



**CITY OF EAST PROVIDENCE
COMMUNITY CENTER
SPECIFICATIONS
REQUEST FOR QUALIFICATIONS FOR OWNERS PROJECT MANAGER
RFQ EP22/23-14
BID OPENING THURSDAY MAY 4, 2023 AT 11:00AM**

PROJECT OVERVIEW

A. Project Description

New construction of an approximately 62,000 SF building consisting of two floors, a gymnasium, lobby area, exercise area and rooms, pool, theater and police offices.

The projects design and construction must comply with all applicable policies and procedures of the Rhode Island Building Code, most recent addition. The project design must comply with all relevant standards overseen by all Authorities Having Jurisdiction (“AHJ”) including local, state, and federal requirements.

B. Scope of Services

In the performance of its services the OPM will work cooperatively with the Contracting Authority, the A/E, and any other project participants engaged by the Owner. The project will be divided into five primary stages: Pre Referendum, Pre Construction (Design), Construction, Occupancy, and Post Construction / Closeout. Each stage may be further subdivided and there may be occasions when services between stages run con-currently or are staggered in keeping with the projects overall schedule requirements.

Pre-Construction

1. Facilitate and coordinate with the Owner and Architect in programming process
2. Facilitate and coordinate with building users, reviewing space and adjacency requirements.
3. Review of all phases of design to ensure compliance with budget and schedule requirements
4. Facilitate and oversee the reconciliation of estimates prepared by the Architect and GC/CMaR
5. Facilitate and coordinate with the Owner building code requirements and options.
6. Facilitate and coordinate with the Owner construction of the facility meetings and submissions in support of design.

Construction

1. Prior to start of construction, in consultation with the Architect, represent the Owner and monitor the preconstruction meetings.
2. Attend meetings of the East Providence Building Committee from the preconstruction period to the completion of the project.
3. Review and comment on the Schedule of Values for payments as prepared by the contractor to ensure conformance with the expected flow of work as stated in the Contract Documents.
4. Assist in the GC/CMaR development of contingency plans for corrective action and advise the owner if they appear to be adequate. If the owner approves them, then the owner will be taking responsibility.
5. Participate in weekly construction and progress meetings with the Architect and the GC/CMaR to discuss such matters as procedures progress, construction problems and scheduling.
6. Review the contractors' construction schedule to determine if the schedule is consistent with milestones. Review project correspondence and logs maintained by the Architect's supplemental instructions, proposal request, change orders and construction change directives. Review the contractors shop drawing schedule. Advise the Owner on all of the above items.
7. Expedite and participate in the Owner's review of data and samples when such review is requested by the Architect.
8. Advise the owner of necessary or desirable changes in the project. Assist in negotiation of the GC/CMaR's proposals for these changes, and submit recommendations to the Architect and the Owner. Establish and implement a change order monitoring system and report on job cost events, including approved change orders, spending change orders, and anticipated change orders. Establish a time line for the change order process that does not interfere with the progress of the work.
9. Develop and implement procedures for prompt review and processing of applications for payment from the GC/CMaR for progress and final payments including certification requirements by the architect.
10. Advise the EP Building Committee on an ongoing basis of all project developments, including conditions and circumstances that may cause delay in the project schedule, increase costs, or otherwise may be inconsistent with the Owner's expectations.
11. In conjunction with the Architect, review the GC/CMaR's submittal of Notice of Substantial Completion, for a phase or the entire project, and make a recommendation to the Owner.
12. Prepare monthly reports to the EP Building Committee summarizing the progress of the construction and the financial status of the project. The reports should highlight important events and identifying pending issues that must be addressed.
13. Maintain regular contact with the Mayor or designee regarding the progress of the project and issues to be addressed.
14. As requested, coordinate with other municipals officials in East Providence concerning project related issues.
15. Maintain a complete project file, including but not limited to, a master list of permits, certificates of insurance, licenses and approvals, correspondence, monthly reports, daily reports and payment records.
16. Assist the City in obtaining reimbursement from the Rhode Island by assembling the necessary documentation.
17. At the conclusion to the project, assist the EP Building Committee in obtaining as-built drawings and all the other construction-related documents and all materials required for building occupancy and project closeout

Construction Site

1. The OPM should have a daily presence on the job site. Exact requirements to be determined after OPM selection and upon further development of project scope and schedule.
2. Monitor Contractor's schedules on an ongoing basis and alert the GC/CMaR and the Architect to conditions that may lead to delays in the completion of the work.
3. Participate in weekly construction and progress meetings with the Architect, GC/CMaR and the Contractors to discuss such matters as procedures, progress, construction problems and scheduling.
4. Maintain a log of daily activities at the site, including weather conditions, nature and location of work being performed, verbal interpretations given to the GC/CMaR and specific observations. Record any occurrence that might result in a claim for a change in contract compensation or time.
5. Observe the contractors' record copy of the Contract Documents at intervals appropriate to the stage of construction and notify the Architect and GC/CMaR of any apparent failure by the contractor to maintain up to date records.
6. Assist the Architect and GC/CMaR in conducting inspections to determine the dates of Substantial Completion of various phases and the date of final completion.
7. The OPM will ensure that procedures for authorization from any deviations from the contract documents are followed.

