

**State of Rhode Island and Providence Plantations**

**Department of Environmental Management  
Bureau of Natural Resources**

**Request for Proposal - SPLP # 155**

**Acquisition of Property for  
An Office, Warehouse and Equipment Storage Facility**

**Mandatory Pre-Proposal Informational Conference**

**Date:** Tuesday, October 4, 2011  
**Time:** 11:00 a.m.  
**Location:** Dept. Of Environmental Management  
235 Promenade Street  
Room 350C  
Providence, R.I. 02908

**Rhode Island  
Department of Environmental Management  
Bureau of Natural Resources**

**Request for Proposals  
SPLP #155  
Proposal Requirements and Specifications**

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The State of Rhode Island Department of Environmental Management request proposals from interested parties for the purpose of acquiring a commercial office/warehouse/storage building containing between approximately 20,000 – 25,000 square feet with adequate on-site parking that will house the DEM Bureau of Natural Resources Service Center. The Department proposes to purchase buildings and property outright, but may be consider a lease-purchase arrangement.

## **I. PROPOSAL SUBMISSION REQUIREMENTS**

### **PROPOSAL FORMAT**

#### **FORMAT**

The outside cover of the package **MUST** contain the following sections:

- Transmittal Letter
- Property Owner Background

#### **TRANSMITTAL LETTER**

The transmittal letter shall be in the form of a standard business letter and must be signed by an individual authorized to legally bind the proposer. It must include:

- A statement indicating that the proposer is a corporation or other legal entity authorized to do business in the State of Rhode Island.
- A Warranty of Authority indicating that the individual whose signature appears on the company's proposal has the authority to bind the corporation contractually to the extent of the commitment sought by the specifications set forth. This Warranty of Authority may be in the form of a corporate resolution.
- A statement of compliance with applicable statutes. The proposers shall abide by and comply with all relevant state and federal anti-discrimination, equal opportunity, contract compliance and rehabilitation statutes and regulations.

If the proposer deviates from the detailed specifications and requirements contained herein, the transmittal letter should identify and explain these deviations. The State reserves the right to reject any proposal containing such deviations or to require modifications before acceptance

**\*The State of Rhode Island will only entertain proposals received from the principal owner of the property offered. The State of Rhode Island will not pay any brokerage fees in connection to this transaction.**

#### **PROPERTY OWNER BACKGROUND**

If the property owner is an entity (Corporation, limited liability company, partnership, etc.) provide the following:

Type entity

Name of entity

Date entity was created

List entity owners (if the entity owner is another entity, provide same information as noted above. If the owner is an individual, provide the information noted below for individuals.

If the Property owner is an individual, provide the following:

- Person's name
- Person's address

**PROPOSAL CONTENT**

The submitted proposal must include the following information related to the property offered.

- 1) The offering price for the property submitted in response to this Request for Proposals. Proposers interested in a lease-purchase arrangement should include proposed terms of said arrangement.
- 2) A copy of the property deed. (Metes and bounds description)
- 3) A full narrative description of the building, land, improvements and equipment. This narrative should include information relating to the age of the building, roof, major mechanical systems, and equipment that will be included in the sale.
- 4) A comprehensive listing of the age and condition of the building's major mechanical systems.
- 5) Exterior and interior photographs of the property.
- 6) A copy of the tax assessor's plat map showing the property location.
- 7) A site plan that clearly shows the property boundary lines, the location of the building and the parking lot area.
- 8) A floor plan showing existing conditions with each section of the building marked up.
- 9) A plan showing the location of all available utilities.
- 10) A complete checklist indicating the property's conformance to the facility specifications highlighted on page 12 of this document.
- 11) Identify any and all existing leases (including information relative to the termination dates) or occupant arrangements and provide explanation as to how these arrangements would impact the State's ability to occupy the building.
- 12) Flood zone designation for subject site based on FEMA Flood Zone Map.

Proposers are advised that all documents, correspondence, and other submissions to the Office of Purchases may be accessible as public records, pursuant to Title 38, Chapter 2 of the General Laws, absent specific notice that portions of such submittals may contain confidential or proprietary information, such that public access to those items should be withheld.

**PROJECT SCHEDULE**

The following is the timetable for submission. Any step and all subsequent steps in this timetable may be adjusted at the sole discretion of the Director of the Department of Environmental Management.

