



**Bristol Warren Regional School District (BWRSD) Administrative Offices,  
235 High Street, Bristol, RI 02809**

**Public RFP# 7-4-5-23**

**REQUEST FOR PROPOSALS**

**Architectural/Engineering Services for  
Bristol Warren Regional School District  
RIDE Necessity of School Construction Stages II, III & IV**

In order to retrieve the RFP bid, interested parties must complete the specific bid google form located on our website so that we can obtain your contact information so that all interested bidders will receive all bid documents, addendums and FAQ's that may be added during the active bid.

This RFP must be obtained on the Bristol Warren Regional School District's website on the Business & Finance Department's Bid page located at the following link: <https://www.bwrsd.org/Page/2880> to ensure proper registration to receive all documents.

**General Bid Schedule**

RFP Released	April 5, 2023
Bidder Questions and Clarifications Ends	April 10, 2023 4:00pm
Response to Questions/Issue Addendum	April 11, 2023
Bids Due Back	April 19, 2023 3:00pm
Bid Opening	April 19, 2023 3:15pm
Planned Date to Submit Stage II to RIDE	No later than September 15, 2023

All responses to this RFP must be submitted including the bid form provided, (3) three hard copies, and One (1) digital copy on a USB Flash Drive, clearly marked:

**Sealed Bid**

**Architectural/Engineering Services for  
Bristol Warren Regional School District  
RIDE Necessity of School Construction Stages II, III & IV**

Proposals must be enclosed in an opaque envelope addressed to Bristol Warren Regional School District Administrative Offices, Attn: Emily Fox, Administrative Assistant, 235 High Street, Bristol, RI 02809 bearing the name and address of the bidder.

The Bristol Warren Regional School District reserves the right to reject any/all proposals, waive any informalities in the proposals received and to accept and award to the firm deemed most favorable to

the interest of the Bristol Warren Regional School District.

All questions should be submitted to the OPM by email to [BristolWarren@PMAConsultants.com](mailto:BristolWarren@PMAConsultants.com) no later than the date and time specified above.

Proposals misdirected to other locations or those not received at the BWRSD Administration Building by the scheduled due date and time shall be determined to be late and shall not be accepted. Proposals faxed or emailed to the BWRSD School Department shall not be accepted.

**Bristol Warren Regional School District**

**REQUEST FOR PROPOSALS**

**for**

**Architectural/Engineering Services for**

**Bristol Warren Regional School District**

***RIDE Necessity of School Construction***

***Stages II, III and IV***

**PROPOSALS ARE DUE BY April 19, 2023, 3:00P.M.**

Project name:

Architectural/Engineering Services for  
Bristol Warren Regional School District  
RIDE Necessity of School Construction Stages II, III & IV (Project)

Project location:

Bristol and Warren, RI

Owner:

Bristol Warren Regional School District

Project contact:

Attn: Emily Fox, Administrative Assistant

Contracting authority:

Bristol Warren Regional School District Administrative Offices,  
235 High Street, Bristol, RI 02809

Construction Delivery Method:

TBD

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**STANDARD INSTRUCTIONS TO BIDDERS  
BRISTOL WARREN REGIONAL  
SCHOOL DISTRICT**

The following instructions are standards for all proposals submitted:

1. Receipt and Opening of Proposal

Sealed proposals (bids) will be accepted in the BWRSD Administrative Offices, Attn: Emily Fox, Administrative Assistant, 235 High Street, Bristol, RI 02809 until the time indicated on the advertisement for Bids, for the commodities, equipment, and/or services designated in the specifications and will then be opened and read.

2. Form of Bid

Proposal must be submitted on and in accordance with the forms attached hereto, blank places must be filled in as noted, no change shall be made in the phraseology of the proposal or in the item or items mentioned therein, must contain the name and proper address of the bidding firm, and must be signed by a responsible member of the firm with his/her signature and official title. Proposals that are not complete, or contain any omissions, erasures, alterations, additions and/or contain irregularities of any kind, may be rejected.

3. Submission of Bids

- a. The Bristol Warren Regional School District (henceforth "The District") will decide when the specified time has arrived to open bids, and no bid received thereafter will be considered.
- b. 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.
- c. Unless otherwise specified, no bid may be withdrawn for a period of ninety (90) days from the date of bid opening.
- 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.

4. This Is a Request for Proposals. Responses will be evaluated on the basis of the relative merits of the responses and firms will be ranked in order as described further herein. The top firm will be selected and then enter into fee negotiations with the BWRSD and their professionals. If an agreement cannot be reached between these parties, the BWRSD may elect to enter into negotiations with the next highest ranked firm.

5. Rhode Island Sales Tax

The District is exempt from the payment of R.I. Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30 (1), as amended.

6. Federal Excise Taxes

The District is exempt from the payment of any excise or federal transportation taxes. The price bid must be exclusive of taxes and will be so construed.

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 District pursuant to any and all relevant and appropriate Federal, State, and local purchasing rules, regulations, and procedures.

The District is committed to the general policy and principle of Equal Employment Opportunity in terms of retaining vendors to provide the District with goods and services necessary for routine and emergency operations. The District shall not discriminate against vendors as entities, or individual employees thereof on any legally recognized basis included, but not limited to, race, age, color, religion, gender, gender identification, 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.

The vendor shall complete the RI Business Enterprise Utilization Plan Form- Appendix C

8. District Right to Reject

The District 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 District.

