

**AGENCY SOLICITATION specifications**

**SOQ-Statement of Qualification**

**Title: PHASE I – PREQUALIFICATION –**

**Description:**

**NOTE TO BIDDERS:** General prequalification pursuant to 220-RICR-30-00-4 [is/is not] a prerequisite for vendors to bid on this solicitation.

**PRE-BID/PROPOSAL CONFERENCE:** YES/NO

**BONDING REQUIREMENTS:** A bonding capacity commitment letter from a bonding

company authorized to conduct business in the State of Rhode Island is required of all bidders relative to Phase 1 participation.

**CONTRACT TERMS:**

The initial contract period will begin approximately [insert date] for [insert period].  Contracts may be renewed for up to [insert number] additional 12-month periods based on vendor performance and the availability of funds.

**Insurance Requirements:**

In accordance with this solicitation, or as outlined in Section 13.19 of the General Conditions of Purchase, found at <https://rules.sos.ri.gov/regulations/part/220-30-00-13> **and General Conditions - Addendum A found at** <https://www.ridop.ri.gov/documents/general-conditions-addendum-a.pdf>, the following insurance coverage shall be required of the final awarded vendor(s):

***General Requirements****:*

13a)[ ] Commercial General Liability – Combined single limit of $1,000,000 per occurrence, $1,000,000 general aggregate and $1,000,000 products/completed operations aggregate.

13b) [ ] Workers’ Compensation - $100,000 each accident, $100,000 disease or policy limit and $100,000 each employee.

13c) [ ] Automobile Liability - $1,000,000 each occurrence combined single limit.

13d) [ ]  Crime - $500,000 per occurrence or 50% of contract amount, whichever is greater.

***Professional Services****:*

13e)[ ] Professional Liability (“errors and omissions”) - $2,000,000 per occurrence, $2,000,000 annual aggregate.

13f) [ ] Environmental/Pollution Liability when past, present or future hazard is possible - $1,000,000 per occurrence and $2,000,000 aggregate.

13g)[ ] Working with Children, Elderly or Disabled Persons – Physical Abuse and Molestation Liability Insurance - $1 Million per occurrence.

***Information Technology and/or Cyber/Privacy****:*

13h) [ ] Technology Errors and Omissions - Combined single limit per occurrence shall not be less than $5,000,000. Annual aggregate limit shall not be less than $5,000,000.

13i) [ ] Information Technology Cyber/Privacy – minimum limits of $5,000,000 per occurrence and $5,000,000 annual aggregate. If Contract Party provides:

1. [ ] key back-office services, Contract Party shall have a minimum limit of $10,000,000 per occurrence and $10,000,000 annual aggregate;
2. [ ] if Contract Party has access to Protected Health Information as defined in HIPAA and its implementing regulations, Personal Information as defined in in R.I. Gen. Laws § 11-49.3-1, et seq., or as otherwise defined in the Contract (together Confidential Information”), Contract Party shall have as a minimum the per occurrence, per annual aggregate, the total rounded product of projected number of persons data multiplied by $25 per person breach response expense per occurrence; but no less than $5,000,000 per occurrence, per annual aggregate; or,

c) [ ] if the Contract Party provides or has access to mission critical services, network architecture and/or the totality of confidential data $20,000,000 per occurrence and in the annual aggregate.

***Other****:* Specify insurance type and minimum coverage required (e.g*.,* builder’s risk insurance*,* vessel operation [marine or aircraft]):

13j) [ ]  Other - Specify insurance type and minimum coverage required

**Optional Instructions to Vendors:**

 [ ]  AIA Contract - For public works projects, the selected Vendor must submit a fully executed Rhode Island custom AIA contract as specified in the solicitation. Selected Vendor shall be required to obtain the specified AIA Documents from <https://ridop.ri.gov/vendors/public-works-aia-custom-state-rhode-island-documents>.

As applicable, successful vendor must obtain and utilize the Custom Rhode Island AIA Documents G701-2017, AIA-G714-2017, and AIA-G802-2017, located at <https://ridop.ri.gov/vendors/public-works-aia-custom-state-rhode-island-documents>.

Full instructions will be included in the corresponding Tentative Selection Letter.

**SECTION A. DETAILED PROJECT DESCRIPTION**

See comment.

**SECTION B. BACKGROUND**

**SECTION C: SCOPE OF WORK AND REQUIREMENTS**

See Comment.

**FOR PHASE 1 PREQUALIFICATION FOR CONSTRUCTION-MANAGEMENT-AT-RISK (CMAR) PROJECTS ONLY:**

**Administration/Schedule for Prequalification Process**

This solicitation is issued pursuant to R.I. Gen. Laws § 37-2-27, *et seq*. Vendors interested in

providing Construction-Management-at-Risk services for the project must submit an SOQ application package in response to this solicitation.

