

December 18, 2007

TO WHOM IT MAY CONCERN:

The Town of Jamestown is pleased to present a **Request for Qualifications (RFQ)** to parties interested in submitting qualifications to construct a new Highway Garage and Salt Storage Building ("Project"). This project will be developed and delivered using the Design-Build format.

The Town of Jamestown will make the RFQ available to any interested party at the following address:

Bruce Keiser, Town Administrator
Town of Jamestown
93 Narragansett Avenue
Jamestown, RI 02835
Telephone: (401) 423-7200

The Town of Jamestown will not accept any RFQ Submittal by facsimile, electronic transmission or any method other than stated in the RFQ.

The Town of Jamestown reserves the right not to issue a Request for Proposal (RFP) and to cancel or modify this solicitation at any time if it deems, in its sole discretion, that such measures are in the Town's best interest.

The Town of Jamestown will use a two step process to select a contractor. This RFQ represents the first step and the Request for Proposal (RFP) is the second step. The RFP will be issued to the most qualified Design-Build Teams as determined by The Town of Jamestown

The Town of Jamestown looks forward to reviewing your RFQ Submittal and to working with the selected team in the successful development of this Project.

Sincerely,

Michael Gray, P.E.
Deputy Public Works Director

TOWN OF JAMESTOWN

RFQ

**DESIGN AND CONSTRUCTION
OF THE
NEW HIGHWAY GARAGE
AND SALT STORAGE BUILDING**

**TOWN OF JAMESTOWN
DEPARTMENT OF PUBLIC WORKS
93 NARRAGANSETT AVENUE
JAMESTOWN, RI 02835**

DECEMBER 18, 2007

INTRODUCTION

The Town of Jamestown is issuing a Request for Qualifications (RFQ) to solicit interest from prospective, qualified teams for the construction of a new Highway Garage Facility and Salt Storage Building, (hereinafter referred to as the "Project"). The RFQ Submittal must include the RFQ Letter of Interest form (included in this RFQ), a statement of qualifications, and a conceptual project plan.

The Town of Jamestown is issuing this RFQ in accordance with applicable laws which allow an agreement with a private entity that offers the best value to the Town of Jamestown to design and construct a New Highway Garage. The proposed location of the new building is directly adjacent to the Newport Bridge in the Town of Jamestown. The land presently is the site of the Jamestown Wastewater Treatment Facility located on Freebody Drive. In addition to the Highway Garage a second building will be designed and constructed for Salt Storage on the same site

The Town of Jamestown reserves the sole right to terminate this process, to not issue a Request for Proposal (RFP), to not award an RFP, and to cancel or modify this solicitation process at any time. In no event will the Town of Jamestown or any of their respective agents, representatives, consultants, directors, officers, or employees be liable for, or otherwise obligated to reimburse, the costs incurred in preparation of this RFQ, or any related costs. The prospective Design-Build Teams shall wholly absorb all costs incurred in the preparation and presentation of the Submittals. The RFQ Submittals will become the property of The Town of Jamestown.

RFQ SUBMITTAL DEADLINE AND DELIVERY LOCATION

Three (3) sealed copies of the RFQ Submittal must be received and time stamped by **4:00 PM, local time, Friday, January 11, 2008.** Sealed RFQ Submittal will only be received at the following location

**Town of Jamestown, Office of the Town Administrator
Bruce Keiser, Town Administrator
93 Narragansett Avenue
Jamestown, RI 02835
Tel: (401) 423-7200**

It is the sole responsibility of the team to ensure that the sealed RFQ Submittal arrives at the above location by the specified deadline regardless of the method chosen by the team for delivery. A faxed or electronically transmitted RFQ Submittal will not be accepted in response to the RFQ.

PRE-SUBMITTAL CONFERENCE

There will be a Pre-Submittal Conference held at Town of Jamestown, Council Chambers located at 93 Narragansett Avenue, Jamestown on Thursday, January 3, 2007 at 10:00 AM, local time. The conference agenda will include a presentation of the proposed project, a question and answer session, a guided tour of the project site and a discussion on project delivery method. This may be the only opportunity for prospective teams to view the project site prior to the RFQ submittal. Attendance at the Pre-Submittal Conference is optional.

