



PAUL CUFFEE SCHOOL
A Maritime Charter School for Providence Youth

Request for Qualifications: *Architectural Services*

RFQ Issue Date
April 12th, 2021

RFQ Due Date
April 26th, 2021

Property Addresses:
544 Elmwood Ave | Providence, RI
459 Promenade St | Providence, RI

Questions concerning this solicitation must be received by the Owners Project Manager, Peregrine Group LLC, at rbauman@peregrinegrp.com no later than April 19th, 2021 by 5:00PM. Questions received, if any and responses thereto, will be sent to all bidders.

TABLE OF CONTENTS

SECTION 1: INTRODUCTION..... 2

SECTION 2: BACKGROUND..... 4

- The School
- Project Overview/Timing

SECTION 3: SCOPE OF WORK AND REQUIREMENTS 5

- General Scope of Work
- Services
- Owner/Architect Agreement
- Construction Process

SECTION 4: SUBMISSION 7

- Technical Submission
- MBE/WBE Participation

SECTION 5: EVALUATION AND SELECTION 9

SECTION 6: QUESTIONS 10

SECTION 7: PROPOSAL CONTENTS 10

SECTION 8: PROPOSAL SUBMISSION 10

SECTION 9: CONCLUDING STATEMENTS 10

APPENDIX A. MBE/WBE UTILIZATION PLAN FORM

APPENDIX B. FAMILIAL RELATIONSHIP AFFIDAVIT

APPENDIX C. CERTIFICATE OF NON-COLLUSION

SECTION 1. INTRODUCTION

The Paul Cuffee School (“PCS”) is soliciting qualifications from qualified firms to provide professional design services for the two separate school properties in Providence.

In February of 2021, PCS submitted an application to the Rhode Island Department of Education (“RIDE”). The application outlines a five-year capital improvement plan that includes a series of tasks to address existing building deficiencies and to allow for enhancements and additions to two, existing, operating school buildings. The subject RFQ seeks services to support capital work planned for 2021, only.

All design services must be consistent with RIDE’s Necessity of School Construction Guidelines Stages III and Stage IV. Link to referenced RIDE Standards:

<http://www.ride.ri.gov/FundingFinance/SchoolBuildingAuthority/NecessityofSchoolConstruction.aspx>

Properties:

- 544 Elmwood Ave | Providence, RI; currently PCS’ Upper/High School
- 459 Promenade St | Providence, RI; currently PCS’ Lower/Elementary School

The contract period will begin on approximately May 1, 2021 and is anticipated to extend through the calendar year.

This is a Request for Qualifications, not a Request for Proposals. Responses will be evaluated on the basis of the relative merits of the responses and firms will be ranked in order as described further herein. The top firm will be selected and then enter into fee negotiations with the Paul Cuffee School and their professionals. If an agreement cannot be reached between these parties, the PCS may elect to enter into negotiations with the next highest ranked firm.

Instructions and Notifications to Offerors

1. Potential vendors are advised to review all sections of this RFQ carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the submission.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this RFQ are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFQ may be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFQ or for providing oral or written clarification of its content, shall be borne by the vendor. The Paul Cuffee School assumes no responsibility for these costs even if the RFQ is cancelled or discontinued.

4. Submissions are considered to be irrevocable for a period of not less than 90 days following the opening date, and may not be withdrawn, except with the express written permission of the Paul Cuffee School.
5. It is intended that an award pursuant to this RFQ will be made to a prime vendor and will assume responsibility for all aspects of the work. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is/are identified in the submission.
6. The purchase of goods and/or services under an award made pursuant to this RFQ will be contingent on the availability of appropriated funds.
7. Vendors are advised that all materials submitted to the Paul Cuffee School for consideration in response to this RFQ may be considered to be public records as defined in R.I. Gen. Laws § 38-2-1, et seq. and may be released for inspection upon request once an award has been made.
8. In accordance with R.I. Gen. Laws § 7-1.2-1401, no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State. This is a requirement only of the successful vendor(s). For further information, contact the Secretary of State at (401 -222-3040).
9. In accordance with RI Gen. Law § 37-14.1-1, it is the policy of the State of Rhode Island to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs). Pursuant to §§ 37-14.1-2 and 37-14.1-6, MBEs and WBEs shall be included in all state purchasing, including, but not limited to, the procurement of goods, services, construction projects, or contracts funded in whole or in part with state funds, or funds which, in accordance with a federal grant or otherwise, the state expends or administers. MBEs and WBEs shall be awarded a minimum of ten percent (10%) of the dollar value of the entire procurement or project. MBE participation credit shall only be granted for firms duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity, MBE Compliance Office (MBECO).
10. The current directory of firms certified as MBFs or WBEs may be accessed at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php> or by contacting Dorinda Keene at the MBECO at (401) 574-8670 or via email at Dorinda.Keene@doa.ri.gov

