

RIHousing

Request for Proposals

Project 1 – Office Renovations Project 2 - Cafeteria Renovations

INTRODUCTION

Through this Request for Proposals (“RFP”), the Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) seeks proposals from qualified firms to complete two renovation projects at our Agency offices located at 44 Washington St., Providence, Rhode Island. Project 1 is a conversion of an existing 900 square foot file room to general office space. Project 2 is a renovation of approximately 1000 square feet of dining and kitchen area which provides seating for approximately 50 people.

INSTRUCTIONS

Respondent should submit an original and four (4) copies of the proposal to RIHousing, 44 Washington Street, Providence, Rhode Island 02903-1721, Attn: **Guy V. Pirolli, Manager Facilities Operations**. Please also direct a courtesy copy by email to: gpirolli@rihousing.com. Proposals should be concise and include all attachments and work samples. Proposals should be presented on business letterhead.

There will be a mandatory walk-through at 10:00AM, Tuesday, November 27, 2018 at the offices of RIHousing, 44 Washington St., Providence, RI. All Proposals must be received no later than 5:00 PM on Friday, December 21, 2018 at RIHousing offices.

Respondents are advised that all submissions (including those not selected for engagement) may be made available to the public on request upon completion of the process and award of a contract(s).

SCOPE OF WORK

Please see the Scope of Work provided at [Attachment A for Project 1 and Attachment B for Project 2](#).

Plans and specifications for above referenced projects can be obtained at the follow links:

<https://rhodeislandhousing.sharefile.com/d-s9cf9862a0d140569>

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ITEMS TO BE INCLUDED WITH YOUR PROPOSAL

Please note that failure to provide all information requested in this RFP shall cause your submission not to be scored.

Submission Check List

A. General Firm Information

1. Provide a brief description of your firm, including but not limited to the following:
 - a. Name of the principal(s) of the firm.
 - b. Name, telephone number and email address of a representative of the firm authorized to discuss your proposal.
 - c. Address of all offices of the firm.
 - d. Number of employees of the firm.

B. Experience and Resources

1. Describe your firm and its capabilities. In particular, support your capacity to perform the Scope of Work.

2. Indicate which principals and associates from your firm would be involved in providing services to RIHousing. Provide appropriate background information for each such person and identify his or her responsibilities.

3. Provide a detailed list of references, including a contact name and telephone number for organizations or businesses for whom you have performed similar work.

4. Identify any conflict of interest that may arise as a result of business activities or ventures by your firm and associates of your firm, employees, or subcontractors as a result of any individual's status as a member of the board of directors of any organization likely to interact with RIHousing. If none, please provide a statement to such effect.

5. Identify any material litigation, administrative proceedings or investigations in which your firm is currently involved. Identify any material litigation, administrative proceedings or investigations, to which your firm or any of its principals, partners, associates, subcontractors or support staff was a party, that has been settled within the past two (2) years. If none, please provide a statement to such effect.

6. Describe how your firm will handle actual and or potential conflicts of interest.

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C. GENERAL TERMS AND CONDITIONS

1. The terms of this RFP shall be incorporated into a contract with the successful applicant. The term of the contract will be for one year, renewable for a second year at the option of RIHousing, at the prices set forth in the selected applicant's proposal.

2. Proposals are irrevocable for thirty (30) days after the deadline for submission and may not be withdrawn except with the express permission of RIHousing. All pricing will be considered firm and fixed unless otherwise indicated.

3. After an award has been made, failure to meet all requirements of this RFP may result in a determination of default and a withdrawal of the award.

4. The respondent warrants, by submission of a proposal in response to this RFP, that he or she (or his or her firm) has not, directly or indirectly, entered into any agreement, or participated in any act of collusion, or taken any other action or type of action so as to restrain full competitive bidding.

5. The successful respondent will be required to indemnify and hold RIHousing harmless against any and all losses, damages, costs and/or claims arising from work performed pursuant to this RFP. Additionally, the selected respondent will be required to present proof of insurance coverage with a company or companies licensed to provide business insurance in Rhode Island, with minimum coverage as follows:

Comprehensive General Liability Insurance:

Bodily Injury \$1,000,000 each occurrence

\$1,000,000 annual

aggregate Property Damage \$500,000 each

occurrence

\$500,000 annual aggregate

Workers' Compensation Insurance: Coverage B \$10,000

In the alternative, the selected respondent may provide proof of self-insurance or make other representations of financial responsibility satisfactory to RIHousing, in its sole discretion. Evidence of coverage must be provided by the selected respondent prior to award.