9. Labor Regulations

- a. The Contract for Work under this proposal will obligate the contractor and subcontractors not to discriminate in employment practices and conform with the Affirmative Action Plan pursuant to 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 the 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

#### 10. Payment

Vendor shall submit monthly invoices for payment to the District. The Invoices shall include: Dates of service, scope of work and hours worked. The District will promptly pay within two weeks of receiving Invoices. Payments will be made via check. W-9 required for processing

#### 11. Termination of Contract

Following implementation, should the Superintendent and/or Chief Financial Officer find that the firm has failed in any material respect to perform its agreed upon obligations under the contract, the contract shall be canceled by the District as being in the best interest of the District. In the event of termination of this contract as a result of breach by the contractor, the District shall not be liable for any fees and may, as its sole option, award a contract for the same services to another qualified firm or call for new proposals. The contractor shall be responsible for consequential damages as a result of its breach, including, but not limited to, extra costs required under the new contract for similar services. The District reserves the right to resolicit for new proposals at each Stage if deemed necessary by the District.

#### 12. Indemnification and Insurance

The vendor selected shall indemnify and save the District harmless from liability in any manner of claims, lawsuits (including all attorney fees and costs) and damages for any type of losses, including the loss of life, due to its work or operations on District property, in carrying out and completing the full scope of services under this agreement.

The vendor shall meet the insurance and indemnification requirements as prescribed.

#### 13. Collusion

Any act or acts of misrepresentation or collusion shall be a basis for disqualification of any proposal or proposals submitted by such persons guilty of said misrepresentation or collusion. In the event that the District enters into a contract with any proposer who is guilty of misrepresentation or collusion and such conduct is discovered after the execution of said contract, the District may cancel said contract without incurring liability, penalty, or damages.

#### 14. General

It is intended that an award pursuant to this RFP will be made to a prime vendor who will assume responsibility for all aspects of the work. Subcontractor(s) firms and their roles should be clearly identified within the proposal.

The purchase of goods and/or services under an award made pursuant to this RFP will be contingent on the availability of appropriated funds.

Vendors are advised that all materials submitted to the District for consideration in response to this RFP may be considered to be public records as defined in R. I. Gen. Laws § 38-2-1, et seq. and may be released for inspection upon request once an award has been made.

In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority to do so from the Secretary of State. This is a requirement only of the successful vendor(s). For further information, contact the Secretary of State at (401-222-3040).



## REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

### 1. Intent

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The Bristol Warren Regional School District (henceforth “the District”) is seeking proposals for the services of a professional architecture, engineering and educational facilities planning firm (the “Firm”) to complete the requirements as defined by the Rhode Island Department of Elementary and Secondary Education, (hereinafter “RIDE”) program and the RIDE Necessity of School Construction Stage II, III and IV including response to any RIDE Stage I comments and all related design, engineering and submission requirements as required under RIDE and described in the scope of work. **The successful firm must provide all services necessary to comply with the RI Department of Education of Necessity of School Construction Application Stages’ II, III & IV. It is the responsibility of the offeror to familiarize themselves with these regulatory requirements.**

The District will select a Firm through a qualifications-based selection process for the procurement of architectural and engineering consulting services. Responses will be evaluated on the basis of the relative merits of the proposal and firms will be ranked based on the criteria described in this RFP. The top firm will be selected and enter into fee negotiations with the District. If an agreement cannot be reached between these parties, the District may elect to enter into negotiations with the next highest ranked firm. The District reserves the right to negotiate with the top firm for additional professional services related to the creation and submission of a RIDE Necessity of School Construction Stage II Submission.

The Facilities Conditions Assessment contained in the District’s Necessity of Construction Stage I submission of the District’s schools identified any deficiencies in the existing buildings and site, including program and service areas, space, utility systems and infrastructure, telecommunications/technology, parking, traffic patterns and grounds, and health and safety conditions.

The Education Facilities Master Plan as updated through Stage II, III and IV will address short and long term District planning, both educationally and in regard to the suitability of the current school facilities to provide for the educational needs of the District’s students. The development of a 21st century teaching and learning model needs to include the entirety of the buildings and grounds that house our Pre-K to Grade 12 academic programs.

The 5 Year Capital Improvement Plan developed and submitted through the Necessity of School Construction Stage I application will incorporate any further considerations and prioritizations of the information contained in the Educational Facilities Master Plan and Facilities Conditions Assessment and will be submitted to the Rhode Island Department of Education (RIDE) for approval through a Necessity of School Construction Stage II application.

## **2. Introduction**

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### **Bristol Warren Regional School District**

The District is located in Bristol and Warren, Rhode Island. The District has a superintendent that reports to a nine member elected school committee that is responsible for the management of the District.

The District has approximately 434 employees. The District educates 3,110 students from preschool through grade 12. The district is comprised of four elementary schools, one middle school, and one high school.

The District has 4 facilities in the Town of Bristol:

- 1) Mt. Hope High School, 199 Chestnut Street, Bristol, Grades 9-12, 177,732 SF
- 2) Colt Andrews Elementary School, 570 & 574 Hope Street, Bristol, Grades K-5, 24,206SF & 31,817 SF
- 3) Guiteras Elementary School, 35 Washington Street, Bristol, Grades PK-5, 39,107 SF
- 4) Rockwell Elementary School, 1225 Hope Street, Bristol, Grades PK-5, 25,609 SF

The District has 2 facilities in the Town of Warren:

- 1) Kickemuit Middle School, 525 Child Street, Warren, Grades 6-8, 149,915 SF
- 2) Hugh Cole Elementary School, 50 Asylum Road, Warren, Grades PK-5, 84, 536 SF

The District intends to submit a RIDE Stage II Necessity of School Construction application with the School Building Authority by September 15, 2023, with approval from the RI Council on Elementary & Secondary Education in December, 2023.

The District will procure Architectural/Engineering Services (Designer) to support RIDE Stages II, III (Design Reviews) and IV (Construction Phase) and Independent Testing, Inspection and Commissioning Services with the assistance of the selected OPM.