The Construction-Management-at-Risk selection process for the project shall be a two-phase

process involving Phase 1 pre-qualification of potential vendors followed by Phase 2 solicitation of technical and cost proposals from the pre-qualified construction management at-risk vendors.

1. Technical Evaluation Committee – The Chief Purchasing Officer shall appoint a technical evaluation committee to review and evaluate the SOQ application packages submitted by bidders.
2. Notice to Respondents – Upon completion of the evaluation and review process, the Technical Evaluation Committee shall submit written recommendations to the Chief Purchasing Officer, who will determine the list of pre-qualified Construction-Management-at-Risk firms for the Project. Written notice to all bidders as to whether they have been pre-qualified will be posted on the Division of Purchases Bid Board. Only pre-qualified bidders shall be invited to participate in the Phase 2 solicitation.

**SECTION D:** **CRITERIA FOR PREQUALIFICATION**

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## **Statement of Qualifications**

Statements of Qualification application packages must be uploaded in entirety and must include all require attachments and documentation as listed below. Failure to upload all documents and make a complete submission as described may result in the determination of non-responsiveness of the SOQ application package.

The required SOQ application consists of the following:

Appendix A:

* 1. Application for General Contractors Statement of Qualifications (SOQ) Form;
	2. Schedules A through K to be completed with all supporting documents; and
	3. All additional supporting documentation including:
1. Bonding Capacity Commitment Letter
2. Certificate of Authority/Good Standing issued by the Rhode Island Secretary of State’s Office
3. Contractors’ Registration and Licensing Board Certificate

**Management Experience –** 70 points available in this category; minimum of 55 points required in this category for prequalification approval.

**Schedule A. Business Owners:** Vendors must complete and upload attachment A and must include a resume providing the name, title, detailed description of the role and job responsibilities, scope of work and numbers of years with the firm for each of the business owner(s) of the firm. If the vendors are a partnership, then documentation must provide the requested information for each general and limited partner. If the vendor is a corporation or limited liability company, then the vendor must provide the requested information for each officer, director and/or member. (up to 3 points available)

**Schedule B. Management Personnel:** Vendors must complete and upload attachment B and must include a resume for every person who has management responsibility, direct or indirect, for the Project. Provide the name, title, detailed description of the role and job responsibilities, scope of work, education, construction experience, years with the firm and list of all projects completed for all management personnel who will have any direct or indirect responsibility over the Project, including but not limited to project executives, project managers, project engineers, field superintendents, field engineers, and safety engineers. (up to 15 points available)

**Schedule C. Similar Project Experience:** Vendors must complete and upload attachment.

1. Provide the project name(s), description, scope of work, original contract sum, final contract sum with explanation, and date of completion for each and every similar project undertaken by the Respondent in the last eight (8) years. For purposes of this SOQ, a “similar project” shall mean $\_\_\_\_M in construction contract value.
2. Provide project information for all institutional or commercial projects completed within the past five (5) years with a construction contract value of over $\_\_\_\_M; list the project name(s), description, scope of work, original contract sum, final contract sum with explanation, and date of completion for each project.
3. Provide a sample estimate for similar project and demonstrate its accuracy against the metrics listed above. For older projects, the above construction contract values may be presented in 2020 dollars, escalated with the U.S. Department of Labor inflation calculator at <http://www.bls.gov/data/inflation_calculator.htm>. (up to 20 points available).

**Schedule D. Terminations:** Vendors must complete and upload attachment D. Provide a list of any projects within the past five (5) years on which Respondent was the general contractor or construction manager and was terminated, held in default, or failed to complete the work. Include the name of the project, the timeframe of the project and circumstances surrounding the termination or default. (up to 5 points available)

**Schedule E. Legal Proceedings:** Vendors must complete and upload attachment E. Provide information regarding each and every legal proceeding, administrative proceeding, and arbitration pending against the Respondent. In addition, provide information regarding every legal proceeding, administrative proceeding, or arbitration action concluded adversely to the Respondent within the past five (5) years, which relate to the procurement or performance of any public or private construction contract. (up to 5 points available)

**Schedule F. Safety Record:** Vendors must complete and upload attachment F. Provide the three (3) year history of the Respondent’s workers’ compensation experience modifier. In addition, provide documentation from the Respondent’s insurance carrier supporting the rating history provided. (up to 3 points available)

**Schedule G. MBE/WBE and Workforce Compliance Record:** Vendors must complete and upload attachment G. Provide information and evidence of the Respondent’s compliance record with respect to Minority Business Enterprise and Women Business Enterprise goals and workforce inclusion goals for all projects completed which had such goals within the past three years. In addition, Respondents must upload documentation supporting the actual participation and inclusion amounts reported in Schedule G. (up to 4 points available)

**Additional Required Information:** Vendors must prepare and submit a narrative describing the items below. (up to 15 points available)

1. Scope of preconstruction phase services, including how those services are provided, with specific attention to the first budget estimate, methods of cost control, scheduling, value engineering, and the method of reporting project status and schedule position.