SECTION 2. BACKGROUND

The School

Paul Cuffee School (“PCS”) is a public charter school in Providence, Rhode Island, that serves a diverse community of students in kindergarten through high school from the Providence Public School District. The School’s academic and extracurricular programs are designed to prepare students for success both in school and in whatever path they choose after graduation, through a maritime-themed curriculum that emphasizes rigorous academics as well as promotes social and civic skill-building.

Paul Cuffee currently operates three facilities:

- The Lower School at 459 Promenade Street in Providence, RI
- The Middle School at 30 Barton Street* in Providence, RI, and
- The Upper School at 544 Elmwood Avenue in Providence, RI

*The Middle School location has no involvement in the subject RFQ.

Project Overview/Timing

In February of 2021, PCS submitted an application to the Rhode Island Department of Education (“RIDE”). The application outlines a five-year capital improvement plan that includes a series of tasks to address existing building deficiencies, and to allow for enhancements and additions.

The RIDE approval - anticipated in May of 2021 - is a key gating factor for moving forward with the improvements. The plan is to complete capital improvements over a period of five years, starting with building and site work during the Summer of 2021 (see tasks outlined below in Section 3.).

A key challenge with the timeframe is to be in position to work while school is not in session/Summer (late June of 2021). In order to be able to work this summer, the assembled team will need to complete design, scoping/work package definition/phasing, RIDE approval and permitting immediately. Although the ideal period of work for 2021 will be the time period from the end of June through late August, it is anticipated that some tasks will take place during the school year or during academic breaks (weekends, holidays, winter break, spring break, etc.).

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

General Scope of Work

The architectural services being sought are in support of tasks that are forecast within year one of a five-year capital improvement plan.

An architectural feasibility study and schematic design has been completed as part of the already submitted RIDE application. In addition, a Physical Conditions Assessment of the buildings as well as a third-party cost estimate has been completed – all tasks and deliverables necessary to complete the RIDE Stage II application requirements.

- The Upper School at 544 Elmwood Avenue in Providence, RI:
 - Existing, operating school for grades 9-12; approx. 265 students, Paul Cuffee School has been operating the school for roughly ten years
 - 49,800 gross square feet
 - Two stories + finished lower level
 - Three legal parcels totaling 1.32 acres
 - Constructed in 1940 with multiple iterations of improvements

- The Lower School at 459 Promenade Street in Providence, RI
 - Existing, operating school for elementary grades (K-5); Paul Cuffee School has been operating the school for over fifteen years
 - 31,688 gross square feet
 - Two story section above larger first floor
 - 1.13 acres
 - Constructed in 1935 with multiple iterations of significant improvements

The following outlined items are targeted for completion in 2021 which is the full scope of this RFQ:

2021 Tasks

Upper School

- P-01 Master Thermostatic Mixing Valve
- P-02 Sump Pump
- P-06 Insulate and Cover exposed Sink piping
- P-07 Drinking Fountain Replacement
- P-08 Art Room Sinks, Install Plaster Traps
- P-09 Eye Wash Station Mixing Valve
- FP-01 2" Drain Riser to Existing Sprinkler System
- FP-02 Sprinkler Coverage Under Existing Stair
- P-03 Roof Drain Cover Replacement
- S-01 Concrete Canopy Repairs
- S-02 Relieving Angles, Repairs
- S-03 Exterior Wall Cracks, Repairs
- S-04 Future Mechanical Work, Supplemental Structure Reinforcement

