



Request for Proposals Front Passenger Elevator Upgrade

INTRODUCTION

Through this Request for Proposals (“RFP”), Rhode Island Housing seeks proposals from qualified firms to upgrade/modernize our front passenger elevator.

INSTRUCTIONS

One (1) original(s) and **two (2)** copies of the proposal should be submitted to Rhode Island Housing, 44 Washington Street, Providence, Rhode Island 02903-1721, Attn: **Guy Pirolli, Real Estate Manager**. Please also direct a courtesy copy by email to: gpirolli@rihousing.com. Proposals should be concise and include all attachments and work samples. Proposals should be presented on business letterhead.

There will be a mandatory walk-through at 10:00 a.m. on Wednesday, April 26, 2017 at the offices of Rhode Island Housing, 44 Washington St., Providence, Rhode Island. Respondents must RSVP to Jake Maguire at jmaguire@rihousing.com no later than twenty-four (24) hours prior to the walk-through.

All Proposals must be received no later than 5:00 p.m. on Thursday, May 4, 2017.

Respondents are advised that all submissions (including those not selected for engagement) may be made available to the public on request upon completion of the process and award of a contract(s).

SCOPE OF WORK

Please see the Scope of Work provided at Attachment A.

ITEMS TO BE INCLUDED WITH YOUR PROPOSAL

- A. General Firm Information
 - 1. Provide a brief description of your firm, including but not limited to the following:
 - a. Name of the principal(s) of the firm.
 - b. Name, telephone number and email address of a representative of the firm authorized to discuss your proposal.

- c. Address of all offices of the firm.
- d. Number of employees of the firm.

B. Experience and Resources

1. Describe your firm and its capabilities. In particular, support your capacity to perform the Scope of Work.
2. Indicate which principals and associates from your firm would be involved in providing services to Rhode Island Housing. Provide appropriate background information for each such person and identify his or her responsibilities.
3. Provide a detailed list of references, including a contact name and telephone number for organizations or businesses for whom you have performed similar work.
4. Identify any conflict of interest that may arise as a result of business activities or ventures by your firm and associates of your firm, employees, or subcontractors as a result of any individual's status as a member of the board of directors of any organization likely to interact with Rhode Island Housing.
5. Identify any material litigation, administrative proceedings or investigations in which your firm is currently involved. Identify any material litigation, administrative proceedings or investigations, to which your firm or any of its principals, partners, associates, subcontractors or support staff was a party, that has been settled within the past two (2) years.
6. Describe how your firm will handle actual and or potential conflicts of interest.

C. Fee Structure

The cost of services is one of the factors that will be considered in awarding this contract. The information requested in this section is required to support the reasonableness of your fees.

Respondents must comply with Rhode Island labor laws including, but not limited to, R.I. Gen. Laws §§37-13-1 et seq., which mandates for public works construction projects the payment of prevailing wage rates.

1. Please provide a cost proposal for providing the Scope of Work at Attachment A using the form provided at Attachment B.

2. Provide an itemized breakdown of billing rates and hourly costs, list of key personnel and their hourly rates, reimbursable expenses, etc. for any services that may be requested in addition to the services previously described.
3. Please provide any other fee information applicable to the engagement that has not been previously covered that you wish to bring to the attention of Rhode Island Housing.

D. Miscellaneous

1. Rhode Island Housing encourages the participation of persons of color, women, persons with disabilities and members of other federally and State-protected classes. Describe your firm's affirmative action program and activities. Include the number and percentage of members of federally and State-protected classes who are either principals or senior managers in your firm, the number and percentage of members of federally and State-protected classes in your firm who will work on Rhode Island Housing's engagement and, if applicable, a copy of your Minority- or Women-Owned Business Enterprise state certification.
2. Discuss any topics not covered in this Request for Proposals that you would like to bring to Rhode Island Housing's attention.

E. Certifications

1. Rhode Island Housing insists upon full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors. This law requires State Vendors entering into contracts to provide services to an agency such as Rhode Island Housing, for the aggregate sum of \$5,000 or more, to file an affidavit with the State Board of Elections concerning reportable political contributions. The affidavit must state whether the State Vendor (and any related parties as defined in the law) has, within 24 months preceding the date of the contract, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, any candidate for general office, or any political party.
2. Does any Rhode Island "Major State Decision-maker," as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a Five Thousand Dollar or greater cash interest in this business?