The District is soliciting proposals from qualified firms that provide Architectural/Engineering/District Master Planning as the primary focus of their business. The selected firm will provide Architectural and Engineering (A/E) Services for the planning, programming, design and construction administration of a capital program involving multiple school buildings. This will specifically include the preparation of a Stage II plan for the necessity of school construction by September 15, 2023 and Stage III (design services and construction administration) services contingent on the approval of a bond by the electors of the District.

The District is seeking to utilize State funding to provide BWRSD students with enhanced learning opportunities by replacing and/or renovating schools to leverage the "newer and fewer" schools incentives that the State is offering. The District has a unique opportunity to provide new and renovated schools by taking advantage of the temporary Housing Aid incentives, consolidating facilities which reduce operating costs, eliminate administrative redundancies, and replace retiring debt

with a new bond. School renovations or new construction may include roofing systems, heating and ventilation, interior and exterior walls and surfaces, electrical and plumbing renovations or construction, fire safety upgrades or construction, upgrades or construction to meet the Americans with Disabilities Act (ADA) requirements, upgrades or construction to site infrastructure, and security.

Project scope is anticipated to be in the range of \$100,000,000 to \$200,000,000 depending on the preferred solution(s), subject to voter and bond approval, and must target four Housing Aid bonuses, pursuant to Rhode Island General Law§ 16-7-40.

Proposing Firms should possess the following skills, knowledge, experience and qualifications:

1. Certified as an Accredited Learning Environment Planner (ALEP) by the Association for Learning Environments (A4LE).
2. National experience regarding best practices and standards in education.
3. Research based knowledge of best models for achieving educational goals and outcomes.
4. Educational facilities conditions assessment.
5. Educational facilities master planning and space planning.
6. Conceptual design.
7. Curriculum models.
8. Cost estimating.
9. Analyzing options for new school construction versus existing school renovation to maximize the effective use of all facilities.
10. Proven record of success with the filing and approval of RIDE Necessity of Construction Stage II applications.
11. Experience working with school districts and community-wide constituent groups on the specific task of developing a comprehensive 21st century pre-K to 12 model for teaching and learning throughout its facilities. The process utilized must seek and integrate input from all District stakeholders including teachers, students, parents, administrators, School Committee, Joint Finance Committee, Town Council and the community at large.
12. Experience programming and designing career and technical education programs and spaces.
13. Successful experience designing and guiding an approach that builds consensus among constituent groups in the District. Community stakeholders should be meaningfully involved at every stage in the development of the Plan. The process needs to incorporate information gathered from all stakeholders, including focus groups and public meetings.
14. Successful experience attaining MBE & WBE Program goals.

### **3. Project Description**

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#### **Necessity of School Construction Application: Stage II – Development of a Solution**

The District anticipates receiving formal comments from RIDE on their February 2023 Stage I application submission. The selected A/E firm will assist the District in its response and any amendments or necessary revisions to the Stage I submission. The successful firm may 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. The Stage II application must be submitted to the Rhode Island Department of Education by September 15, 2023. During Stage II, the District will work with an architectural and engineering team to propose solutions to the identified issues. This process requires the development of schematic design documentation that can be used to provide dependable cost estimates. These scope descriptions and the accompanying costs are the basis for establishing a budget and project descriptions that are forwarded to the SBA Advisory Board and the Council on Elementary and Secondary Education.

#### **Necessity of School Construction Application: Stage III – Design Reviews**

Upon receiving voter approval, immediately begin design services for the approved projects. The district will Bid for a general contractor (GC) or hire a construction manager at risk (CMAR) to construct all approved projects no later than December 30, 2023. Design reviews must be conducted for all projects that are part of a multi-year capital improvement plan that exceeds \$500,000, regardless of eligibility for housing aid.

Architectural, engineering, project management, construction management, financial, and other professional services shall be procured by the districts for all projects. Design reviews will be conducted through in-person meetings at each stage of the design process. Design review meetings will be scheduled by district representatives or their designees.

#### **Necessity of School Construction Application: Stage IV – Funding**

Approved projects that have completed the Necessity of School Construction process are eligible for State aid through one of two mechanisms: Housing Aid reimbursement or SBA Capital Fund progress payments. After the District team completes the Necessity of School Construction process and receives Board of Education approval, the selected architectural and engineering firm will assist the District as necessary in applying for funding for school construction projects which are eligible to receive Housing Aid and SBA Capital Fund reimbursement.

#### 4. Scope of Work

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The District is seeking Architectural & Engineering ("A/E") services to support RIDE Stage I response comments; RIDE Stage II (Application); and RIDE Stage III (Schematic Design, Design Development, Construction Documents, and support of RIDE Stage IV and Construction Administration. Reference RIDE Regulations for additional information and requirements. In order to qualify for the Housing Aid bonuses, the project will utilize a construction manager construction delivery method or design-bid-build method for delivery.

Existing and relevant data collected during the previous application process will be made available, and any cost saving should be considered in the response.

As required by the Agreement and as properly authorized, provide the following categories of Basic Services:

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 develop construction alternatives that shall include detailed cost estimates as needed.

- a. Review data and documentation provided by the District, develop Vision, Program, Educational Specifications, Schematic Design in accordance with RIDE applications requirements and obtain approval.
- b. Make recommendations to the District regarding adjustments necessary to align the district needs with funding constraints and RIDE requirements.
- c. 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.
- d. Program / Educational Specification Verification, Schematic Design and any other scope to meet Stage II requirements.
- e. Submit a completed RIDE Stage II application by September 15, 2023. Provide responses to any and all RIDE supplemental Stage II requests.

The overall objectives of this RFP include the following:

- f. All services shall be performed in accordance with industry standards, the requirements of the Rhode Department of Education School Construction Regulations and NE CHPS.