Occupancy

1. Assist the Owner as requested to facilitate the relocation of existing materials, furniture, fixtures and equipment from existing to new facilities.

Post Construction / Project Closeout

1. Provide all final reports and documentation required by the contract documents including that required to secure all funding reimbursement.
2. In conjunction with the A/E and GC/CMaR, provide an electronic turnover package of all maintainable asset data. Include applicable manufacturer and contractor operation and maintenance information with associated plans. Asset data shall be in a database format, structure and detail commensurate with the Owners requirements for import to their maintenance management system.
3. Shall obtain all as-built plans, O&M Manual etc. and deliver to the owner

C. Anticipated Schedule (subject to change)

Pre Referendum Stage Starts October, 2023

Construction Stage Notice to Proceed: Fall 2024

Substantial Completion TBD

Occupancy Stage Completed TBD

D. M/WBE Participation Goal

Percent of total budget 10%

E. Evaluation Criteria for Selection

Short List: Each firm responding to this RFQ will be evaluated and selected based on its qualifications and the qualifications and experience of the particular individuals identified as the candidate's proposed team for the Project. After evaluating the responses to this RFQ, the Contracting Authority will select a short list of no fewer than three candidates that it considers to be the most qualified, except if the Contracting Authority determines that fewer than three firms are qualified, it will only select the qualified firms.

Interview: After submitting responses to the RFQ, the short-listed firms may be interviewed by the Contracting Authority and Owner. The purpose of the interview will be to meet the proposed Project team, become familiar with key personnel, and understand the project approach and ability to meet the stated objectives for the Project. Please be prepared to discuss with specificity the firm's capacity to conduct this work in compliance with the timetable, budget and any other Owner expectations. The Contracting Authority will notify the selected firm(s) to schedule time(s) for the interview(s).

Selection Schedule: Tentative schedule is subject to change.

RFQ – TUESDAY APRIL 11, 2023

Submission Deadline – THURSDAY MAY 4, 2023 at 11:00AM

Award – 1st week of June 2023 by the City of East Providence

Cancellation and Rejection: The Contracting Authority reserves the right to reject all proposals and cancel at any time for any reason this solicitation, any portion of this solicitation or any phase of the Project. The Contracting Authority shall have no liability to any proposer arising out of such cancellation or rejection. The Contracting Authority reserves the right to waive minor variations in the selection process. The Contracting Authority shall not reimburse proposers for any expenses related to their preparation and submission of a proposal (RFQ or RFP) including interviews.

F. Submittal Instructions

Electronic submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm's name. Use the "print" feature of Adobe Acrobat or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. Also, please label the CD or thumb drive and the sleeve with the project number and firm name if applicable.

Paper copies of the Statement of Qualifications, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are permitted but not necessary.

Facsimile copies of the Statement of Qualifications will not be accepted.

Unless otherwise noted or exempt, all documents submitted to the Contracting Authority in response to this RFQ and subsequent RFQ are public and will be available for inspection at the conclusion of the selection process. The following information shall remain confidential and will not be released: (1) Proposal Form(s), except for cost category subtotals which will be transferred to the Best Value Rating Form; (2) Financial Capacity; and (3) Bonding/Insurance and (4) any trade secrets, proprietary or confidential information identified by the proposer with their proposal submission.

G. Submission Criteria

The EP Building Sub-committee will rate the firm as submitting a responsible and responsive proposal if it fulfills the following minimum criteria:

1. Firm/Individual Name, Contact Name, Address, Telephone, Email Address and Fax Numbers.
2. Firm/Individual History including length of time the firm/individual has been in business.
3. Names and Titles of firm partners and/or officers.
4. Key personnel that will be employed as part of the Owner's Project Management team including: applicable resumes, professional designations, licenses held, information on experience with similar projects, and each person's level of involvement in, and the organizational structure of the staffing for this school building project.
5. A listing of current and past public and private projects of a similar nature with the names and telephone numbers of references to contact. Photos may be provided.
6. Submission of 1) the Project Manager Qualification Statement; 2) a Certificate of Non-Collusion; 3) a Certification of Tax Compliance.
7. Any other information that the applicant considers relevant for the purpose of evaluating its qualifications for the project.
8. Adequate financial stability and proof of professional liability insurance. The East Providence School District must also be able to be named an "additional insured". Other District insurance requirements for comprehensive, etc. will be included in the contract for services.

Any questions regarding the RFQ may be directed in writing to Eric Skadberg at eskadberg@eastprovidenceri.gov and Ralph Mitchell at rmitchell@eastprovidenceri.gov no later than **MONDAY APRIL 24, 2023 AT 11:00 AM.**

Equal Opportunity/Affirmative Action Employer

Ralph Mitchell
rmitchell@eastprovidenceri.gov