Lower School

- M-01 Boiler Replacement

M-02 Boiler Room Piping Replacement
M-03 IT Room Condensing Unit Replacement
M-04 Heating Equipment Only, Commissioning
P-01 Master Thermostatic Mixing Valve
P-03 Insulate and Cover exposed Sink piping
P-04 Drinking Fountain Replacement
P-05 Art Room Sinks, Install Plaster Traps
P-06 Eye Wash Station Mixing Valve
BE-02 Concrete surface repairs, coping
00-00 Vestibule Addition
S-01 Address Water Damage at roof

Total Approx. \$1.7M in Hard Costs

Services

PCS intends to directly contract with one firm to provide design services. The firm will have the responsibility to provide comprehensive design services through the firm's own capabilities and sub-consultants as necessary. The subconsultants are anticipated to include Mechanical, Electrical, Plumbing (MEP) engineering and structural engineering. These two disciplines are anticipated to include the bulk of services to accomplish the proposed scope of work.

Design services include support in seeking RIDE approvals on design/engineering, as well as support in municipal and state-level permits, as necessary.

HVAC Commissioning, as required via RIDE is anticipated to be completed outside of the listed scope.

The firm(s) must provide all services necessary to comply with the RI Department of Education of Necessity of School Construction.

Owner/Architect Agreement

A Form of Agreement Between Owner and Architect (AIA:B101 modified) will be executed with the selected respondent.

Construction Process

PCS is currently evaluating options for construction procurement. It is likely to engage a Construction Manager (CM) to complete the project and is planning to engage the CM in parallel to the outlined architectural services.

The responsibilities of the Architect as it relates to this design and construction process will be captured within the B101.

SECTION 4: SUBMISSION

Technical Submission

Narrative and format: The submission should address specifically each of the following elements:

1. **Qualifications & Experience:** Provide staff resumes/CV and describe qualifications and experience of key staff who will be involved in this project, including consultants and subconsultants. Please include:
 - a. Experience with Pre-K, K-12 Stage III & IV Development and the RIDE process. Experience in completing/designing and administering capital improvements in schools during a condensed summer schedule is key.
 - b. Experience working with permitting in the City of Providence.
 - c. Experience with working within existing and/or occupied buildings.
2. **Capability and Capacity of the Offeror:** Please provide a firm profile that includes office size. Please detail relevant experience and areas of expertise. Please also include a list of projects currently underway that will overlap with this project, including consultants and subconsultants. For the prime, a list of three (3) current client references must be provided. In the references, please include client names, addresses, phone numbers, and email addresses.
3. **Work Plan/Approach:** Please describe your proposed plan for completing the work. The work plan should clearly identify participation by consultants and subconsultants. Please highlight any highlighting any key differentiators that may set your firm apart.
4. **Insurance:** List all insurance coverage currently carried by the firm including professional liability and general liability as a minimum.

5. Political Contributions: The prime vendor shall provide a list of all political contributions, made directly or indirectly to any candidate for municipal office in the City of Providence, by the Vendor, its Principals, its subcontractors and their Principals for the last five (5) years.
6. Legal Proceedings: Interested prime vendors must list and explain any and all legal proceeding or administrative proceeding or arbitration currently pending against your firm. In addition, interested prime vendors must also list and explain each and every legal proceeding or administrative proceeding or arbitration involving your firm and a local educational agency (public school, state-operated school, charter school) within the past five (5) years.

Responses will be evaluated on the basis of the relative merits of the proposal and firms will be ranked in order, as described in Section 5. The top firm will be selected and enter into fee negotiations with PCS. If an agreement cannot be reached between these parties, PCS may elect to enter into negotiations with the next highest ranked firm. A Form of Agreement Between Owner and Architect (AIA:B101 modified) will be executed with the selected respondent.

Fees for professional services shall be negotiated, following vendor rankings.

MBE/WBE

See Appendix A for the MBE/WBE Participation Plan. All respondents must complete this form and are expected to identify a minimum of 10% MBE/WBE participation.

