

**REQUEST FOR PROPOSALS
#137**

**STATE OF RHODE ISLAND AND PROVIDENCE
PLANTATIONS**

**RHODE ISLAND DEPARTMENT OF
ADMINISTRATION // DIVISION OF
INFORMATION TECHNOLOGY**

**ACQUISITION OF PROPERTY FOR
A STATE CENTRALIZED
DATA CENTER**

**MANDATORY PRE-PROPOSAL INFORMATIONAL
CONFERENCE**

**DATE: 12/4/08
TIME: 10:30 A.M.
LOCATION: DEPT. OF ADMINISTRATION
ONE CAPITOL HILL
2ND FLOOR-CONFERENCE ROOM "C"
PROVIDENCE, R.I. 02908**

RHODE ISLAND DEPARTMENT OF

**ADMINISTRATION
DIVISION OF INFORMATION
TECHNOLOGY**

**REQUEST FOR PROPOSALS
137**

**PROPOSAL REQUIREMENTS AND
SPECIFICATIONS**

TABLE OF CONTENTS

	PAGE(S)
I. PROPOSAL SUBMISSION REQUIREMENTS	
PROPOSAL FORMAT	4
□ FORMAT	4
□ TRANSMITTAL LETTER	4
□ PROPERTY OWNER BACKGROUND	4-5
□ PROPOSAL CONTENT	5
□ PROJECT SCHEDULE	6
□ SPECIAL CONDITIONS	6
□ MANDATORY PRE-PROPOSAL INFORMATIONAL CONFERENCE	7
□ PROPOSAL DUE DATE	7
□ OTHER RULES	8
➤ PRESENTATION	8
➤ AMENDMENT	8
➤ COST OF PREPARING PROPOSAL	8
➤ ACCEPTANCE OF PROPOSAL	
➤ DISPOSITION OF PROPOSAL	8
➤ PROPOSAL RULES FOR WITHDRAWAL	8
▪ REVIEW COMMITTEE	9
□ EVALUATION OF PROPOSALS	9
□ PHASE 1-EVALUATION OF MANDATORY REQUIREMENTS	9
□ PHASE 2-EVALUATION OF TECHNICAL ELEMENTS	10
□ PHASE 3-EVALUATION OF COSTS	10
□ PHASE 4-SELECTION BY STATE	10
▪ PROPOSAL AWARD	10
▪ CONTRACT	11
▪ NON-APPROPRIATION OF FUNDS	11
▪ NON-EXCLUSIVENESS OF REMEDIES	11
▪ RHODE ISLAND LAWS	11
II. PROPOSAL SPECIFICATIONS	
▪ OVERALL FACILITY REQUIREMENTS	12-13
▪ TESTING AND INSPECTIONS	
□ CABLE TESTING	13
□ CABLE DOCUMENTATION	13-14
□ TESTING AND INSPECTIONS (<u>SUCCESSFUL PROPOSER</u>)	14

The State of Rhode Island Department of Administration request proposals from interested parties for the purpose of acquiring a commercial office building containing between approximately 50,000-70,000 square feet with adequate on-site parking that will house the new State centralized data center.

I. PROPOSAL SUBMISSION REQUIREMENTS

PROPOSAL FORMAT

FORMAT

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

- Transmittal Letter
- Corporate 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:

Persons name

Persons 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.
- 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.

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 Administration.

<u>ACTION</u>	<u>DATE & TIME</u>
R.F.P. Advertisement	11/24/08 & 12/1/08
Mandatory Pre-Proposal Conference	12/4/08 @ 10:30 a.m.
Questions submitted by proposers	12/8/08
Responses forwarded to proposers	12/10/08
Proposals Due	12/22/08 @ 10:00 a.m.
Presentation by proposers	If Necessary
Final Selection	12/29/08

◆ 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 Administration 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 Administration 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 **December 4, 2008** at the following location:

Location: R.I. Department of Administration
One Capitol Hill
Providence, R.I. 02908
2nd Floor-Conference Room "C"
Time: 10:30 a.m.