Point of Contact - The Town of Jamestown designates the following person, as its representative and Point of Contact for this RFQ. Teams and all interested parties in this Project shall restrict all contact with other Town of Jamestown staff and direct all questions regarding this RFQ to the Point of Contact:

Michael Gray, P.E.
Deputy Public Works Director
Town of Jamestown
93 Narragansett Avenue,
Jamestown, RI 02835
Phone: (401) 423-7200
Fax: (401) 423-7226
[E-mail: mgray@jamestownri.net](mailto:mgray@jamestownri.net)

DESCRIPTION OF PROJECT

The Town of Jamestown, Rhode Island is issuing a REQUEST FOR QUALIFICATIONS (RFQ) as the first step to select a team for a two-phased project to construct a new Highway Garage to replace the existing facilities and to construct a new Salt Storage Building. The Town of Jamestown will evaluate all RFQ Submittals and select a shortlist of Design-Build Teams it deems most qualified to receive the RFP, based on the criteria outlined herein. This project will include the design of the new building which will be approximately 12,500 square feet in size. The new Salt Storage Building will be approximately 2,500 square feet in size. The required design services for the buildings shall include complete drawings, specifications, cost estimates and supporting calculation. The site plan is presently being prepared with a preliminary plan attached in Appendix A for review.

The required construction services shall include all building related permits, site work, general construction, structural, mechanical, and electrical equipment, labor and materials necessary to complete this project on a turn key basis.

SCOPE OF WORK:

The work required shall consist of a “design phase” and a “construction phase”.

A. **DESIGN PHASE:** The required services shall include, but are not necessarily limited to:

1. Preparation of schematic designs consisting of drawings and other documents that describe the scope and relationship of the various components of the work for the new facility as defined within the Outline Specifications section of this document.
2. Preparation of final working drawings (on Mylar) and detailed specifications that fully describe the project. Stamped by a RI Engineer and/or Architect.
3. Preparation of a detailed (not to exceed basis) cost estimate for the new facility including building and site improvements.

Three (3) copies of each item required under No. 1, No. 2, and No. 3 above shall be delivered to the Town for review and approval prior to proceeding with each successive step.

B. **CONSTRUCTION PHASE:** The required services shall include, but are not necessarily limited to:

1. Preparation of all necessary shop drawings, samples and submittals to conform to the approved final design phase elements.
2. Preparation and submittal of all necessary building permit applications (all trades as required) obtaining a building permit, arranging for all required inspections related thereto, and obtaining a Certificate of Occupancy are included in this phase and are the sole responsibility

of the Contractor.

3. Preparation and submittal of all necessary Fire Department applications and approvals.
4. Provide all necessary labor, supplies, material, equipment and services required for the complete installation and construction in accordance with the approved final drawings and specifications. It is emphasized herein that this project is to be done on a turnkey basis, with a completed and tested facility (ready for immediate occupancy) required as the final product.
5. Provide all certifications, testing and warranties as per the manufacturer's recommendations for all equipment provided and installed.
6. Provide one complete set of reproducible Mylar as-built drawings to accurately indicate the conditions after the completion of the facility.

The construction of a new Highway Garage will be on land located immediately north of the Newport Bridge at Taylor Point in Jamestown. The land is presently wooded and is adjacent to the site of the Jamestown Wastewater Treatment Facility located on Freebody Drive. The new Salt Storage Building will be located in the area of the salt storage pile adjacent to the Wastewater Treatment Building.

The new highway garage will include the following components in their final designs:

- I. Highway garage bays
- II. Maintenance Bays
- III. Two offices
- IV. Lunch/meeting room
- V. Locker Room
- VI. Bathrooms
- VII. Storage Areas
- VIII. Foundation
- IX. Heating
- X. Electric
- XI. Plumbing
- XII. Fire Protection

The new building area is a preliminary estimate and a detailed program will be provided by The Town of Jamestown in the RFP Phase. The new salt storage building will include a rectangular building with self-supporting structure with lighting.

The site plan will be prepared by Crossman Engineering. A preliminary plan is attached as Appendix A. The Design-Build Team will be responsible for assisting the Town Engineer through the local permitting process that includes site plan review and obtaining a special use permit. Preliminary plans will be required for the local permitting applications showing elevations of the building and a floor plan. Construction administration and management,

including quality control and quality assurance will be the responsibility of the Design-Build Team. Also The Town of Jamestown will have staff providing on-site construction administration services for quality assurance.

All requirements pertaining to the preparation and approval of the permits must be in accordance with state and federal regulations, policies and procedures. The Project facilities must comply with the latest editions of all applicable building codes and regulations.

The Preliminary Project Cost Estimate for this Project is \$1,700,000. This includes all design and construction costs for the Design-Build Team. This funding includes the cost of all site improvements and building construction.

Preliminary Project Planning Schedule

If the Design-Build Team determines construction dates can be accelerated or need to be extended, please note this on your RFQ Submittal with your Conceptual Project Plan.