D. Fee Structure

The cost of services is one of the factors that will be considered in awarding this contract. The information requested in this section is required to support the reasonableness of your fees. **Please note that all work required in these two projects are to be quoted at prevailing wage.**

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1. Please provide cost proposals as follows:
 - a. Project 1 Individually – Use form provided as Attachment A1, utilizing plans and specifications by Vision 3 Architects, entitled “Third Floor Interior Renovations” dated November 9, 2018 (see Attachment A)
 - b. Project 2 Individually – Use form provided as Attachment B1, utilizing plans and specifications by Union Studio entitled “Garr Building Cafeteria Renovations” dated October 10, 2018 (see Attachment B).
 - c. Combined Pricing of Project 1 and 2 above, by using the form provided as Attachment C.

2. Provide an itemized breakdown of billing rates and hourly costs, list of key personnel and their hourly rates, reimbursable expenses, etc. for any services that may be requested in addition to the services previously described.

3. Please provide any other fee information applicable to the engagement that has not been previously covered that you wish to bring to the attention of RIHousing.

E. Miscellaneous

1. RIHousing encourages the participation of persons of color, women, persons with disabilities and members of other federally and State-protected classes. Describe your firm’s affirmative action program and activities. Include the number and percentage of members of federally and State-protected classes who are either principals or senior managers in your firm, the number and percentage of members of federally and State-protected classes in your firm who will work on RIHousing’s engagement and, if applicable, a copy of your Minority- or Women-Owned Business Enterprise state certification.

2. Discuss any topics not covered in this Request for Proposals that you would like to bring to RIHousing’s attention.

F. Certifications

1. RIHousing insists upon full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors. This law requires State Vendors entering into contracts to provide services to an agency such as RIHousing, for the aggregate sum of \$5,000

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or more, to file an affidavit with the State Board of Elections concerning reportable political contributions. The affidavit must state whether the State Vendor (and any related parties as defined in the law) has, within 24 months preceding the date of the contract, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, any candidate for general office, or any political party. Please acknowledge your understanding of this in your RFP response.

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2. Does any Rhode Island “Major State Decision-maker,” as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a Five Thousand Dollar or greater cash interest in this business?

For purposes of this question, “Major State Decision-maker” means:

(i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

If your answer is “Yes,” please identify the Major State Decision-maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §§36-14-16, 17 and 18. **If your answer is “No,” please provide a statement to such effect.**

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3. In the course of providing goods or services to RIHousing, the selected respondent may receive certain personal information specific to

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customer(s) including, without limitation, customer names and addresses, telephone numbers, email addresses, dates of birth, loan numbers, account numbers, social security numbers, driver's license or identification card numbers, employment and income information, photographic likenesses, tax returns, or other personal or financial information (hereinafter collectively referred to as the "Personal Information"). The maintenance of the Personal Information in strict confidence and the confinement of its use to RIHousing are of vital importance to RIHousing.

4. **Please include a letter from your president, chairman or CEO certifying that, in the event your firm is selected:**

(i) any Personal Information disclosed to your firm by RIHousing or which your firm acquires as a result of its services hereunder will be regarded by your firm as confidential, and shall not be copied or disclosed to any third party, unless RIHousing has given its prior written consent thereto; and

(ii) your firm agrees to take all reasonable measures to (a) ensure the security and confidentiality of the Personal Information, (b) protect against any anticipated threats or hazards to the security or integrity of the Personal Information, and (c) maintain reasonable security procedures and practices appropriate to your firm's size, the nature of the Personal Information, and the purpose for which the Personal Information was collected in order to protect the Personal Information from unauthorized access, use, modification, destruction or disclosure; and

(iii) when discarding the Personal Information, destroying it in a commercially reasonable manner such that no third party can view or recreate the information, electronically or otherwise.

These provisions, which implement the requirements of the Rhode Island Identity Theft Protection Act, R.I.G.L. § 11-49.2 et seq., will also be incorporated into the final contract with the selected respondent(s).

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5. Please include a letter from your president, chairman or CEO certifying that (i) no member of your firm has made inquiries or contacts with respect to this Request for Proposals other than in an email or written communication to **GuyV. Pirolli**, gpirolli@rihousing.com seeking clarification on the Scope of Work set forth in this proposal, from the date of this RFP through the date of your proposal, (ii) no member of your firm will make any such inquiry or contact until after **Friday, December 21, 2018**, (iii) all information in your proposal is true and correct to the best of her/his knowledge, (iv) no member of your firm

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gave anything of monetary value or promise of future employment to a RIHousing employee or Commissioner, or a relative of the same, based on any understanding that such person's action or judgment will be influenced and (v) your firm is in full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

EVALUATION AND SELECTION

A selection committee consisting of RIHousing employees (the "Committee") will review all proposals and make a determination based on the following factors:

- Professional capacity to undertake the Scope of Work
- Proposed fee structure for Project 1, individually; Project 2 individually; proposed fee structure for the projects as combined (including any alternates)
- Ability to perform within time and budget constraints
- Previous work experience and performance with RIHousing and/or similar organizations
- Recommendations by references
- Firm minority status and affirmative action program or activities
- Other pertinent information submitted

RIHousing may invite one or more finalists to make presentations.