- g. 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/IT, and FF&E/IT 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.
- h. 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. No exceptions will be considered unless such notification is given before the RFP due date and within the submission.
- i. Extra and reimbursable expenses are as defined in the AIA B101-2017 Document Standard Form of Agreement Between Owner and Architect, as negotiated.
- j. 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 District.
- k. 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.
- l. 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.

The selected firm will provide complete design, engineering and construction administration services to the District for all approved projects.

The selected Designer will be responsible for providing comprehensive programming, design phase (Conceptual, Schematic, Design Development and Construction Documentation Phases), bid phase and construction phase / construction administration phase services. The minimum scope of Designer services shall include but not be limited to the following:

1. Architectural and engineering sub-consultants shall confirm all required existing conditions and program information including preliminary space utilization summary (see below preliminary Program information). Successful respondent shall also be responsible for gathering all required information necessary for a complete Project;
2. Architectural and engineering sub-consultants shall perform both visual survey(s) and select destructive and investigational testing (as required) to confirm geo-technical, soil and below grade conditions, existing building cross section(s) and details of the existing conditions as well as Power, Domestic Water and Fire Protection systems as it may affect design solution(s). Ensure that designed solutions seamlessly integrate with existing building systems including all life safety, communications and technology;
3. Provide a thorough survey and analysis of hazardous materials conditions at all areas to be affected by the Project. Vendor deliverables shall include comprehensive findings of types and quantities of hazardous materials required to be abated as well as proposed scope, method(s) and anticipated cost of remediation;
4. Provide comprehensive code analysis including all new construction and identify necessary permits, reviews and interactions with regulatory agencies and factor into detailed timeline for project delivery. Detail all relevant deficiencies or concerns and propose approaches for resolution to be incorporated in the Design.
5. Provide cost estimating service that validate the design(s) are within the Owner's Construction Cost budget. If designer does not design a solution within the Owner's budget, Designer will redesign to the construction budget, at no cost to the Owner.

#### Design/ Bid / Build and Construction Manager at Risk:

The anticipated Project Delivery Methodology shall be either Design/Bid/Build or Construction Manager at Risk depending on the chosen design solution for the district schools within this effort. The architect is responsible for the design as described in this RFP. Architect should assume that this project will be conducted using either of the above delivery methodologies and shall demonstrate experience with either delivery methodology.

#### Schedule & Phasing:

The Project is expected to be executed in a single continuous effort. After Design Procurement has occurred, and after design, cost estimating validation, design review and permitting / Bid Set Documents and activities have been completed, the comprehensive Contract (Bid Set) Documents are expected to be put out to bid using the State's typical Design/Bid/Build procurement methodology and systems. The successful respondent to this procurement will be responsible for providing Construction Administration services.

Construction documents shall be complete and ready for bid and submitted for code review after RIDE approval to support the project schedule. Architect will prepare detailed workplan schedule and include in their proposal.

#### Project Construction Phasing:

It is anticipated that all projects may occur concurrently and be executed in a single phase to secure the maximum number of Housing Aid reimbursement bonuses and minimize escalation costs. Design will precede permitting which will be completed in time to support the construction schedule.

#### **GENERAL REQUIREMENTS FOR THE PROPOSED PROJECT ARE AS FOLLOWS:**

The Architect will be commissioned to provide complete architectural and engineering services for approved Stage II projects. The specific requirements shall include, but not be limited to, the following:

Program - Preparation of a program statement and design concepts, by conducting meetings with stakeholders and creating programming information. The Architect will review the program with the District and revise and refine as required to meet end user needs and conform to the project budget. Obtain all required design approvals from State agencies for the project including the Rhode Island Department of Education, Rhode Island Building Code Commission, Governor's Commission on Disabilities and Rhode Island State Fire Marshal.

RIDEM-Evaluate whether a permit from the Rhode Island Department of Environmental Management (RIDEM) is required. Submit permit application and supporting documentation on behalf of the District.

Architect's team-The architect's team shall include at a minimum: M/E/P and Fire Protection engineers, structural engineer, site/civil engineer, building controls specialist, landscape architect, geotechnical engineer, environmental consultant, technology consultant, and surveyor. Architect shall include needed sub-consultants to fully accomplish the required scope of work. In accordance with RI Gen. Laws Title 37 Chapter 14.1, Minority business enterprises shall be included in all procurements and construction projects under this chapter and shall be awarded a minimum of ten percent (10%) of the dollar value of the entire procurement or project.

If applicable, Architect shall prepare a hazardous material inspection and reports completed for, and included with, the Conceptual Study. Architect shall hire an environmental consultant to provide a complete review of areas to be considered. This includes (at a minimum): lead paint, asbestos, and PCBs in window caulking/glazing (where these are being impacted). In association with the additions/renovation design prepare an abatement plan in full conformance with RI Department of Health. Plan shall be approved by RI Department of Health and incorporated into the bid documents. Cost estimate for abatement (as and if required) must be prepared and included in the cost estimate for construction.

Design shall be done with consideration to energy efficiency. Architect shall work with the applicable utility company to ensure that the District maximizes equipment and/or other applicable incentives. Architect shall coordinate a meeting with the applicable utility company account representative at the outset of the project and include district representatives from the School



Building Committee in the meeting.

Building Controls - Architect shall have a building controls specialist on their team. Architect is responsible for design and specifying all controls (equipment, hardware, software) so that they are fully integrated with the existing systems. Controls specialist can be an independent or an employee of the MEP engineer(s).

Architect shall be responsible for the design of all network, AV and security, door access and video surveillance systems as may be required. Architect shall include a technology specialist on their team who is experienced with the latest technologies used in educational environments.