Milestones	Dates
• Issue RFQ	December 21, 2007
• RFQ Pre-submittal Conference	January 3, 2008
• RFQ Deadline	January 11, 2008
• Short-list teams for RFP	January 16, 2008
• Issue RFP	January 21, 2008
• RFP Due	February 22, 2008
• Recommendation for Council	March 3, 2008
• Notice to Proceed	March 14, 2008
• Documents for Local Board Approval	March 24, 2008
• Start of Construction	July 2008
• Substantial Completion	February 2009

QUALIFICATION CONTENT REQUIREMENTS

The RFQ Submittals must include all items listed below to be considered complete and evaluated. The RFQ submittal should be placed in a separate sealed envelope, or package and identified with the RFQ deadline and "RFQ Highway Garage and Salt Storage Building" and a return address in the upper left-hand corner. If this information is not on the RFQ Submittal, it will be returned to sender without being opened, or not be opened if returned address is not on Submittal. The weighted percentage of each section is shown in () below.

The RFQ Submittal must include the following to be evaluated:

- RFQ Letter of Interest
- Executive Summary (2 pages max.)
- Minimum Requirements
- Team and Key Personnel Qualifications (60%)
- Conceptual Project Development Plan (40%)

The Town of Jamestown will evaluate all RFQ Submittals and select a shortlist of Design-Build Teams it deems most qualified to receive the RFP, based on the criteria outlined herein. The Town of Jamestown will schedule one-on-one interviews with the Design-Build Teams who qualify to receive the RFP. The short-list of teams will be posted at the same Town of Jamestown website where the RFQ is posted.

The Town of Jamestown is currently developing the criteria and percentage of value that will be used to evaluate the RFP Submittals. Teams are advised that the evaluation criteria and value for the rankings may differ from the criteria set forth herein to evaluate the RFQ Submittals.

The Town of Jamestown will not bear liability for any costs incurred in the preparation and submission of an RFQ Submittal. The Town of Jamestown is not authorized to compensate participants who submit proposals in the RFP Phase.

Receipt of all Addenda to this RFQ, if any, must be acknowledged by attaching a signed copy of each Addendum to the RFQ Submittal. All Addenda shall become part of the requirements of this RFQ. Failure to acknowledge receipt of an Addendum may result in rejection of the RFQ Submittal. All Addenda will be posted on the Town Website at Jamestownri.net.

The Town of Jamestown reserves the right to request further documentation or information, and to discuss an RFQ Submittal for any purpose in order to answer questions or to provide clarification.

The Town of Jamestown reserves the right to reject any and all RFQ Submittals. The Town of Jamestown reserves the right to conduct studies and other investigations as necessary to evaluate the RFQ Submittal and complete interviews with the Design-Build Teams, as part of the evaluation phase.

Your RFQ Submittal may not be changed, amended or modified after the deadline.

EVALUATION CRITERIA

In evaluating the RFQ Submittals, The Town of Jamestown is particularly interested in the Design-Build Teams that demonstrate timely, functional and cost effective methods to accomplish the design and construction of the facility. The Town of Jamestown expects the RFQ Submittal to provide adequate information about the Design-Build Team's organizational structure and all designated key personnel who will be involved in the Project. The Design-Build Team should include in their RFQ Submittal specific project related experience and an overall project development plan presenting their strategy on delivering the best Project with sufficient information to evaluate the "most qualified" teams.

Each Design-Build Team shall submit three (3) copies of its RFQ Submittal bound with all pages sequentially numbered and in a sealed package. All criteria sections and subsections need to be separated with clearly marked tabs.

Each RFQ Submittal should be as clearly marked on the cover and should be concise as possible. Any additional information may be submitted in a separate document marked Appendix. A weighted percentage for each evaluation criteria has been established as noted in parenthesis below, and the team must include, at a minimum, the following information as part of its RFQ Submittal.

1. MINIMUM REQUIREMENTS

The Applicant and all members of the Applicant's proposed Design-Build Team must submit proof of possessing the minimum qualifications described below. Such proof is to be included in Section 1 of the Submittal. Failure to meet the minimum qualifications shall render the Applicant non-responsive and shall result in the rejection of the Applicant's submittal. In that event, information contained in other sections of the submittal will not be reviewed or evaluated.

A. Required Licenses, Registrations:

The Applicant submitting a response to the RFQ must possess and provide evidence that it is a properly formed and registered partnership, corporation, or legal entity and that it meets one or more of the following criteria: (1) is properly certified to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or (2) is properly certified to practice or offer to practice engineering; or (3) is properly certified to practice or to offer to practice architecture. Additionally, the Applicant must provide evidence that all other members of the Applicant's Design-Build Team are properly certified under Rhode Island law to provide such services or perform the work for which they are proposed.