**ACTION**

- RFP Advertisement
- Mandatory Pre-Proposal Conference
- Questions submitted by proposers
- Responses forwarded to proposers
- Proposals Due
- Presentation by proposers
- Final Selection

**DATE & TIME**

- September 20 & 27
- Tuesday, October 4 (**11:00 a.m. at DEM**)
- Friday, October 7
- Wednesday, October. 12
- Tuesday, October 18 (**10:00 a.m. at Purchasing**)
- If Necessary
- TBD

## **SPECIAL CONDITIONS:**

### **Initiation of Negotiations:**

The negotiation commencement date with the successful proposer is contingent on the following;

- a) General Assembly funding approval
- b) State Properties Committee approval to initiate negotiations
- c) Compliance with all other governing laws

### **Negotiating Phase**

Prior to completing negotiations with the successful proposer, the State of Rhode Island has the right to perform proper due diligence to include, but not limited to, the following

- a) The DEPARTMENT OF ENVIRONMENTAL MANAGEMENT will secure the services of a qualified general certified real estate appraiser who will complete an appraisal of the selected property.
- b) The DEPARTMENT OF ENVIRONMENTAL MANAGEMENT will secure the services of a qualified, licensed structural engineering firm to conduct a full structural inspection of the selected property.
- c) A representative of the Office of the State Fire Marshal will conduct a fire code inspection of the selected property.
- d) A representative of the State Building Commission will conduct a building code inspection of the selected property.

### **Final Negotiations**

- a) The State of Rhode Island will negotiate a final sale price with the successful proposer based on the results of the above-referenced approvals and reviews.
- b) The State Properties Committee must grant final approval of the property acquisition.

## **MANDATORY PRE-PROPOSAL CONFERENCE**

**There will be a mandatory pre-proposal informational conference held on Tuesday, October 4, 2011 at:**

R.I. DEPARTMENT OF ENVIRONMENTAL MANAGEMENT  
235 Promenade Street  
Providence, R.I. 02908  
Room 350C  
**Time: 11:00 a.m.**

All questions regarding this Request for Proposals are to be put in writing by **Friday, October 7, 2011** and submitted to:

Terri Bisson  
Programming Services Officer  
DEPARTMENT OF ENVIRONMENTAL MANAGEMENT  
Division of Planning & Development  
235 Promenade Street  
Providence, RI 02908  
Email: [terri.bisson@dem.ri.gov](mailto:terri.bisson@dem.ri.gov)  
(FAX: 401-222-2591)

Written responses will be forwarded by the close of business on **Wednesday, October 12.**

\*Be advised that all questions and answers shall be shared with all proposers not just the proposer

making the inquiry

**PROPOSAL DUE DATE**

**Proposals are due no later than 10:00 am on Tuesday, October 18, 2011 at the Division of Purchases (address below).** The proposals must be submitted according to the requirements detailed in this document. Any and all submissions received after such date and time shall not be accepted.

One original and five (5) copies of the submission must be sent in a sealed envelope that is clearly marked on the outside in the following manner:

Request For Proposals- SPLP # 155  
**DEPARTMENT OF ADMINISTRATION**  
Office of Purchases  
One Capitol Hill  
Providence, RI 02908

**Receipt of such proposals will be opened and acknowledged only at 10:00 a.m. on Tuesday, October 18, 2011 at:**

DEPARTMENT OF ADMINISTRATION  
Office of Purchases (Bid Room)  
One Capitol Hill. Second Floor  
Providence, RI 02908

**OTHER RULES**

Presentation

After the bid opening, each vendor submitting a proposal may be required to make a presentation to the Review Committee, the DEPARTMENT OF ENVIRONMENTAL MANAGEMENT and any other division or agency as required by the Director of the DEPARTMENT OF ENVIRONMENTAL MANAGEMENT.

Amendment

The State reserves the right to amend requirements, as set forth, prior to the date for proposal submission. Amendments will only be distributed to those parties attending the proposer's conference or submitting questions.

Cost of Preparing Proposal

Costs for developing the submissions are solely the responsibility of the proposers. The State of Rhode Island will provide no reimbursement for such costs. Costs associated with any presentations will be the responsibility of the proposers and will in no way be billable to the State.

Acceptance of Proposals

All material properly submitted will be accepted by the State of Rhode Island. However, the State reserves the right to reject any and all proposals received, or to cancel this request according to the best interests of the State. Any submission that contains material irregularities, is conditional or incomplete may be rejected. The State may waive an immaterial defect, but such waiver shall in no way modify the requirements or excuse the proposer from full compliance with the specifications as set forth and other contract requirements if the proposer is awarded the contract.

