



Respondent Name: _____

REQUEST FOR PROPOSALS

Modular Glass Wall System

Posting Date: February 20, 2024

Response Submission Deadline Extended: 3:00 EST p.m. on March 20, 2024

Mandatory Walkthrough Date/Time: 10:00 EST a.m.; February 27, 2024

INTRODUCTION

Through this Request for Proposals (“RFP”), RIHousing seeks proposals from qualified firms to provide installation of a modular glass wall panel system at our corporate headquarters located at 44 Washington Street. Providence, Rhode Island.

RIHousing is in immediate need for a single office to be constructed utilizing a modular glass wall system under this contract; however, RIHousing expects to expand the use of this system in office installations, reconfigurations, and improvements in the future and therefore availability of product and consistency of installation are important considerations.

INSTRUCTIONS

Proposals are to be submitted via email to: **Guy V. Pirolli, Manager Facilities Operations** at **gpirolli@rihousing.com** no later than the submission deadline set forth above.

Proposals must be submitted to RIHousing on business letterhead and must adhere to the word count applicable to each section of this RFP and include all attachments, certifications (located at [Attachment A](#)), and work samples (as applicable). **Proposals will not be reviewed or considered if they are not received by the submission deadline or if they do not adhere to the instructions described herein.**

All questions regarding the Scope of Work set forth in this RFP must be made in writing and submitted via email to **Guy V. Pirolli, Manager Facilities Operations** at **gpirolli@rihousing.com** prior to the submission deadline.

Respondents are advised that RIHousing requires its vendors to comply with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

RIHousing may invite one or more finalists to make presentations, including demonstrations of requested products, if applicable.

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.



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Accordingly, any information included in the proposal that the respondent believes to be proprietary or confidential should be clearly identified as such.

NOTE TO RESPONDENTS:

Please be advised that **all** proposals (including those not selected for engagement) may be made available to the public on request pursuant to the Rhode Island Access to Public Records Act, Chapter 2 of Title 38 of the Rhode Island General Laws (the “APRA”) upon award of a contract(s). Respondents are advised not to include information that they deem proprietary or confidential or that constitutes a trade secret.

ITEMS TO BE INCLUDED WITH YOUR PROPOSAL

Section A: General Firm Information (Total word limit: 500 words)

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, business telephone number and business email address of a representative of the firm authorized to discuss your proposal.
 - c. Locations of all offices of the firm.
 - d. Number of employees of the firm.

Section B: Experience and Resources (Total word limit: 3500 words)

SUBMISSION CHECK LIST

- 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 their responsibilities.
- 3. If applicable, please indicate the name of any subcontractors that would be involved in providing services to your firm and to RIHousing. Provide appropriate background information for each person or entity, identify the person’s responsibilities and outline their capabilities.
- 4. Provide a detailed list of references, including a contact name and business telephone number for organizations or businesses for whom you have performed similar work.
- 5. Identify individuals in your firm with multi-lingual skills, who are available to assist with communication in languages other than English. Please identify the language(s).

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- 6. Describe your firm’s information security systems and the steps that your firm takes to safeguard client communication, confidential information, and client data. Include in your response whether your firm performs penetration testing, your firm’s encryption methods, and whether client data is stored onshore or offshore.

Section C: Fee Structure (Total word limit: 500 words)

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.

- 1. Please provide a cost proposal for providing the Scope of Work in Attachment B.
- 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.

Section D: Affirmative Action Plan and Minority Owned Business/Women Owned Business

- 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.

Section E. Miscellaneous (Total word limit: 1000 words)

- 1. Discuss any topics not covered in this RFP that you would like to bring to RIHousing’s attention.

Section F. Certifications

- 1. All respondents must complete Attachment A and return it to RIHousing with their proposal.



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EVALUATION AND SELECTION

A selection committee consisting of RIHousing employees will review all proposals that meet the requirements set forth in the “Instructions” section of this RFP and make a selection based on the following factors:

- Professional capacity to undertake the Scope of Work (as evaluated by reference to Section B: Experience and Resources);
- Proposed fee structure (as evaluated by reference to Section C: Fee Structure);
- Ability to perform within time and budget constraints (as evaluated by reference to Section B);
- Previous work experience and performance with RIHousing and/or similar organizations (as provided in Section B: Experience and Resources, subsection 3);
- Firm minority status and affirmative action program or activities (as requested in Section D: Affirmative Action Plan and Minority Owned Business/Women Owned Business)
- Other pertinent information submitted.