B. Minimum Insurance Requirements

The Applicant must provide evidence of its ability to obtain project specific professional insurance covering errors and omissions in the amount of at least \$2,000,000. Evidence shall be in the form of a letter from an authorized insurer or its agent. The insurer must be licensed to do business in the state of Rhode Island.

C. Minimum Bonding Capacity

The Applicant must provide evidence of the ability to obtain a project-specific bond for at least \$1,000,000. Evidence of bonding capacity shall be in the form of a letter from the said Applicant's authorized surety company indicating a project-specific bonding capacity for at least \$1,000,000. A 5% proposal bond will be required of all finalists submitting proposals under the RFP phase. The successful Applicant will be required to maintain a performance and payment bond in effect throughout the period of the contract for 100% of the contract amount including any and all necessary professional architectural and engineering services. The surety company must be authorized to do business in the State of Rhode Island.

2. DESIGN-BUILD TEAM / KEY PERSONNEL QUALIFICATIONS (60%)

- A. Provide a clear and descriptive organization outline or chart, identifying participating firms and their office locations. All components of the Design-Build Team shall be identified along with their project roles and responsibilities. Lines of authority and communication shall be clearly shown.
- B. Demonstrate through clear documentation that the Design-Build Team possesses the qualifications necessary to perform the work. Clearly present the Design-Build Team's experience, including success in delivering similar projects of this kind, complexity and magnitude. Demonstrate knowledge, ability and experience of the team to effectively deliver the project on time, within the scope, and on budget. Describe the Design-Build Team's experience working together on previous, similar projects (no more than 5 projects). All design services shall be performed under the direct supervision of a licensed professional engineer registered in the State of Rhode Island and/or a licensed architect registered in the State of Rhode Island.
- C. Identify all design disciplines and specialty consultants the Design-Build Team intends to employ in the design of this project. List each firm or sub-consultant and their area of responsibility. The Design-Build Team must include the extent and depth of experience of the key personnel. The RFQ Submittal should include all potential developer responsibilities demonstrated by the experience of the Design-Build Team members, management team and all key personnel listed.
- D. Submit key members' resumes, especially that of the Design-Build Team's Project Manager. Resumes should include project descriptions, applicable client references, location, and address summaries. Awards, licenses, registrations and certifications shall be submitted in a separate volume labeled "Appendix." Standard corporate brochures and marketing material may be included as additional information in an "Appendix."
- E. The Design-Build Team must demonstrate that sufficient qualified and knowledgeable staff (both prime and sub-providers) are available, or will be available upon commencement of the contract.

3. CONCEPTAL PROJECT DEVELOPMENT PLAN (40%)

- A. Describe the Design-Build Team's general approach and strategy to advancing project development, the results expected from implementations of the project development plan and the critical factors for the Project's success. Schematic Design proposals are not part of this submittal.
- B. Provide a synopsis of the Design-Build Team's implementation plan to design and construct, the Project. Submit a conceptual development, implementation plan, and schedule based upon current levels of information, including construction start dates, anticipated completion dates, final acceptance dates, and other major milestones. The Project Schedule included shows dates to beat for construction. Roles and responsibilities must be clearly defined, including the use of major subcontractors and sub consultants.
- C. Describe the authority and/or limitations of the proposed Design-Build Team's Project Manager.
- D. Describe the level and nature of The Town of Jamestown's participation sought by the Design-Build Team in connection with the project development and implementation.
- E. Describe the material, equipment, and qualified personnel resources available to the Design-Build Team which it can and it will commit to the Project. Discuss the current work backlog of each participant and the capacity to perform the work.

Based on the evaluation criteria outlined above, the "most qualified" Design-Build Teams will be selected to participate in the Request for Proposal (RFP) Phase that may lead to the award of the contract to the highest ranked proposer with the "best value" to the Town of Jamestown. Participation in the interview phase is not assurance that you will receive the contract award. The contract will be awarded on the basis of evaluation scores assigned by the review committee.

THE TOWN OF JAMESTOWN RESERVATION OF RIGHTS

In connection with the RFQ, RFP, and Project, The Town of Jamestown reserves all rights (which rights may be exercised by The Town of Jamestown in its sole discretion) available to it under applicable laws, including without limitation, and with or without cause and with or without notice, the right to:

- 1. Cancel this RFQ or the subsequent RFP in whole or in part at any time prior to the execution of a contract by The Town of Jamestown, without incurring any cost obligations or liabilities.
- 2. Issue addenda, supplements, and modifications to this RFQ.