### Disposition of Proposals

All proposals become the property of the State of Rhode Island. The successful proposal will be incorporated into the resulting contract and will become a public record.

### Proposal Rules for Withdrawal

The State will not accept any amendments, revisions or alterations to proposals after the proposal due date.

After submission of proposals, a proposal may be withdrawn by a proposer by submitting a written request for its withdrawal to Richard A. Licht, Director of the Administration and be signed by the proposer or an authorized agent of the firm. No amendments will be accepted after the submission date.

Upon submitting a proposal to this Request for Proposals, all proposers agree that any submitted proposal shall remain a valid proposal for one hundred twenty (120) days or until a contract is awarded, whichever comes first.

### **REVIEW COMMITTEE**

The selection committee will evaluate each submission, make recommendations, and evaluate cost proposals as described below. The review committee may also retain in non-voting, advisory capacity, other non-state contractors or persons. These non-state persons will have no direct affiliation with any of the proposers.

A Review Committee will monitor the entire evaluation process to ensure impartiality and fairness and prepare a report of their evaluation for the Director of the Department of Administration. The Director will award the contract in accordance with applicable rules and regulations governing the award of State contracts.

### **EVALUATION OF PROPOSALS**

Proposals will be evaluated and the contract awarded in compliance with applicable Rhode Island Statutes. The State reserves the right to accept or reject any or all proposals, or any part of any proposal and to waive any defect of technicality and to advertise for new proposals where the acceptance, rejection or waiver would be in the best interest of the State.

Proposals will be evaluated based upon, but not limited to, the following criteria in no particular order of importance:

- A. Compliance with all provisions of the RFP.
- B. Clarity of the proposal.
- C. The financial benefit to the State.
- D. The programmatic benefit to the State.
- E. Qualifications of the proposer to carry out all activities included in the proposal.
- F. Cost

### **Phase 1 - Evaluation of Mandatory Requirement**

The purpose of this phase is to determine if each submission is sufficiently responsive to permit a complete evaluation. Proposals will be evaluated to determine if they are complete and whether they comply with the requirements stated herein. Failure to comply with the instructions or to submit a complete proposal will deem a proposal non-responsive, except that the State reserves the right to

waive non-material deviations. Each proposer must meet the following mandatory requirements:

- transmittal letter
- corporate background
- representation at the pre-proposal informational conference
- response to specifications

### **Phase 2 - Evaluation of Technical Proposal Elements**

Only those proposals determined to have complied with the requirements of Phase 1 will be evaluated. During the course of the Phase 2 evaluation, submission material will be evaluated to determine the adherence to the technical specifications set forth. The State, at this point, may make reference checks and may request presentations by proposers. However, the State reserves the right to award based solely on the written submission of the proposer.

### **Phase 3 - Evaluation of Costs**

Each eligible proposal will also be evaluated as to the cost to the State. A determination will be made if the submission is complete and in compliance with the scope of services. Any cost proposal in which there are significant inadequacies may be rejected.

### **Phase 4 - Selection by State**

The Review Committee will make a report to the Director of the Administration who will award the contract at his discretion. If no contract is finalized with the selected proposer within an appropriate period of time or under terms and conditions satisfactory to the Director of the Department of Administration, the Director may require (i) the Review Committee to make another recommendation, or (ii) take any other action the Director deems appropriate for the best interest of the State. If all proposals are rejected, proposers will be promptly notified.

## **PROPOSAL AWARD**

Proposal award will be based on compliance with mandatory items, and adherence to specifications, and other items listed below. Complete and accurate responses to all items are necessary for the complete and fair evaluation of proposals. Award shall be based on, but not limited to, the factors of:

- A. Compliance with all provisions of the Request for Proposals
- B. Clarity of the proposal
- C. The financial benefit to the State
- D. The programmatic benefit to the State
- E. Qualifications of the proposer to carry out all of the activities included in the proposal
- F. Cost

## **CONTRACT**

The successful proposer will be required to execute a purchase and sale agreement that must be approved and signed by the State Properties Committee. Any special terms or conditions which would prevent a proposer from entering into a contract with the State must be defined as such, and must be submitted with the proposal.

## **NON-APPROPRIATION OF FUNDS**

Any contract arising out of this Request for Proposal will be subject to the State's ability to terminate

in the event of the non-appropriation of funds for any fiscal year (July 1 through June 30) for the subject matter of the said agreement. The successful proposer will also be required to indemnify, save and hold harmless the State of Rhode Island, its agents and employees for any and all liability arising out of the infringement of any patent, copyright or other proprietary right arising out of the use of the subject matter of this Request for Proposal.