Geotech design including test borings (assume 5 borings), soil evaluation, groundwater evaluation and recommendations are part of the scope of design services for the selected area where building addition is proposed. Proposal shall include the cost for sampling and analysis of a sufficient number of soil samples to provide both a physical and an environmental characterization of the soils on the project site.

Soils (environmental) - A soils management plan should be included in the construction documents reflecting the current laws and code requirements. The plan shall provide direction to the contractor for handling, storage, transport and disposal of soils encountered on the site.

Utilities - Design shall include all utilities improvements required for the building renovations/expansion Project including but not limited to water, sewer, gas, fire protection, electric, steam, drainage and network/telecommunications. Any exterior utility improvement shall extend to the nearest trunk line of the given utility. All utilities within the construction zone (i.e. within 25-50 ft. of the building) shall be replaced so that new landscape/hardscape does not have to be disturbed for the foreseeable future.

Site work - Design shall include site work, landscaping, hardscape, parking lot improvements, sidewalk improvements, site lighting, drainage, etc. that may be required for the Project. Site survey shall be included in the architects work scope.

ADA Improvements - The building interior, entrances and exits shall all comply with ADA standards. Exterior walkways shall be designed without railings whenever possible.

Signage - Both interior and exterior signage design shall be included in the scope of work.

Site Utilization -Architect's design drawings shall include a site utilization plan. Plan shall include at a minimum: site fencing, location of project trailers, site access, pedestrian travel routes, phasing as applicable,

Commissioning Agent - The district will engage a commissioning agent that shall participate in the design and construction phases.

Prepare Schematic Design and a Cost Estimate for review and approval of the District's School Building Committee and the Rhode Island School Building Authority. The professional cost estimator required for construction cost estimates shall NOT be an employee of the selected respondents.

Prepare Design Development Package, including a project cost estimate (prepared by an independent cost estimator) for approval of the District's School Building Committee and Rhode Island School

Building Authority.

Renderings - Prepare renderings of new buildings for review and approval of the District's School Building Committee.

Prepare Construction Documents including Plans, and Specifications, including required bid documents and a final cost estimate (prepared by an independent cost estimator) for the project. Assume a single construction package will be issued as this is planned as a continuous single phase, linear project as outlined in the attached preliminary timeline exhibit. Construction documents must be approved by the District's School Building Committee and Rhode Island School Building Authority.

Participate in general contractor qualification review process, if applicable.

Review bid proposals, conduct a pre-award conference, review contractor references, and provide the District with a recommended qualified low bidder. Review all submittals and shop drawings in a timely fashion to ensure conformance with the construction/renovation contract documents.

Provide Construction Administration services during construction. Architect will perform all duties of the "design agent" as defined in AIA 101 & 201. Provide general supervision of all construction and renovation work including periodic site visits, attendance at project meetings, and preparation of reports and documenting the findings of the visits and meetings. The site visits shall be minimum of once per week unless otherwise required. Architect shall have a representative onsite at least one day per week during construction. Project meetings shall be weekly. Architect/engineer shall make additional site visits as necessary to resolve any issues and/or problems.

Review of Bid Proposals and all submittals to ensure conformance to contract documents for construction, FF&E, IT, and audio-visual bid packages.

Maintain all necessary project records in accordance with AIA Document B101 -Agreement Between Owner and Architect. Maintain all necessary project records to provide a complete record of the project from inception through completion.

Review and approve contractor's pay requisitions, provide responses to RFI's, issue RFP's, review and approve change orders.

Punch list/Closeout - Develop, maintain, and update construction punch list until all punch list items are complete (for construction, FF&E, IT and AV). Monetize punch list as necessary to review contractor applications for payment. Participate in a warranty walkthrough at 10 months after substantial completion.

Supervise project closeout to ensure that all necessary certificates, approvals, as-built drawings, operations and maintenance manuals and other materials are obtained and submitted to the District. Develop, maintain, and update construction punch list until completion of all items.

**The successful firm must provide all services necessary to comply with the RI Department of Education of Necessity of School Construction Application Stages' II, III & IV. It is the responsibility of the offeror to familiarize themselves with these regulatory requirements.**

**DELIVERABLES:**

The Firm shall develop, document and submit complete RIDE Stage II, III and IV Necessity of School Construction applications and or submissions required in support of this solicitation and RIDE requirements.

## **5. Selection Process and Qualifications Criteria**

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### **A. Review of Qualifications:**

District and School administrative staff will review the qualifications and fee proposals and may choose to select a shortlist of the most qualified firms for interviews if deemed necessary. The award of the contract to the selected firm is subject to final approval by the District's School Committee.

### **B. Selection criteria:**

The firm's qualifications, proposed personnel qualification, knowledge of the District and the needs facing the schools, anticipated services, and project approach will be the criteria by which the proposal will be evaluated.

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's vision.
2. Role on Project.
3. Similar Project Experience: Public/Private K-12 Educational Facilities with a focus on new construction, additions/renovations, 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.
6. Phased addition, renovation and or new 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 In accordance with RI Gen. Laws Title 37 Chapter 14.1.

The Proposers Proposal shall fully address all of the items noted above.

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.

### **Anticipated Schedule**

Issue Request for Proposal:	April 5, 2023
Questions Due:	April 10, 2023
RFP Submission:	April 19, 2023
A/E Interview, and Selection	May 3, 2023
Commence Services	May 9, 2023
Stage II Application Submitted to RIDE	September 15, 2023
Begin Stage III Design	September 2023
Issue Construction Manager RFP	September, 2023
Bond Vote	November 7, 2023
Stage II Application RIDE Approval	December 19, 2023
Award Construction Manager or Construction Contract	December 30, 2023

## 6. Proposal Requirements

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### Instructions for Submission of Qualifications

**A. Submission Logistics:** Proposals are due no later than April 19, 2023 at 3:00 PM. Envelopes containing bids must be sealed and addressed to Emily Fox, Administrative Assistant, Business Office at Bristol Warren Regional School District Administrative Offices, 235 High Street, Bristol RI 02809 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.