For purposes of this question, "Major State Decision-maker" means:

- (i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase

“executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

If your answer is “Yes,” please identify the Major State Decision-maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §§36-14-16, 17 and 18.

3. Please include a letter from your president, chairman or CEO certifying that (i) no member of your firm has made inquiries or contacts with respect to this Request for Proposals other than in an email or written communication to **Jake Maguire (jmaguire@rihousing.com)** seeking clarification on the Scope of Work set forth in this proposal, from the date of this RFP through the date of your proposal, (ii) no member of your firm will make any such inquiry or contact until after **May 4, 2017** (iii) all information in your proposal is true and correct to the best of her/his knowledge, (iv) no member of your firm gave anything of monetary value or promise of future employment to a Rhode Island Housing employee or Commissioner, or a relative of the same, based on any understanding that such person’s action or judgment will be influenced and (v) your firm is in full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

EVALUATION AND SELECTION

A selection committee consisting of Rhode Island Housing employees will review all proposals and make a determination based on the following factors:

- Professional capacity to undertake the Scope of Work
- Proposed fee structure

- Ability to perform within time and budget constraints
- Evaluation of potential work plans
- Previous work experience and performance with Rhode Island Housing and/or similar organizations
- Recommendations by references
- Ability to work in an occupied building during business hours
- Firm minority status and affirmative action program or activities
- Other pertinent information submitted.

Rhode Island Housing may invite one or more finalists to make presentations.

In its sole discretion, Rhode Island Housing may negotiate with one or more firms who have submitted qualifications to submit more detailed proposals on specific projects as they arise.

By this Request for Proposals, Rhode Island Housing has not committed itself to undertake the work set forth. Rhode Island Housing reserves the right to reject any and all proposals, to rebid the original or amended scope of services and to enter into negotiations with one or more respondents. Rhode Island Housing reserves the right to make those decisions after receipt of responses. Rhode Island Housing's decision on these matters is final.

For additional information contact: Guy Pirolli (gpirolli@rihousing.com) or Jake Maguire (jmaguire@rihousing.com).

Attachment A

Scope of Work

Rhode Island Housing seeks to engage an Elevator Service company that will upgrade one of our passenger elevators (Front Elevator) (State ID#94108). The elevator has a 2,000 pound capacity and a speed of 125 fpm. It services 5 floors and has 2 front openings and 3 rear openings.

Part 1 – General Provisions

The contractor (the “Contractor”) engaged by Rhode Island Housing to perform this Scope of Work (the “Work”) shall:

- A. Furnish all labor, supervision, materials, and equipment to satisfactorily perform the modernization of the elevator described in Part 2 of this Scope of Work during the times and at the frequency specified herein.
- B. Furnish all coordination, management, training, technical personnel, and special projects personnel as may be required during the term of the contract. These personnel shall be the direct agents and employees of the Contractor, and may include, if required, a non-working resident supervisor who shall be the Contractor's chief manager and agent in the performance of the services to be rendered hereunder.
- C. Prohibit its employees from smoking and drinking alcoholic beverages in the Buildings. Either activity will result in the employee’s immediate dismissal and termination from working in the Building.
- D. Instruct its personnel to go about their work in a quiet, professional manner, respectful of the rights of Rhode Island Housing and its employees to an orderly workplace free from disturbances. Cell phones must be on vibrate or mute at all times. Profanity and obscenity will not be permitted.
- E. Require all personnel to wear a name tag, shirt, pullover or other identification with the company’s name and employee’s name (supplied by the contractor) during the performance of their duties.
- F. Furnish and maintain all necessary equipment, supplies, and materials needed to adequately perform the required services.
- G. Secure all necessary state permits.

Respondents must include the following in their Proposals:

- 1) Responses, on business letterhead, to Items A-E of this RFP;
- 2) Any certifications or letters requested or referred to in Items A-E of this RFP;
- 3) A completed Attachment B;
- 4) Shipping and delivery costs and any other charges that may apply (Note: Rhode Island Housing is sales tax exempt);
- 5) An installation sequence and schedule for all Work, including proposed start and completion dates;
- 6) A detailed list of any work not addressed in this RFP that may be required by other trades;
- 7) Payment terms; and
- 8) Warranty of installed equipment.