In its sole discretion, RIHousing may negotiate with one or more firms who have submitted qualifications to submit more detailed proposals on specific projects as they arise.

By this Request for Proposals, RIHousing has not committed itself to undertake the work set forth. RIHousing reserves the right to reject any and all proposals, to rebid the original or amended scope of services and to enter into negotiations with one or more respondents for each project individually. RIHousing reserves the right to make those decisions after receipt of responses. RIHousing's decision on these matters is final.

For additional information contact: Guy V. Pirolli, gpirolli@rihousing.com.

Revised: August 2018

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Attachment A - Project 1

Third Floor Office Renovations Scope of Work

Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) seeks proposals from qualified firms to complete renovations converting a 900 square foot existing file room space to general office space.

See Construction Documents provided by Vision 3 Architects entitled “Third Floor Interior Renovations” dated November 9, 2018 (available through ARC Printing as stated above) required work to be performed.

Part 1 – Additional General Provisions

The contractor engaged by RIHousing to perform this Scope of Work (the “Contractor”) shall:

- A. Furnish all labor, supervision, materials, and equipment to satisfactorily perform the modernization of the elevator described in this Scope of Work during the times and at the frequency specified herein (the “Work”).
- B. Furnish all coordination, management, training, technical personnel, and special projects personnel as may be required during the term of the contract. These personnel shall be the direct agents and employees of the contractor, and may include, if required, a non-working resident supervisor who shall be the contractor's chief manager and agent in the performance of the services to be rendered hereunder.
- C. Prohibit its employees from smoking and drinking alcoholic beverages in the Buildings. Either activity will result in the employee’s immediate dismissal and termination from working in the Building.
- D. Instruct its personnel to work in a quiet, professional manner, respectful of the rights of RIHousing and its employees to an orderly workplace free from disturbances. Cell phones must be on vibrate or mute at all times. Profanity and obscenity will not be permitted.
- E. Require all personnel to wear a name tag, shirt, pullover or other identification with the company’s name and employee’s name (supplied by the contractor) during the performance of their duties.
- F. Furnish and maintain all necessary equipment, supplies, and materials needed to adequately perform the required services.

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G. Secure all necessary state permits.

H. Ensure that its employees and those of all sub-contractors are contained to the designated work areas while working on this project with the exception of approved travel to designated bathrooms and storage areas for equipment and product. No file cabinets, storage cabinets or desks are allowed to be accessed during time in the building unless accompanied by RIH staff.

Please note the following.

A. Bid must include:

- 1) Shipping and delivery costs and any other charges that may apply (Rhode Island Housing is sales tax exempt).
- 2) An installation sequence and schedule for all work.
- 3) A full detailed list of any work not included that may be required by other trades.
- 4) Your payment terms and warranty of installed equipment under this proposal. RIHousing requests a minimum warranty of 1 year on all labor, material and equipment. Extended warranty options on items may be requested.

B. Time is of the essence for this project.

All work listed on Attachment A must be completed no later than March 31, 2019 unless otherwise agreed to by RIHousing in writing.

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ATTACHMENT A-1

Project 1 Third Floor Office Renovation Pricing

TO: RIHousing

1. The undersigned respondent hereby states that he/she, has carefully examined the specifications and requirements provided by RIHousing in the attached Request for Proposal (inclusive of all attachments, the “RFP”) for Construction work dated October 2018, all of which is acknowledged to be part of this Bid Proposal, and has carefully examined the site of the Work.
2. The undersigned is familiar with local conditions and the character and extent of the Scope of Work; has determined the required quality, quantity and sources of supply of all equipment, tools, supplies, labor and all other facilities and items necessary or proper for or incidental to the continuous execution and completion of the Scope of Work as required and, if awarded the contract by RIHousing, hereby agrees to perform the contract in strict accordance with the specifications and within the timeframes set forth in the RFP.
3. The undersigned respondent, if awarded the contract by RIHousing, hereby agrees to enter into and execute a written contract with Rhode Island Housing for the work described in the RFP within 10 business days of award.
4. The undersigned hereby offers the following prices to perform the work described as “Third Floor Interior Renovations” dated October 15, 2018 (see Attachment A)
5. Contractor shall include the cost for providing both 100% Performance & Labor and Material Payment bonds. **Contractor shall include, with the Bid, a letter from the bonding company assuring issuance of such bonds.**

\$ _____

By: _____

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Attachment B - Project 2

Garr Building Cafeteria Renovations Scope of Work

Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) seeks proposals from qualified firms to complete renovations to our employee cafeteria. Project will include demolition and construction of approximately 1000 square feet of dining and kitchen area which provides seating for approximately 50 people.