Revise and modify, at any time before the RFQ Submittal Due Date, the factors and/or weights of factors The Town of Jamestown will consider in evaluating RFQ Submittals and to otherwise revise or expand its evaluation methodology as set forth herein.

4. Extend the RFQ Submittal Due Date.
5. Investigate the qualifications of any Design-Build Team under consideration and require confirmation of information furnished by a team.
6. Require additional information from a Design-Build Team concerning contents of its RFQ Submittal and/or require additional evidence of qualifications.
7. Waive or permit corrections to data submitted with any response to this RFQ until such time as The Town of Jamestown declares in writing that a particular stage or phase of its review of the responses has been completed or closed.
8. Reject any and all submittals, responses and RFQ Submittals received at any time.
9. Terminate evaluations of responses received at any time.
10. Appoint evaluation committees to review RFQ Submittals or response, make recommendations and to seek the assistance of outside technical experts and consultants in RFQ Submittal evaluation.
11. Hold interviews and conduct discussions and correspondence with one or more of the Design-Build Teams responding to this RFQ to seek an improved understanding and evaluation of the responses to this RFQ.
12. Seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to this RFQ.
13. Disclose information contained in an RFQ Submittal to the public as described herein, or referenced in this RFQ.
14. Authorize Design-Build Teams to substitute firms and/or key personnel until such time as The Town of Jamestown declares in writing that a particular stage or phase of its review has been completed and closed. Waive deficiencies in an RFQ Submittal, accept and review a non-conforming RFQ Submittal or seek clarifications or supplements to an RFQ Submittal.
15. Waive deficiencies in an RFQ Submittal, accept and review a non-conforming RFQ Submittal or seek clarifications or supplements to an RFQ Submittal.
16. Disqualify any Design-Build Team which changes its RFQ Submittal without Town of Jamestown authorization
17. Exercise any other right reserved or afforded to The Town of Jamestown under this RFQ. The Town of Jamestown reserves the right to modify the process in its sole discretion to address applicable law and/or the best interest of The Town of Jamestown.

The selected Design-Build Team shall, in consultation with The Town of Jamestown, develop the budget and logistical information needed to complete and finalize the Project's work. The Design-Build Team will be responsible for project oversight and

administration, and furnish all services, including construction administration needed to complete the Project. However, The Town of Jamestown reserves the right to hire an independent project manager and inspector responsible for oversight of the Project on behalf of The Town.

The Town of Jamestown shall not, under any circumstances, be bound by or liable for any obligations with respect to the Project until such time (if at all) a contract has been awarded and all approvals obtained in form and substance satisfactory to The Town of Jamestown have been executed and authorized by The Town, and then only to the extent set forth.

RFQ LETTER OF INTEREST

TEAM: _____

RESPONSE DATE: _____

Bruce Keiser, Town Administrator
Town of Jamestown
93 Narragansett Avenue
Jamestown, RI 02835

The undersigned (“Design-Build Team”) submits the following information and qualifications (RFQ Submittal) in response to the Town of Jamestown Request for Qualifications dated December 18, 2007 (as amended by any RFQ Addenda), issued by the Town of Jamestown, to design and construct the New Highway Garage and Salt Storage Building(the “Project”).

Enclosed, and by reference incorporated herein and made part of this RFQ, are the following:

- RFQ Letter of Interest Form
- Executive Summary (2 pages max)
- Minimum Qualifications
- Team and Key Personnel Qualifications
- Conceptual Project Development Plan

Design-Build Team acknowledges receipt, understanding and full consideration of all materials posted on the Town of Jamestown website at www.jamestownri.net.

Design-Build Team understands that the Town of Jamestown is not bound to shortlist any Team and may reject any RFQ Submittal that the Town of Jamestown receives. Design-Build Team further understands that all costs and expenses incurred by it in preparing this RFQ and participating in this process will be borne solely by the Design-Build Team, and that the RFQ Submittals become the property of the Town of Jamestown and will not be returned by the Town.

Design Build Team agrees that the Town of Jamestown will not be responsible for any errors, omissions, inaccuracies or incomplete statements in this RFQ. Design-Build Team accepts all terms of the RFQ Submittal process by signing this Letter of Interest and making the RFQ Submittal.

Design-Build Team's Name

Design-Build Team's Primary Business Address

(No.)(Street)(Floor or Suite)

(City)(State)(Zip Code)

By: _____

Print Name: _____

Title: _____