**NON-EXCLUSIVENESS OF REMEDIES**

Any right or remedy on behalf of the State provided for in any part of these specifications, including, but not limited to any guarantees of warranty or any remedy for contractor's non-performance shall be in addition to and not a limitation of any right or remedy otherwise available by law, equity or statute.

**RHODE ISLAND LAWS**

The laws of the State of Rhode Island shall govern all questions as the execution, nature, obligation, instruction, validity and performance of this agreement.

## II. PROPOSAL SPECIFICATIONS

### OVERALL FACILITY SPECIFICATIONS/REQUIREMENTS

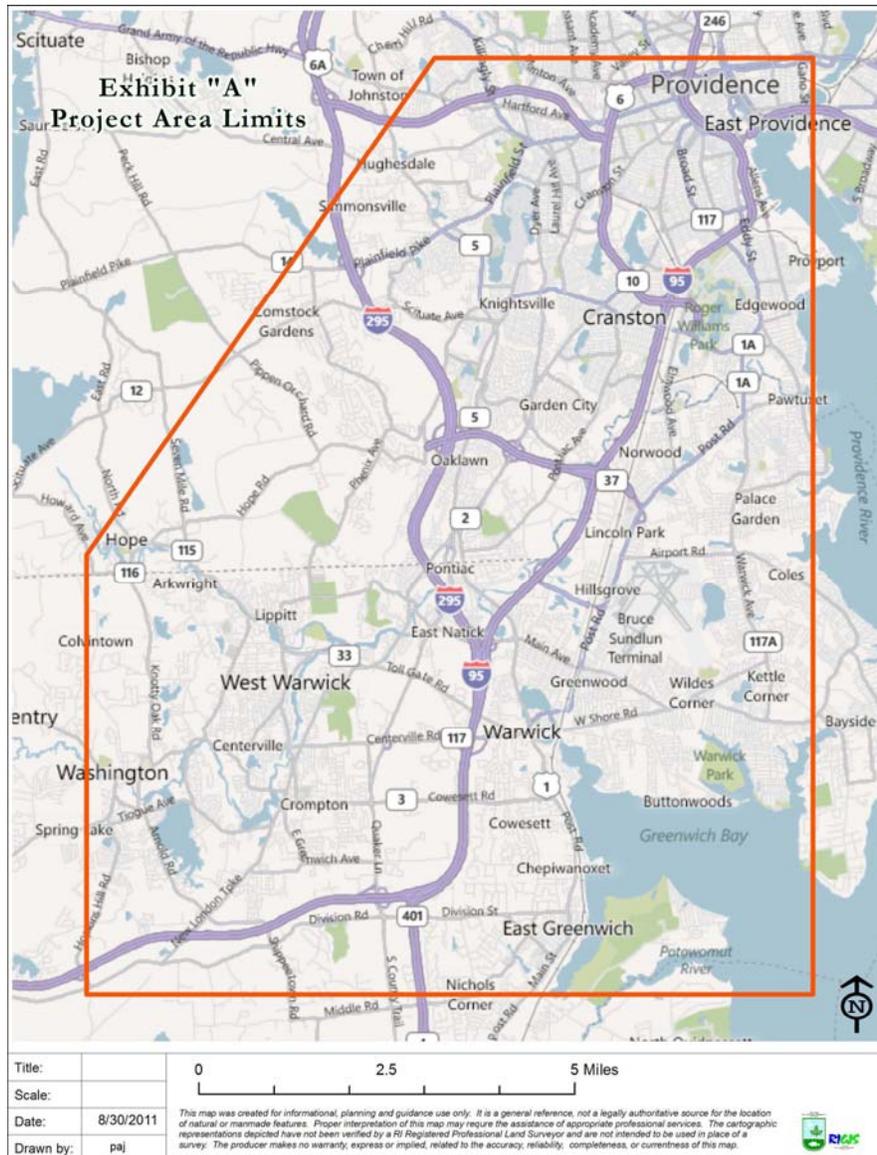
#### CATEGORY

Location  
 Parking  
 Building Type  
 Overall Square Footage Building  
 Overall Square Footage Land Area  
 Open, customizable floor space (Warehouse)  
 Required Office Space