Proposals misdirected to other locations or those not received at the BWRSD Administrative Offices by the scheduled due date and time shall be determined to be late and shall not be accepted. Proposals faxed or emailed to the BWRSD Administrative Offices shall not be accepted.

Questions concerning this RFP must be submitted in writing by emailing them to [BristolWarren@PMAConsultants.com](mailto:BristolWarren@PMAConsultants.com) no later than April 10, 2023 at 4:00PM EST. Please reference RFP# 7-4-5-23 on all correspondence. Answers to questions received, if any, shall be posted to the District's website as an addendum on April 11, 2023. This RFP and any addendums can be found at BWRSD website, Business and Finance Office (Bids), <https://www.bwrsd.org/Page/2880>.

**B. Submission Materials:** Care should be taken by interested firms to submit succinct but informative material. The District will evaluate respondents' Proposal submissions on the basis of competitiveness of qualifications, and other factors and make a selection in their sole judgment that they believe to be in their best interest. The Following is a list of minimum information required and will be considered in the evaluation of RFP submissions:

- **Description of the firm (maximum 10 points):** History and description of the firm, including the number of personnel in each discipline and a description of in-house services. Vendor must have previous experience of comparable sized projects.
- **Description of proposed services, project approach and vision (maximum 15 points):** A management plan and detailed task outlining the firm's approach to this project and a plan for accomplishing the Scope of Work described in this RFP and working with the owner to ensure a successful project. Please describe in detail your firm's plan for completing the work, including a detailed timeline/schedule.
- **Organization (maximum 10 points):** Proposed organization delineating key personnel to be providing services and reporting relationships internally to the District's School Building Committee. Provide resumes of key personnel and/or consultants providing proposed services Include resumes of principals in the firm and key personnel identified in the organization chart. Please list three references (client name and address, point of contact, phone number, dates of

service and type of service provided).

- **Similar project experience (maximum 30 points):** Description of experience with similar projects, Necessity of School Construction applications, and RIDE Stage II and III submissions.
- **Workload (maximum 10 points):** Proposers available resources, current workload and ability to undertake the contract and meet the needs of the project based on the number of scope of projects for which the firm is currently under contract.
- **Interview (maximum 15 points):**
- **Litigation (maximum 5 points):** List any and all lawsuits you have been a party to in the last five years and the position your firm has taken.
- **Minority Business Enterprise Participation (Maximum 5 points):** In accordance with RI Gen. Laws Title 37 Chapter 14.1, Minority business enterprises shall be included in all procurements and construction projects under this chapter and shall be awarded a minimum of ten percent (10%) of the dollar value of the entire procurement or project. The Proposer shall file the MPA Pre-Authorization MBE Participation Acknowledgement form found under the link: <https://dedi.ri.gov/divisions-units/minority-business-enterprise-compliance-office/minority-business-enterprise-mbe-0>.
- **Fee/ Cost**

The District will select a Firm through a qualifications-based selection process for the procurement of architectural and engineering consulting services. Responses will be evaluated on the basis of the relative merits of the proposal and firms will be ranked based on the criteria described in this RFP. The top firm will be selected and enter into fee negotiations with the District. If an agreement cannot be reached between these parties, the District may elect to enter into negotiations with the next highest ranked firm. The District reserves the right to negotiate with the top firm for additional professional services related to the creation and submission of a RIDE Necessity of School Construction Stage II Submission.

## **GENERAL AND SPECIAL PROVISIONS**

### **Payments to the Architect and/or Engineer.**

Payments on account of the architect and/or engineer's basic services shall be made monthly in proportion to services performed during each phase of work. The fee for Basic Services through Stage II shall be negotiated with the selected respondent.

Subject to the approval of a Project by RIDE and further subject to adequate funding authorized by the Owner, the contract between the Owner and the Architect/Engineer may be amended to include continued services through Stage III and Stage IV of the potential Project(s). A potential Project may include a renovation of the existing school(s), a renovation of and addition to the existing school(s) and/or new construction.

The District reserves the right to reject any and all proposals, waive informalities, and to award contracts as may be in the best interest of the District.

The applicant selected shall be expected to comply with all applicable federal and state laws and regulations in performance of services.

The consideration of all proposals and subsequent selection of the successful applicants shall be made without regard to race, color, sex, age, handicap, religion, political affiliation or national origin.

Services provided by the successful applicant shall be rendered through a professional services contract.

## **INSURANCE REQUIREMENTS - PROFESSIONAL CONTRACTS**

The professional individual or firm shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damage for property which may arise from or in connection with the performance of the contractor's work by the individual firm, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the contractor's bid.

For the purpose of this clause: the term "professional individual or firm" and "contractor" shall also include their respective agents, representatives, employees or subcontractors; the term "Bristol Warren Regional School District" or "District" shall include their respective officers, employees, volunteers, boards, and commissions.

Additional forms of insurance may be necessary based upon the specific work performed by the contractor. When additional forms of insurance are required, the minimum amount of such coverages and the terms thereof shall be determined by the District and Superintendent and/or Chief Financial Officer and shall be stated, as well as a description of the types of additional coverage required, in an addendum to this exhibit.

### **Minimum Insurance Coverage Required**

1. Broad form comprehensive general liability, occurrence form.
2. Workers' Compensation: limits as required by the State of Rhode Island.
3. Employer's liability, occurrence form.

