title, Client & Location (City, State)	(2) Building Type, Size & Project Cost / Performance	(3) Type of Construction, Delivery Model & Services	(4) Date Completed		(5) Example Project Key No.
				Design	Construction	
(6) Role (Benefit / Value to Client) <input type="checkbox"/> Check if project performed with current firm						
e.	(1) Title, Client & Location (City, State)	(2) Building Type, Size & Project Cost / Performance	(3) Type of Construction, Delivery Model & Services	(4) Date Completed		(5) Example Project Key No.
				Design	Construction	
(6) Role (Benefit / Value to Client) <input type="checkbox"/> Check if project performed with current firm						

<p align="center">F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</p> <p align="center"><i>(Present a <u>maximum of 10 projects</u>. Complete one Section F for each project. Limit one page in length.)</i></p>	<p>24. EXAMPLE PROJECT KEY NUMBER (1 – 10)</p>
--	--

25. TITLE AND LOCATION <i>(City and State)</i>	26. YEAR COMPLETED	
	DESIGN (if applicable)	CONSTRUCTION (if applicable)

27. PROJECT OWNER'S INFORMATION			
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT PHONE NUMBER	d. POINT OF CONTACT E-MAIL ADDRESS

28. DESCRIPTION OF PROJECT *(Include project info, services, benefit/value, results, relevance, references, photographs/diagrams, awards/certifications, team members)*

29. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
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a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE / RELATIONSHIP
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE / RELATIONSHIP
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE / RELATIONSHIP
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE / RELATIONSHIP
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE / RELATIONSHIP

f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE / RELATIONSHIP
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F. RELEVANT PROJECT EXPERIENCE MATRIX

		Major Scope of Work requirements as identified in the Request for Qualifications.									
		Scope: Project Delivery Method (GC, CMaR, DB, other)	Scope: Role on Project (AE, AOR, DB, etc.)	Scope: Similar Projects (Provide specific examples including type size, scope and schedule)	Scope: Conformance with Budget and Schedule (K-12 projects, comparable scope and schedule)	Scope: Addition/Renovation Construction on Existing Site (Abate / Demo existing building, reconfigure site, build new)	Scope: Sustainability/ NE CHPS Design Standards (New schools and Addition/Renovations)	Scope: Flexible / Adaptive / Innovative Use of Space (Optimize space utilization, minimize new build footprint)	Scope: Community Use of space (support multi-purpose use, controlled access after-hours)	Scope: RIDE Experience (Major projects -- reno, additions, new construction)	Scope: MBE/WBE Experience (Achieving stipulated participation level)
Example Project Name (Place "X" under Project Scope)											
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

30. NAMES OF KEY PERSONNEL (From Section E, Block 16)	31. ROLE IN THIS CONTRACT (From Section E, Block 17)	32. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10

33. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1		6	
2		7	
3		8	
4		9	
5		10	

H. ADDITIONAL INFORMATION

34a. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE CONTRACTING AUTHORITY. ATTACH ADDITIONAL SHEETS AS NEEDED.

H. ADDITIONAL INFORMATION

PROPOSER AFFIRMATION AND DISCLOSURE

The Lead Firm ("Proposer") acknowledges that by signing this Statement of Qualifications, that in the conduct of its business operations it affirms, understands, and will abide by all applicable local, state and federal laws, ordinances and regulations regarding equal employment opportunity, non-discrimination and affirmative action. If awarded a Contract, the Proposer affirms that both the Proposer and its Consultants and Subcontractors (as applicable) shall perform no services requested under the Contract outside of the United States.

The Proposer shall provide the locations where services under the Contract will be performed in the spaces provided below or by attachment. Failure to provide this information as part of its Statement of Qualifications will cause the Proposer to be deemed non-responsive and no further consideration will be given to its Statement of Qualifications. If the Proposer will not be using Consultants or Subcontractors, indicate "Not Applicable" in the appropriate spaces.

1. Principal business location of the Proposer:

Address

City, State, Zip

2. Location where services will be performed by Proposer:

Address

City, State, Zip

Locations where services will be performed by Consultants and Subcontractors:

Address

City, State, Zip

Address

City, State, Zip

Address

City, State, Zip

3. Location where state data will be stored, accessed, tested, maintained, or backed-up, by Proposer:

Address

City, State, Zip

Locations where state data will be stored, accessed, tested, maintained, or backed-up by Consultants and Subcontractors:

Address

City, State, Zip

Address

City, State, Zip

Address

City, State, Zip

Address

City, State, Zip

H. ADDITIONAL INFORMATION

34c. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE CONTRACTING AUTHORITY. USE THE NEXT PAGE OR ATTACH ADDITIONAL SHEETS AS NEEDED.

**MBE/WBE PARTICIPATION
STATEMENT OF INTENT TO CONTRACT AND PERFORM**

Project Name _____ Project Number _____
Vendor Name _____

MBE/WBE Certified Firm

Name _____ Phone _____
Address _____ Fax _____
City, State ZIP _____ E-mail _____
Certification Date _____

Briefly describe services, work or supplies to be provided by the MBE/WBE (may use industry codes):

Percentage of proposed MBE/WBE participation: _____ % Anticipated cost or fee payable to MBE/WBE firm: \$ _____

Certified by MBE/WBE and by the Vendor

The Vendor certifies that it intends to contract with the MBE/WBE for the portion of the agreement described above related to this project. The named MBE/WBE certifies that it intends to contract with the named Vendor and intends to provide the portion of the Vendor's scope of services as described above and for the anticipated cost or fee as indicated above.

If the Vendor is not selected to provide services for this Project, this Statement of Intent shall be null and void.

MBE/WBE Firm	Vendor
Name _____	Name _____
_____ Signature	_____ Signature
_____ Date	_____ Date

H. ADDITIONAL INFORMATION

c. NAME AND TITLE

Provide a separate Part II form for each firm or branch office participating on the proposed project team.