By this RFP, RIHousing has not committed itself to undertake the work set forth herein. 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. RIHousing reserves the right to make those decisions after its receipt of responses. RIHousing’s decision on these matters is final.



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Attachment A

This form must be completed and signed by your firm’s president, chairman or chief executive officer. Please respond to **all** items below, include additional information as necessary, and ensure that any attachments refer to the appropriate item by name (i.e., “Conflict of Interest” etc.).

Total word limit: 500 words

Section A: Conflicts of Interest

1. Identify any conflict of interest that could arise during your firm’s performance of the Scope of Work set forth at Attachment B. **If none, check below.**

None

2. Identify any conflict of interest that may arise as a result of any of your firm’s employees, associates, or subcontractor’s status as a member of the board of directors of any organization likely to interact with RIHousing. **If none, check below.**

None

3. Describe how your firm will handle actual and or potential conflicts of interest (*respond below or attach a document with this information*).

Section B: Litigation, Proceedings, Investigations

1. Identify any material litigation, administrative proceedings, or investigations in which your firm is currently involved. **If none, check below.**

None

2. 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 finally adjudicated or settled within the past two (2) years. **If none, check below.**

None

Section C: Certifications

The undersigned certifies, under the pains and penalties of perjury, as follows:

1. No member of my firm has made inquiries or contacts with respect to this RFP other than in an email or written communication to **Guy V. Pirolli, Manager Facilities Operations** at **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 our proposal, and that no member of my firm will make any such inquiry or contact until after **March 7, 2024**.



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2. To the best of my knowledge, all information provided in my firm's proposal is true and correct.
3. My firm did not consult with RIHousing in connection with the development of this RFP.
4. No member of my firm 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.

President, Chairman or CEO (*print*): _____

Signature: _____

Firm Name: _____

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Attachment B
Scope of Work

General Provisions

The contractor engaged by RIHousing to perform this Scope of Work (the “Contractor”) shall install a modular glass wall system spanning approximately 21.5 feet. This system will be connected to two existing walls (drywall and brick); underside of the existing ceiling grid and carpet to create a new office space. Modular system shall be demountable yet incorporate all materials and connections necessary to secure it to the aforementioned existing conditions, creating a secure, structurally safe environment.

- Furnish all labor, supervision, materials, and equipment to satisfactorily perform the modular wall installation described in this Scope of Work during the times and at the frequency specified herein (the “Work”). Work is to be provided in the Slade/Garr and/or Earle Buildings at 44 Washington Street in downtown Providence.
- 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.
- 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 Buildings.
- 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. Profanity and obscenity will not be permitted.
- Prohibit its employees from disturbing paper on desktops and other work surfaces, opening desk drawers and cabinets, or using telephones or other office equipment.
- Ensure that all on-site personnel directly involved in performing the Work shall comply with the following requirements:
 - Personnel shall be physically able to perform their assigned tasks and shall be free from any communicable disease.
 - Personnel shall be capable employees, thoroughly trained and qualified to perform the work assigned to them.
 - Personnel shall satisfy such security clearance as RIHousing may reasonably require.
 - Upon arrival at the work site, Contractor shall provide, and personnel shall complete sign-in sheets for the Manager of Facilities Operations.
 - Personnel shall report fires, hazardous conditions, and items in need of repair or replacement, including, but not limited to, lights, faucets, toilets, etc.
 - Contractor shall provide a shift supervisor to oversee the work being completed.
 - All work must be completed within 45 days of contract award date.
- **See Attached Specifications and drawings for modular glass wall system; Attachment C**

ATTACHMENT C – Page 1
3rd Floor Office Project Details – 44 Washington St., Providence, RI

Modular Wall

- See modular wall generic description on page 2; attach to ceiling grid line
- Vendors to field verify all on site measurements.

