



REQUEST FOR PROPOSALS

DESIGN SERVICES FOR THE RENOVATIONS OF THE 5TH FLOOR MEETING & BALLROOM SPACES AT THE RHODE ISLAND CONVENTION CENTER

RHODE ISLAND CONVENTION CENTER AUTHORITY

One LaSalle Square, Providence, RI 02903



The following are critical dates and times:

Respondent Notification: February 13th, 2023

Mandatory Walk-through Meeting: RI Convention Center 5th Floor Meeting Room #557 on February 23, 2023 at 1:00PM

Proposal Response Due: March 17th, 2023, 2:00PM

PURPOSE OF WORK

The successful Proposer will reserve the right to enter into an agreement to supply the Rhode Island Convention Center Authority with engineering, consulting and management services for the renovations of the 5th floor meeting and ballroom spaces and toilet rooms at the Rhode Island Convention Center as outlined in this document. The successful firm may be assigned further projects in the AMP and the RI Convention Center.

DESCRIPTION OF FACILITY

The building is located at One Sabin Street, Providence, RI 02903

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

REQUEST FOR PROPOSAL SUBMITTAL

The Rhode Island Convention Center Authority will receive proposals for the design services for the 5th floor meeting and ballroom spaces of the Convention Center.

Proposal Documents: three (3) printed copies and also saved on one (1) USB thumb drive and must be submitted by US Mail and or Courier and received no later than **March 17, 2023, at 2:00PM**. Proposals received after that time and date will be returned unopened. All proposals must be clearly and distinctly typed, pricing submitted on the pricing sheet provided, and the Proposer must sign each proposal.

Send proposals to:

Rhode Island Convention Center Authority
RE: RI Convention Center 5th Floor Renovations
Attention: Daniel McConaghy, Executive Director
One LaSalle Square
Providence, RI 02903

Pre-Proposal Site Walkthrough

Firms submitting proposals are required to attend the Mandatory Pre-Proposal site visit on **February 23, 2023 at 1:00 PM**. The Pre-Proposal site visit meeting will be held at the RI Convention Center 5th Floor Meeting Room #557.

During this meeting, we will provide general overview of scope of work as outlined in the RFP, take a tour of the proposed spaces and hold general discussions. Please e-mail or call Howard Allen, Purchasing Manager, at hallen@pvdricenter.com; (401) 458-6016 to RSVP for this meeting no later than **February 17, 2023 at 4:00PM** (if leaving a message, please clearly state the company you are with along with how many people will be attending this meeting).

Questions:

All questions regarding this RFP should be sent to Howard Allen, Purchasing Manager at hallen@pvdricenter.com in the form of a WORD document no later than **March 3, 2023 at 2:00PM**. Answers will be issued via Addendum on the RICCA website under the “RFPs & Financials” tab.

Rhode Island Convention Center Rights:

The Rhode Island Convention Center Authority reserves the right to:

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

GENERAL INSTRUCTIONS

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

Evaluation Elements:

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

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

Prohibition of Alterations:

Proposals which are incomplete, or which are conditioned in any way, or which contain erasures, alterations, or are not in conformity with the law may be rejected.

Tax and License Requirements:

Proposers must follow any and all laws it is subject to in their proposal for services.

Obligation:

The RFP does not obligate the Rhode Island Convention Center Authority to contract for any services, expressed or implied.

Rejection of Proposals:

The Rhode Island Convention Center Authority reserves the right to:

- Make all decisions regarding this proposal, including, without limitation, the right to decide whether a proposal does or does not substantially comply with the requirements of this RFP.
- Accept, reject, or negotiate modifications in any terms of bidder’s proposal or any part thereof.
- To reject any or all proposals received.

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

REQUEST FOR PROPOSAL CONTENT

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

Responses must address each item listed in this section. Organize the submittal in the same order as requested. Incomplete responses to any of these items or failure to submit complete submittals, as requested, may render your RFP response insufficient and may be denied further consideration. RFP responses that do not meet or exceed the requested information in each item requested will be considered incomplete.

Responses must be typed or printed. Any handwritten corrections made by submitting firms must be initialed and dated by an officer of the firm. No changes or corrections will be allowed after responses are received.

Proposals should be limited to 30 pages in total including cover letter. Text shall be no smaller than 12 point.