See Construction Documents provided by Union Studio Architects entitled “Garr Building Fourth Floor Cafeteria Renovations” dated November 15, 2018 (available at ARC Printing as stated above)

Part 1 – Additional General Provisions

The contractor engaged by RIHousing to perform this Scope of Work (the “Contractor”) shall:

- H. Furnish all labor, supervision, materials, and equipment to satisfactorily perform the modernization of the elevator described in this Scope of Work during the times and at the frequency specified herein (the “Work”).
- I. Furnish all coordination, management, training, technical personnel, and special projects personnel as may be required during the term of the contract. These personnel shall be the direct agents and employees of the contractor, and may include, if required, a non-working resident supervisor who shall be the contractor's chief manager and agent in the performance of the services to be rendered hereunder.
- J. Prohibit its employees from smoking and drinking alcoholic beverages in the Buildings. Either activity will result in the employee’s immediate dismissal and termination from working in the Building.
- K. Instruct its personnel to go about their work in a quiet, professional manner, respectful of the rights of RIHousing and its employees to an orderly workplace free from disturbances. Cell phones must be on vibrate or mute at all times. Profanity and obscenity will not be permitted.
- L. Require all personnel to wear a name tag, shirt, pullover or other identification with the company’s name and employee’s name (supplied by the contractor) during the performance of their duties.

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M. Furnish and maintain all necessary equipment, supplies, and materials needed to adequately perform the required services.

N. Secure all necessary state permits.

H. Ensure that your employees and those of all sub-contractors are contained to the designated work areas while working on this project, with the exception of approved travel to designated bathrooms and storage areas for equipment and product. No file cabinets, storage cabinets or desks are allowed to be accessed during time in the building unless accompanied by RIH staff.

Please note the following.

C. Bid must include:

- 1) Shipping and delivery costs and any other charges that may apply (Rhode Island Housing is sales tax exempt).
- 2) An installation sequence and schedule for all work.
- 3) A full detailed list of any work not included that may be required by other trades.
- 4) Your payment terms and warranty of installed equipment under this proposal.

D. Time is of the essence for this project.

Please confirm whether all work listed on plans and specifications will be completed no later than June 1, 2019

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ATTACHMENT B-1

Project 2, Garr Building Cafeteria Renovation Pricing

TO: RIHousing

1. The undersigned respondent hereby states that he/she, has carefully examined the specifications and requirements provided by RIHousing in the attached Request for Proposal (inclusive of all attachments, the “RFP”) for Construction work dated October 10, 2018, all of which is acknowledged to be part of this Bid Proposal, and has carefully examined the site of the Work.
2. The undersigned is familiar with local conditions and the character and extent of the Scope of Work; has determined the required quality, quantity and sources of supply of all equipment, tools, supplies, labor and all other facilities and items necessary or proper for or incidental to the continuous execution and completion of the Scope of Work as required and, if awarded the contract by RIHousing, hereby agrees to perform the contract in strict accordance with the specifications and within the timeframes set forth in the RFP.
3. The undersigned respondent, if awarded the contract by RIHousing, hereby agrees to enter into and execute a written contract with Rhode Island Housing for the work described in the RFP within 10 business days of award.
4. The undersigned hereby offers the following prices to perform the work described as “Garr Building Cafeteria Renovations” dated October 10, 2018, in accordance with plans provided by Union Studio Architects
5. Contractor shall include the cost for providing both 100% Performance & Labor and Material Payment bonds. **Contractor shall include, with the Bid, a letter from the bonding company assuring issuance of such bonds.**

\$ _____

By: _____



ATTACHMENT C

**Project 1, Third Floor Office Renovation
Project 2, Garr Building Cafeteria Renovation**

COMBINED PRICING

TO: RIHousing

1. The undersigned respondent hereby states that he/she, has carefully examined the specifications and requirements provided by RIHousing in the attached Request for Proposal (inclusive of all attachments, the “RFP”) for Construction work dated October 10, 2018, all of which is acknowledged to be part of this Bid Proposal, and has carefully examined the site of the Work.
2. The undersigned is familiar with local conditions and the character and extent of the Scope of Work; has determined the required quality, quantity and sources of supply of all equipment, tools, supplies, labor and all other facilities and items necessary or proper for or incidental to the continuous execution and completion of the Scope of Work as required and, if awarded the contract by RIHousing, hereby agrees to perform the contract in strict accordance with the specifications and within the timeframes set forth in the RFP.
3. The undersigned respondent, if awarded the contract by RIHousing, hereby agrees to enter into and execute a written contract with Rhode Island Housing for the work described in the RFP within 10 business days of award.
4. The undersigned hereby offers the following price to perform the work described in Project 1 and Project 2 (including all approved alternates in each project).

Total - Combined Project Price: (Include all alternates/project as required)

\$ _____

By: _____