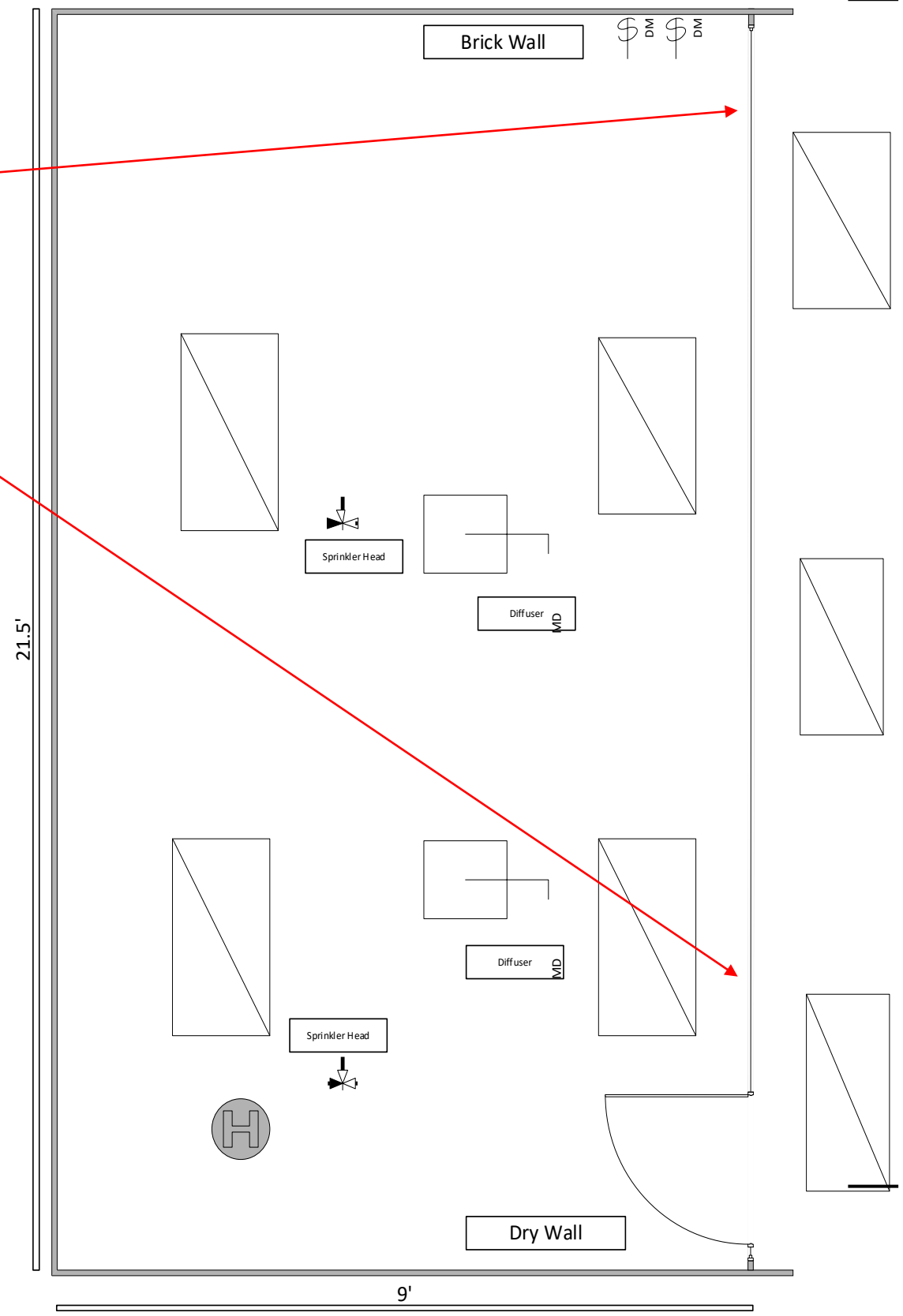
HVAC:

- No changes

Fire Safety:

- Existing fire sprinklers to remain in current location

Any comments/questions should be directed to:
Guy Pirolli at gpirolli@rihousing.com – 401-457-1290



Detail Section Below For Illustrative Purposes Only