SCOPE OF SERVICES

The existing finishes and lighting, etc. in the meeting and ballroom spaces are original to the construction in the early 1990's. They are considered too dark, outdated, and worn. The intent of the project is to modernize the spaces to meet current trends and to anticipate future needs of the facility.

The toilet rooms off the public areas and some meeting rooms are worn and need minor refreshing as part of the project. The public/pre-function areas are NOT part of the project. Back of house areas are NOT part of the project at this time, except any MEP work required to support the renovations. The attached (Exhibit B) graphic reflects the areas that are part of the scope of the project. The approximate net square footage of the proposed scope is 41,000 sqft.

The scope is to provide preconstruction and construction phase services including condition assessment, design, bidding, contract administration and on-site quality control. A Construction Manager at Risk shall be used for the work. The Owner has engaged an Owner's Project Manager (Hill International) to represent the Owner during the Project.

TASKS:

1. Condition Assessment:

- Review available construction documents and interview knowledgeable parties
- Site survey to observe and document existing conditions and potential project issues that will need to be addressed in the development of designs such as adequate detailed investigations of existing conditions, MEP impacts, code impacts, etc.

2. Schematic through Construction Drawings and Specifications:

- Prepare for all disciplines:
 - Demolition plans
 - Renovation plans including floorplans, elevations, etc. needed for a full renovation of the spaces.
 - A basis of design for the project which shall be followed by outline specifications at SD, more detailed specifications at DD, and full specifications at CD levels.
- Review MEP conditions for modification and or engineering requirements
 - Identification of any code or MEP back bone issues that need to be resolved, and design of those solutions.
- Produce Standard AIA front end and contract docs to be used.
- Review the design document progress and bid package with the Client at regular intervals incorporating requested revisions
- Issue a final 100% project bid package, including project manual and design drawings
- Coordination meetings – assume one meeting and one conference call per month during the Design Phase.
- Cooperate with the Owner's Project manager in the review of progress drawings.

- Coordinate and work with the construction manager hired by the Rhode Island Convention Center Authority.
- Provide estimates of the work at the end of SD, DD, and at 75% CD's (update of the DD estimate). Reconcile those estimates with the Construction Manager. The independent cost consultant should be experienced with these types of buildings and the Rhode Island construction market.

3. Bid Coordination and Analysis:

Work with the Construction Manager to:

- Assist the Construction Manager and Authority in developing a list of potential bidders for all trades.
- Answer bidders Request for Information (RFI's) with the Construction Manager.
- Collect, evaluate, and perform descope process of bidder submissions with the Construction Manager.
- Evaluate the Guaranteed Maximum Price (GMP) provided by the Construction Manager and provide recommendations to the Owner.

4. Construction Administration:

- Finalize project scope and contract value with the Authority and Construction Manager.
- Assist in facilitating pre-construction project meeting with the Authority and Construction Manager's selected project team
- Review and coordinate contractor schedule, sequencing, and material submittals.
- Answer construction phase RFI's, review quality control site inspection reports, and issue design clarifications as needed.
- Inspect contractor work in-place and in-progress. Estimate one (1) site inspection per week.
- Review Change order requests from the Contractor for validity, reasonableness, and accuracy and recommend changes, approval, or rejection.
- Issue weekly project field reports with photo logs.
- Coordinate manufacturer and insurance carrier's site inspections with the Construction Manager.
- Check for conformance with the project manual and manufacturer's installation requirements
- Review monthly contractor payment requisitions.
- Attend weekly project meetings.
- Perform a closeout inspection including punch list development.
- Oversee training and turnover of attic stock materials.
- Assist in other project closeout activities, warranty compliance, and issuance.

Other considerations:

- The RICCA may request a proposal for 3d laser scans and documentation of the existing conditions in the building. The proposer should describe their capabilities in this area.
- COVID: the RICCA follows the State of Rhode Island guidelines that are in place at the time.
- Logistic planning and interim life safety plans will be needed when the project is under construction as building will be occupied during construction. The RICCA uses Jensen Hughes for its fire alarm and other code compliance reviews. The OPM and RICCA staff must be involved in any such planning.
- The Designer may be asked to provide research findings showing “best practices” utilized at other similar facilities.
- The proposer should include in the fee a building code consultant with Rhode Island project experience
- This project will require progress meetings with the State Fire Marshall and the Building Commissioner (who are the AHJ for the RICCA buildings) in order to attain project approvals. This should be included in the fee proposal.
- Coordination with Owner: The selected firm will coordinate the project design development and construction documents with the RICCA staff and building operators, and other stakeholders in the project.
- Specialty Expertise: The selected A/E team is required to include the following specialty firms or personnel with the proposed team, but NOT in the fee:
 - A Public Arena /Civic Center / hospitality – food services specialist with at least 4 similar projects meeting the needs of other facilities.
 - Structural consultant to review existing structure and any proposed structural modifications.
- Building Commissioning: An independent commissioning agent may be retained by the Owner. As part of the A/E’s work, the selected firm will be required to coordinate with the commissioning consultant and the selected Specialty Firms listed above.