### **Minimum Limits of Insurance**

Workers' Compensation and Employers' Liability	WC Statutory Limits	
	EL Each Accident	\$100,000
	EL Disease Each Employee	\$100,000
	EL Disease Policy Limit	\$500,000
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Auto Liability	Combined Single Limit Each Accident	\$1,000,000
Professional Liability	Each Claim or Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Umbrella (Excess Liability)	Each Occurrence	\$5,000,000
	Aggregate	\$5,000,000



### **Deductibles and Self-Insured Retention**

Any deductibles or self-insured retentions must be declared to and approved by the Bristol Warren Regional School District. At the option of the District, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the District, or the contractor shall procure a bond guaranteeing payment of losses and related investigations, claims administration and defense expenses.

### **Notice of Cancellation or Non-Renewal**

Each insurance policy required by this exhibit shall be endorsed to state that coverage shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, has been given to the District.

### **Other Insurance Provisions**

The policies are to contain, or be endorsed to contain, the following provisions:

1. Comprehensive General Liability Coverage:
  - a. The District and their respective officers, agents, officials, employee volunteers, Boards and commissions are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the contractor; products and completed operations of the contractor; premises owned, leased or used by the contractor. The coverage shall contain no special limitations on the scope of protection afforded to the District.
  - b. The contractor's insurance coverage shall be the primary insurance with respect to the District. Any insurance or self-insurance maintained by the District shall be in excess of the contractor's insurance and shall not contribute with it.
  - c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the District.
  - d. Coverage shall state that the contractor insurance shall apply separately to each Insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
2. The insurer shall agree to waive all rights of subrogation against the District for losses arising from the work performed by the contractor for the District.

### **Acceptability of Insurers**

1. Insurance is to be placed with insurers with a Best rating of no less than A: VII.
2. Insurance companies must either be licensed to do business in the State of Rhode Island, or otherwise deemed acceptable by the District, Superintendent and/or the Chief Financial Officer.

### **Verification of Coverage**

The contractor shall furnish the District with certificates of insurance affecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the District before work commences. Renewal of expiring certificates shall be filed thirty (30) days prior to expiration. The District reserves the right to require complete, certified copies of all required policies, at any time.

## 7. Reference Documents & Links

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1. Rhode Island Department of Education (RIDE) School Construction Regulations:  
<http://www.ride.ri.gov/FundingFinance/SchoolBuildingAuthority/Statutes,RegulationsandGuidance.aspx#37601415-regulations>
2. Rhode Island Department of Education (RIDE) Necessity of School Construction:  
<http://www.ride.ri.gov/FundingFinance/SchoolBuildingAuthority/NecessityofSchoolConstruction.aspx>
3. Rhode Island Department of Education (RIDE) Facility Data & Information:  
<http://www.ride.ri.gov/FundingFinance/SchoolBuildingAuthority/FacilityDataInformation.aspx>
4. Rhode Island Department of Education (RIDE) Basic Education Program:  
<http://www.ride.ri.gov/InformationAccountability/Accountability/BasicEducationProgram.aspx>
5. State of Rhode Island Equity, Diversity & Inclusion: Requirements & Forms  
<https://dedi.ri.gov/divisions-units/minority-business-enterprise-compliance-office/minority-business-enterprise-mbe-0>
6. Custom Rhode Island AIA Documents on Demand:  
<https://ridop.ri.gov/vendors/public-works-aia-custom-state-rhode-island-documents>
7. Bristol Warren Regional School District RIDE Stage I Application Packet  
<https://www.bwrsd.org/site/handlers/filedownload.ashx?moduleinstanceid=3997&dataid=13947&FileName=Bristol%20Warren%20RSD%20Complete%20Ride%20Stage%20I%20Package%2002.15.2023.pdf>

**ANTI-COLLUSION CERTIFICATE FOR CONTRACT AND  
FORCE ACCOUNT**

Title 23, United States Code, Section 112(c), requires, as a condition precedent to approval by the Director of Parks and Recreation of the contract for this work, that there be filed a sworn statement executed by, on behalf of, the person, firm, association, or corporation to whom such contract is to be awarded, certifying that such person, firm, association, or corporation has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such contract. This sworn statement shall be in the form of an affidavit executed and sworn to by the successful bidder before a person who is authorized by the Laws of this State to administer oaths. If the original of such sworn statement is not signed and submitted, the bid will not be considered responsible.

In order to comply with the above-noted Section 112(c), every bidder must complete the required certification statement. A bidder will not be considered for award of contract under this invitation for bid unless such bidder completes the following required certification statement prescribed below:

TO THE BRISTOL WARREN REGIONAL SCHOOL DISTRICT

STATE OF RHODE ISLAND, COUNTY OF BRISTOL

I, \_\_\_\_\_ (name of party signing affidavit),  
\_\_\_\_\_ (title), being duly sworn, do depose and say: On  
behalf of \_\_\_\_\_ (name of Contractor), that said Contractor has not,  
either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise  
taken any action in restraint of free competitive bidding in connection with BWRSD contracts.

Contractor: \_\_\_\_\_

By: \_\_\_\_\_

(print name)

Signature: \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2023

My commission expires: \_\_\_\_\_

Signature and Seal of Notary Public \_\_\_\_\_

**BID FORM**  
**Architectural & Engineering Services:**

The undersigned, having familiarize themselves with all local conditions affecting the cost of work, and having examined the site and all applicable Bidding Documents herein, and herein referenced, including, but not limited to, all addenda issued thereto, hereby propose to furnish all labor, material, equipment, applicable taxes and services required for proper completion of this project.

**Please complete the information below as concisely as possible.**

If you wish to provide additional information, please attach and reference the location of additional information.