#### RECOMMENDED SPECIFICATION

Greater Metropolitan Area (see Exhibit "A")  
 25 dedicated spaces  
 Industrial / Commercial Building  
 Approximately 20,000 – 25,000 sq. feet  
 3 – 5 acres  
 15,000 – 16,000 square feet  
 approximately 5,900 sq. feet (office requirements below)  
 3 - 5 bays

Garage Bays  
**Figure 1**



RHODE ISLAND STATE PARKS OFFICE REQUIREMENTS (ESTIMATED)						
ADMINISTRATIVE OFFICES						
			# EMPLOYEES	SIZE	SQ FT	REQUIREMENTS
1	CHIEFS	OFFICE	1	20' X 20'	400	Private
2	DEPUTY CHIEF	OFFICE	1	20' x 20'	400	Private
3	SUPT. OF STATE PARK	OFFICE	1	20' X 20'	400	Private
4	RECEPTIONIST/PUBLIC	AREA	1	20' x 40'	800	Public seating, id camera space, displays
5	RANGER COORDINATOR	OFFICE	2	20' X 20'	400	adjacent to public area
6	IT NETWORKING WEB	OFFICE	1	12' X 12'	144	private
7	SERVER/ROUTER	ROOM		10' X10	100	Air-condition temperature control required
8	ACCOUNTING	OFFICE	2	25' x 25'	625	private
9	UNIFORM SALES	ROOM		15' X 15'	225	shelving/dressing room
10	SUPPLY	ROOM		10' X 10'	100	shelving
11	BREAK/LUNCH	ROOM		12' X 12'	144	refrigerator, microwave, sink, storage
12	CONFERENCE TRAINING	ROOM		30' X 30'	900	conference table, seating for 25, set up for training with projector screens, chalk board, internet access, etc.
	<b>SUBTOTAL</b>				<b>4,638</b>	
WAREHOUSE OFFICES						
1	PROPERTY CONTROL OFFICER	OFFICE	1	15' X 15'	225	Adjacent to supt. Office
2	SUPT.PROP. CONTROL	OFFICE	1	15' x15'	225	PRIVATE OFFICE
3	WAREHOUSE CLERK	OFFICE	1	12' X 12'	144	private
4	CONSTRUCTION CREW	OFFICE	3	25' X 25'	625	private
	<b>SUBTOTAL</b>				<b>1,219</b>	

Garage Bays	3 – 5 bays
Interior Equipment Storage Area	
Heated:	7,500 – 8,000 square feet
Unheated:	7,500 – 8,000 square feet
Zoning	Office/Business/Industrial Use
Loading dockage	Integrated/Available; raised and ground
Fire Suppression (shared space)	Full wet or dry system
Heating, Ventilation, Cooling	HVAC rooftop gas-fired desirable
Accessibility	Property must be handicapped accessible

**NOTE:**

- The property must be in total compliance with all applicable State and local building, zoning and fire codes.
- The property will be transferred to the State of Rhode Island with warranty covenants and free and from any and all liens and encumbrances.

All improvements must be in compliance with all applicable codes and requirements, including handicapped accessibility and historical preservation (if applicable).

Load limits on all floors must withstand current building codes minimum loads for all functions with the exception of records rooms. For such records rooms a L.L. rating of at least 250 pounds per square foot (psf) will be required.

The fire alarm protection system shall be provided in accordance with the latest edition of the State of Rhode Island Fire Safety Code and the requirements for detectors by the local authority having jurisdiction. All smoke detectors, heat detectors, pull stations, horn/light devices, emergency and exit lighting shall be provided, in accordance with the latest code provisions. "Grand-fathered" systems are not acceptable.

All wiring shall be concealed and shall be in accordance with National Grid Company, state/city requirements and codes. Receptacles and switches shall be a 20A NEMA specification grade with cover plates. Draft barriers shall be required behind plates on exterior walls. All branch circuit wiring shall be copper.

### **TESTING AND INSPECTIONS**

The successful proposer must submit the following during the negotiation period.

1. Radon test results for all masonry buildings and building space located below ground level completed by a qualified firm licensed to conduct business in Rhode Island.
2. Lead, air and water tests completed by qualified firms licensed to conduct business in Rhode Island.
3. Asbestos investigation report completed by a qualified firm licensed to conduct business in Rhode Island.
4. Statement there is no toxic waste buried or located on site submitted by a qualified firm licensed to conduct business in Rhode Island.
5. A report from a Rhode Island Registered Engineer as to the structural condition of the building.

\*All tests and reports shall be at the proposed proposer's expense. And it shall be at the seller's cost to correct any deficiencies in order to maintain acceptable local, State and/or Federal Standards.