Future projects to be completed and how those are packaged is very fluid. Future assignments, if any, be determined by RICCA with the collaboration of the CM, the OPM, and the Designer.

Design and Construction

Condition Assessment	5-Weeks
Schematic Design (SD)	6-Weeks
SD Estimate, reconciliation, adjustments	3-Weeks
Design Development (DD)	4-Weeks
DD Estimate, reconciliation, adjustments	3-Weeks
Final design and Construction Drawing’s (CD)	10-Weeks
Subcontractor Bidding	4-Weeks
GMP Assembly, Adjustments & Finalization	3-Weeks
Mobilization & Construction Start	Date To Be Determined

Submittals, Fabrication, deliveries	3-Months
Rough estimate of construction duration	6-Months
Close out	1-Months

In the body of the proposal, provide:

- A detailed list of staff that shall be assigned to the project and their resumes.
- Names and resumes of any specialty consultants such as Arena / Civic Center experts, food service / hospitality experts, Convention Center experts, and estimators.
- The proposer should include 5 similar projects with detailed descriptions, costs, schedules, images, square footage, total project cost, start and finish dates, and a reference name, phone number, and email.
- A list of all projects in the last 5 years including Project name, square footage, total project cost, start and finish dates, and a reference name, title, phone number, and email.

Proposals should be limited to 30 pages in total including cover letter. Text shall be no smaller than 12 point.

INSURANCE REQUIRMENTS

- Statutory Coverage Worker's Compensation Insurance with employer liability limits of \$500,000.00 for each accident, aggregate for disease, and disease of employee; and
- Contractors or subcontractors whose total job cost is less than \$25,000: Broad Form Commercial General Liability Insurance naming the additional insureds set forth below with coverages in an amount of at least \$1,000,000 per occurrence and aggregate; or (b) Contractors or subcontractors whose total job cost is more than \$25,000: Broad Form Commercial General Liability Insurance naming the additional insureds set forth below with coverage in an amount of at least \$2,000,000 per occurrence and aggregate.
- Except as otherwise expressly approved in writing, all contractors' policies should be broad form and shall include contractual liability, personal injury protection and completed operations coverage.
- The policies should be written so as to be primary and non-contributory.
- Each insurer must be licensed to do business in the Commonwealth of Massachusetts, with a rating by Best's Insurance Rating Guide of at least A-X and coverage must be primary and non-contributory.
- A standard waiver of subrogation clause must be included for all policies.
- All coverage should be written so as to be primary of any applicable coverage carried by Owner and any other applicable ownership entity.
- Evidence of coverage to be provided via standard ACORD certificate of insurance form.

Additional Insureds:

RI Convention Center Authority, SMG/ASM GLOBAL, Amica Mutual Pavilion, Rhode Island Convention Center, the State of Rhode Island's respective Directors, Officers, Agents and Employees should be listed as additional insured on a primary and non-contributing basis. Waiver of subrogation in favor of the additional insured should apply to the policy.

Certificate Holder Section should read as follows:

Rhode Island Convention Center Authority
1 LaSalle Square
Providence, RI 02903

PRICING OF SERVICES

For the purposes of determining the fee, use the durations listed above and assume the construction work shall be phased to allow operations to continue in the Facility. While an estimate has not been done, please assume a project cost of \$6,000,000.

As an attachment to the proposal (sample below), provide a detailed list of staff that shall be assigned to the project, their resumes, and an hourly rate for use for any projects the RICCA may use to add to the scope of services. Rates shall be valid through 12-31-24.

Sample:

Name of Personnel and Role

- Martha Smith (Principal) \$ _____/hr
- John Peters (Project Manager) \$ _____/hr
- Milton Bradley (Interior Designer) \$ _____/hr
- Jessica Anderson (Structural Engineer) \$ _____/hr
- (Others as applies) \$ _____/hr

PRICE PROPOSAL: Fill out Exhibit A – Cost Proposal Form and include in separate envelope along with response to the RFP.