2. Scope of construction phase services and how those services are to be provided.

3. The bidder’s method of working with the project architects, engineers, consultants, and other planning team members.

4. The bidder’s method of coordinating the efforts of the various trade contractors.

**References –** 30 points available in this category; minimum of 25 points required in this category for prequalification approval.

**Schedule H. Project References:** Vendors must complete and upload attachment H. Provide contact information for owners and architects for every project listed. Information provided shall include project name and the names of the owners and architects, with current address, current telephone, email address and fax numbers, and contact person for each. Note: The Technical Review Subcommittee Committee may also consider project reference information provided in response to Subsection 2(b) herein. (25 points available)

**Schedule I. Public Project Record:** Vendors must complete and upload attachment I Provide a list of all completed public building construction projects worked on during the past five (5) years with the project name, scope of work, contract value, start date, completion date, status of the project, owner’s name (including address, telephone number, fax number, and contact person) and architect’s name (including address, telephone number, fax number and contact person). (5 points available)

**Financial Capacity to Complete Projects –** Information purposes only; no points assigned.

**Schedule J. Credit Reference:** Vendors must upload a minimum of 5 credit references for the most recent fiscal year.

**Schedule K. Revenue Under Contract:** Vendors must complete and upload attachment K of anticipated revenue for projects under contract for the next three (3) years.

**Mandatory Requirements –** Must upload in addition to scheduled forms; no points assigned.

**Bonding Capacity Commitment Letter:** Vendors must upload a commitment letter from a surety company licensed to do business in the State of Rhode Island and whose name appears on the United States Treasury Department Circular 570 for payment and performance bonds.

**Certificate of Authority/Certificate of Good Standing:** Foreign business entities must upload a copy of a valid Certificate of Authority issued by the Rhode Island Secretary of State’s Office; business entities registered in-State must upload a copy of their Secretary of State-issued Certificate of Status/Good Standing.

**Contractors’ Registration and Licensing Board Certificate:** Must upload proof of current and valid Contractors’ Registration and Licensing Board certificate issued by either the State of Rhode Island Contractors’ Registration and Licensing Board or business entity’s home State equivalent.

**Project Labor Agreement:** The State of Rhode Island will be reviewing whether it is in the

best interest of the State to utilize a Project Labor Agreement (“PLA”) for the Project. If the State utilizes a PLA, then the PLA shall be a mandatory condition of contract award for the Project and the tentatively selected vendor shall be required to accept the terms of the PLA, in its entirety.

**SECTION E: EVALUATION AND SELECTION - SOLICITATION SPECIFIC**

Proposals must receive a minimum of 80% out of a maximum of 100 points to advance to the qualified vendor list. Proposals scoring less than 80 points shall not receive further consideration. In addition, all vendors must pass all the pass/fail requirements.

Proposals shall be reviewed and scored based upon the following criteria:

|  |  |
| --- | --- |
| **Criteria/Category Description** | **Total Points** |
| Business Owners [Schedule A] | 3 Points |
| Management Personnel [Schedule B] | 15 Points |
| Similar Project Experience [Schedule C]  | 20 Points |
| Termination [Schedule D] | 5 Points |
| Legal Proceedings [Schedule E]  | 5 Points |
| Safety Record [Schedule F] | 3 Points |
| MBE/WBE and Workforce Compliance Record [Schedule G] | 4 Points |
| Additional Information  | 15 Points |
| **Total Possible Management Experience Points** | **70 Points** |
| Project References [Schedule H] | 25 Points |
| Public Project References [Schedule I] | 5 Points |
| **Total Possible Reference Points** | **30 Points** |
| Bonding Capacity Commitment Letter | Pass/Fail |
| Certificate of Authority/Certificate of Good Standing | Pass/Fail |
| Contractors’ Registration & Licensing Board Certificate | Pass/Fail |
| **Total Possible Evaluation Points** | **100 Points** |

**NOTE: See the “Requirements” tab of this solicitation for additional requirements and clauses for prequalification and submission of the SOQ forms.**