All questions regarding this Request for Proposals are to be put in writing by **December 8, 2008** and submitted to:

John P. Ryan
Deputy Chief / Public Buildings
Department of Administration
Division of Capital Projects & Property Management
One Capitol Hill
Providence, RI 02908
(FAX: 222-2599)

E-MAIL ADDRESS: JohnR@gw.doa.state.ri.us

Written responses will be forwarded by the close of business on **December 10, 2008**.

*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 a.m. on December 22, 2008. 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 #137
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. at:

Department of Administration
Office of Purchases
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 Administration and any other division or agency as required by the Director of the Department of Administration.

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 Jerome F. Williams, Director of the Department of 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 Department of 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

RECOMMENDED SPECIFICATION

Greater Metropolitan Area
250 dedicated spaces

Building Type	Commercial Office Building
Overall Square Footage	Approximately 50,000-70,000 square feet
Production data center	> 5000 square feet RAF (>12')
Other systems	> 6000 square feet
Open, customizable floor space	> 35,000-40,000 square feet
Zoning	Office/Business Use
Loading dockage	Integrated/Available; raised and ground
Security (External)	Physical layer entry; camera active surveillance
Security (Internal)	Multi-layer entry; card access, camera active surveillance
Security (shipping & receiving)	Separate physical layer desirable
Power (overall)	Conditioned; 3Phs; dual electrical grid desirable
Power (data center)	950A/208V/3Phs or 76.8 watt/sq.ft. 342KW
Power (shared space)	1,800 A/480V/3Phs
Proximity to power generation	< 15 miles to provider(s)
Network	Multiple POP's desirable; T1,T3,(5-9) DS3, Fiber Capable
Network	SONET desirable
Network	Multiple POE's desirable
Local area network/Cabling	Multiple separate LAN's desirable
Fire Suppression (shared space)	Full wet or dry system
Fire Suppression (data center)	FM-200 within all RAF and systems consolidation areas
Heating, Ventilation, Cooling	HVAC rooftop gas-fired desirable
Heating, Ventilation, Cooling (messenger, shipping & receiving)	Separate layer desirable
Air Conditioning Tonnage	100 tons total and scalable
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.

CABLE TESTING

Twisted pair cables should be tested for opens, shorts, crossed pairs, properly terminated connections, impedance, near & far end cross-talk, and cable lengths.

Category 5 testing: Each jack in each outlet shall be tested for Category 5, TSB 67 compliance, using an appropriate Level 2 testing instrument, to verify both the integrity of all conductors and correctness of the termination sequence. Testing shall be performed between modular jacks at the outlets and the modular jacks at the termination field(s).

All testing specified herein is to be documented. Date, time, technician, test set identifier and for Category 5 level 2 tests, the technician and the witness are to be logged. The test log file is one of the deliverables required for acceptance and job completion certification. The log file will be presented in a 3-ring binder submitted with the as-built drawings. Tests will include sweep tests, continuity, polarity checks, Near End Cross Talk, and attenuation and Installed length for all cables will be noted. The table shall indicate all defective pairs and test results of all pairs listed above. Cables not complying with the EIA/TIA 568B Category tests for 100 MBPS rating or passing TSB 67 test guidelines, shall be identified to the Project Manager for corrective action which may include replacement at no additional expense to the customer.

CABLE DOCUMENTATION

The successful bidder must establish cable records during the installation. These records will, at a minimum, correlate station location number, IDF, horizontal and/or riser distribution cable number, and cross-wire pairs. A clean, legible copy of these records must be submitted upon project completions. A diskette record using an Excel ® or mutually agreed upon format will also be submitted upon project completion.

The **successful proposer** must present three (3) complete sets of as-built drawings following project completion. These drawings will, at a minimum, show the location and type of all closets, distributing cable runs, and outlets.

As-built plans of all drawings are to be provided in both hard and soft copy formats. Format to be mutually agreed upon by Vendor and Customer.

Testing documentation should include all information necessary to replicate tests at a future date.

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.