EXHIBIT A - COST PROPOSAL FORM

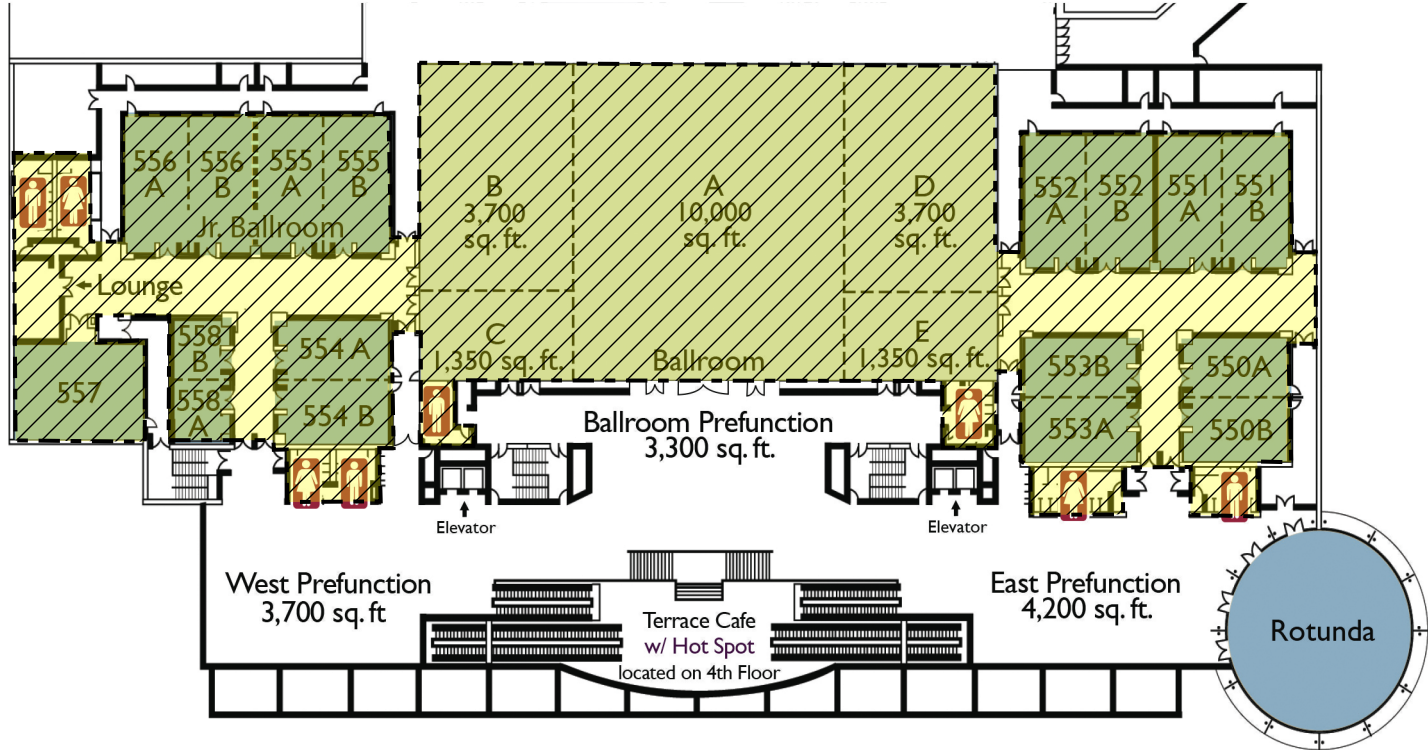
DESIGN SERVICES FOR THE RENOVATIONS OF THE 5TH FLOOR MEETING &
BALLROOM SPACES AT THE RHODE ISLAND CONVENTION CENTER

RHODE ISLAND CONVENTION CENTER AUTHORITY

Name of Firm: _____

Scope Description	Fee (\$)
Condition Assessment	\$
Design through Construction Documents and Specifications	\$
Bidding Coordination and Analysis	\$
Construction Administration	\$
Allowance for Reimbursables	\$ 15,000
Total	\$

 PROPOSED PROJECT LIMITS
(Approx. 41,000 net sqft.)



NOT TO SCALE