Part 2 – Minimum “Base” Work

The following chart outlines what is believed to be the minimum “base” work required to complete the upgrade/modernization of the elevator.

<u>Pump Unit</u>	
Isolated Coupling	New - Isolation Couplings
Shut Off Valve	New - Shut Off Valve Kit
Oil Cooler	New - Oil Cooler
<u>Control System</u>	
Controller (wall mounted)	New - Controller (wall mounted)
<u>Car Door Equipment</u>	
Front Car Door Operator / Kit	New - Front Car Door Operator Kit (Smart Tech Conversion)
Rear Car Door Operator	New - Rear Car Door Operator Kit (Smart Tech Conversion)
Door Detectors	New - Infrared door detector
Front Mechanical Restrictor Package	New - Front Car Door and Hatch Side Restrictors (vaness)
Rear Mechanical Restrictor Package	New - Rear Car Door and Hatch Side Restrictors (vaness)
<u>Cab/Platform/Car Fixtures</u>	
Car Top Railing	New - Car Top Railing
Main Car Station	New - Main Car Station Includes: Custom finish, Applied panel, Braille Plates, Digital Position Indicators, Standard Key Switch Package, Locked Service Cabinet, ADA Phone System, Emergency Light, Swing Return (TKE Cab only), Vandal Resistant Floor Buttons
Car Position Indicator	New - Car Position Indicator
Car Traveling Lantern	New - Car Riding Lantern (Standard)
Hands Free Phone	New - Hands Free Phone
Emergency Lighting	New - Emergency Lighting
<u>Hall and Lobby Fixtures</u>	
Hall Stations (excluding Egress)	New - Hall Stations (excluding Egress)
Egress Hall Stations (Lobby)	New - Egress Hall Stations (Lobby)
Jamb Braille	New - Jamb Braille
Hall Position Indicators	New - Hall Position Indicators
Hoistway Access Station	New - Hoistway Access Switch
<u>Hoistway Equipment</u>	

Car Top Inspection Station	New - Car Top Inspection Station
Leveling Unit / Landing System	New - Leveling Unit / Landing System
Hoistway Door Equipment	
Interlocks and Pickup Assemblies	Refurbished - Interlocks and Pickup Assemblies (As Needed)
Hoistway Wiring	
Traveling Cable / Car Wiring	New - Traveling Cable / Car Wiring
Hoistway Wiring	New - Hoistway Wiring Package
Pit	
Pit Switch	New - Pit Switch

ALTERNATES

Alternate 1 - Add a new submersible power unit. This includes new hydraulic oil.

Alternate 2 – Installation of MEI Oil Cooler – AOC Part # 10248 or equivalent

Alternate 3 – Upgrade Rhode Island Housing’s rear passenger elevator (State ID#94109) in accordance with the requirements of this Scope of Work (excepting those requirements that pertain to rear doors). The elevator has a 3,500-pound capacity and a speed of 125 fpm and does not have a rear door. It services 6 floors and has 6 front openings.

ATTACHMENT B

TO: Rhode Island Housing

1. The undersigned respondent hereby states that he/she has carefully examined the specifications and requirements provided by Rhode Island Housing in the RFP for Front Passenger Elevator Upgrade, including its Attachments, all of which is acknowledged to be part of this Bid Proposal, and has carefully examined the site of the Work.
2. The undersigned is familiar with the conditions, character, and extent of the Work; has determined the required quality, quantity and sources of supply of all equipment, tools, supplies, labor and all other facilities and items necessary or proper for or incidental to the continuous execution and completion of the Work as required and, if awarded the contract by Rhode Island Housing, hereby agrees to perform the contract in strict accordance with the specifications and within the timeframes set forth in the RFP.
3. The undersigned respondent, if awarded the contract by Rhode Island Housing, hereby agrees to enter into and execute a written contract with Rhode Island Housing for the work described in the RFP within 5 business days of award.
4. The undersigned hereby offers the following prices to perform the work described in **ATTACHMENT A – SCOPE OF WORK**

\$ _____

ALTERNATES

The undersigned hereby offers the following prices to perform the alternate work described in **ATTACHMENT A – SCOPE OF WORK**

Alternate 1 \$ _____

Alternate 2 \$ _____

Alternate 3 \$ _____