<b>General Information</b>	
<b>Legal Name</b>	
<b>Street Address</b>	
<b>City / State / Zip</b>	
<b>Telephone / Fax</b>	
<b>E-Mail Address</b>	
<b>Primary Contact Name</b> <b>Contact Information</b>	
<b>Confirm, by your signature, that your organization agrees to abide by the Submission Requirements.</b>	_____ <b>Signature</b>
	_____ <b>Title</b>



**State of Rhode Island  
Office of Diversity, Equity and Opportunity (ODEO)  
Minority Business Enterprise Compliance Office Minority  
Business Enterprise Utilization Plan**

Company Name: \_\_\_\_\_

Representative's Name who administers MBE Program: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Project Location: \_\_\_\_\_

Bid or Project #: \_\_\_\_\_ Date Bid Opened: \_\_\_\_\_

Description of Work: \_\_\_\_\_

Contract Value: \_\_\_\_\_ MBE % Assigned: \_\_\_\_\_

Total # of All Subcontractors/Suppliers used: \_\_\_\_ # of MBE Subcontractors/Suppliers used:

**List All Subcontractors/Suppliers/Consultants/Independent Contractors – Total Dollar Amounts – Scope of Work:**

Subcontractor / Supplier	Dollar Award	Scope/Description of Work	RI Certified M/WBE Yes/No

Please note that all MBE/WBE firms must be certified by the RI MBE Compliance Office, and that MBE/WBE firms must self-perform 100% of the work with their own forces or subcontract to another RI certified MBE/WBE in order to receive participation credit. Vendors may count 60% of expenditures for materials and supplies obtained from an MBE certified as a regular dealer/supplier, and 100% of such expenditures obtained from an MBE/WBE certified as a manufacturer. For firms certified as a broker, you may receive MBE participation credit only for the fees and commissions charged for the procurement of the goods and materials, but not the cost of the materials themselves.

The above referenced contract will not be released until this plan has been approved by the Director of the Department of Administration or its designee.

For assistance and advice in identifying MBE/WBE firms, please call the Minority Business Enterprise Compliance Office at (401) 574-8670. The directory of all certified MBE firms is also located at [www.mbe.ri.gov](http://www.mbe.ri.gov).

# ADDENDUM NO: 1

DATED: 04/11/2023

**TO:**

**All Respondents**

**Bristol Warren RSD – Architecture/Engineering Services**

**ISSUED BY:**

**PMA – Owner’s Project Manager**

**35 Braintree Hill Park, Suite 300**

**Braintree, MA 02184**

## **ADDENDUM #01**

**TO ALL RESPONDERS:**

This Addendum modifies, amends and supplements designated parts of the Bristol Warren Regional School District Request for Proposals, and is hereby made a part thereof by reference.



35 Braintree Office Hill Park

Suite 300

Braintree, MA 02184

Tel: 781.794.1404

### **ITEM #1: Questions and Answers**

1. The RFP #2 - Introduction notes District would like to leverage the “Newer and Fewer” schools’ incentive. Is there a discussion on the table to decommission any existing schools and combine them into one school?  
**RESPONSE:** Potentially, to be studied during Stage II.
2. How many meetings with School Committee should we include? Will there be a requirement to present to the Town Council?  
**RESPONSE:** To be negotiated/determined as part of fee discussion.
3. Confirm if a labor compliance report/language is required for the A&E submission.  
**RESPONSE:** Not required as part of this response package.
4. Confirm MBE participation of 10% can be MBE or WBE per RI Gen Laws R.I. Gen. Laws § 37-14.1-3 (f).  
**RESPONSE:** Yes, WBE qualifies as MBE participation per RIGL § 37-14.1-3(f)
5. Under #4 - Scope of Work, discussing cost savings as part of the response is mentioned. Please confirm if this is intended for the response to this RFP or to be included with the solutions found in the design process once selected.  
**RESPONSE:** Suggest providing examples as part of response, also to be performed during Bristol Warren project's design process.
6. Confirm the intent is NOT to provide a fee or fee structure as part of this response.  
**RESPONSE:** Confirmed, this is a qualification based selection, fee will be negotiated with the top ranked applicant.

7. Is there a page limit for proposals?  
**RESPONSE:** No page limit.
8. On pages 10 and 11 (under Part 2. Introduction) of the RFP, mentions are made regarding provision of both renovated schools and new school construction as part of this work. The RIDE Stage I submission includes only renovation recommendations for all of the schools. Does the District anticipate any new school construction will result during the Stage II process?  
**RESPONSE:** There is potential for one or more new school solutions resulting from the Stage II process.
9. Have any comments to the Stage I submission been received from Ride?  
**RESPONSE:** No RIDE comments received as of the date of this addendum.
10. Can they share the Stage I submission?  
**RESPONSE:** Please reference link to Stage I provided within the RFP.
11. Are all existing buildings available in AutoCAD or other electronically drawn format?  
**RESPONSE:** All electronic existing building information in the district's possession can be found within the Stage I submission and/or the RIDE Jacobs study.
12. Do you require us to submit the forms included at the end of the RFP – Pages 28–30? (Anti-Collusion Certificate; Bid Form General Information; and the Office Of Diversity Utilization Plan)?  
**RESPONSE:** Yes, please include with submission.
13. If the forms are required, and there is no fee proposal required, how would you like us to fill out the Diversity Utilization form, if we don't have dollar values? Would you like us to provide an anticipated percentage of the fee for each MBE or WBE consultant on our team?  
**RESPONSE:** Identify MBE/WBE subconsultants included as part of your team, contract values can be indicated as TBD.
14. Are interviews likely to be the week of April 24?  
**RESPONSE:** 5/3 target interview date, per RFP.

Chad Crittenden  
Owner's Project Manager  
PMA Consultants, LLC