Familial Relationship Affidavit

See Appendix B for the Familial Relationship Affidavit. All respondents must complete this form.

Certificate of Non-Collusion

See Appendix C for the Certificate of Non-Collusion. All respondents must complete this form.

SECTION 5: EVALUATION AND SELECTION

Proposals shall be reviewed by a technical evaluation committee ("TEC") comprised of members of the leadership/Governance at PCS.

The Paul Cuffee School reserves the right to select the vendor(s) or firm(s) that it deems to be most qualified to provide the goods and/or services is specified herein and, conversely, reserves the right to cancel the solicitation in its entirety in its sole discretion.

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

Criteria	Possible Points
Qualifications & Experience	60 Points
Capability & Capacity	30 Points
Work Plan/Approach	10 Points
MBE/WBE Participation*	6 Bonus Points
Total Possible Technical Points	106 Points

*MBE/WBE Participation Evaluation; points for **MBE/WBE** Participation Rate:

The vendor with the highest MBE/WBE participation rate shall receive the maximum MBE/WBE participation points. All other vendors shall receive MBE/WBE participation points by applying the following formula:

$$\left(\frac{\text{Vendor's MBE/WBE participation rate}}{\text{Highest MBE/WBE participation rate}} \times \text{Maximum MBE/WBE participation points} \right)$$

For example, assuming the weight given by the RFP to MBE/WBE participation is 6 points, if Vendor A has the highest MBE/WBE participation rate at 20% and Vendor B's MBE/WBE participation rate is 12%, Vendor A will receive the maximum 6 points and Vendor B will receive (12% - 20%) x 6 which equals 3.6 points.

Points shall be assigned based on the vendor's clear demonstration of the ability to provide the requested goods and/or services. Vendors may be required to submit additional written information or be asked to make an oral presentation before the TEC as part of the selection process.

The top firm will be selected and enter into fee negotiations with PCS. If an agreement cannot be reached between these parties, PCS may elect to enter into negotiations with the next highest ranked firm.

SECTION 6. QUESTIONS

Questions concerning this solicitation must be rbauman@peregrinegrp.com no later than April 19th, 2021 by 5:00PM. Questions received, if any and responses thereto, will be sent to all bidders.

No other contact with any awarding party is permitted and may be grounds for disqualification.

SECTION 7. PROPOSAL CONTENTS

Proposals shall include the following:

1. Technical Proposal - describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation.
 - i. One (1) Electronic copy (PDF) – emailed to rbauman@peregrinegrp.com no later than April 26th, 2021 by 5:00PM.
2. MBE/WBE Utilization Plan Form
3. Familial Relationship Affidavit
4. Certificate of Non-Collusion

All certifications and affidavits must be signed.

SECTION 8. PROPOSAL SUBMISSION

Interested Respondents must submit documents to provide the services covered by this RFQ on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time shall not be accepted.

Submissions must be emailed to rbauman@peregrinegrp.com no later than April 26th, 2021 by 5:00PM. An email confirmation of receipt will be returned to the sending email address.

SECTION 9. CONCLUDING STATEMENTS

Notwithstanding the above, the Paul Cuffee School reserves the right to accept or reject any or all proposals, to waive any formalities, and to award in the School's best interest.

Submissions found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

APPENDICES

- **APPENDIX A. MBE/WBE UTILIZATION PLAN FORM**
- **APPENDIX B. FAMILIAL RELATIONSHIP AFFIDAVIT**
- **APPENDIX C. CERTIFICATE OF NON-COLLUSION**



**State of Rhode Island and Providence Plantations
Office of Diversity, Equity and Opportunity (ODEO)
Minority Business Enterprise Compliance Office
Minority Business Enterprise Utilization Plan**

Company Name: _____

Representative's Name who administers MBE Program: _____

Street Address: _____

City, State, Zip: _____ Telephone: _____

Email: _____ Project Location: _____

Bid or Project #: _____ Date Bid Opened: _____

Description of Work: _____

Contract Value: _____ MBE % Assigned: _____

Total # of All Subcontractors/Suppliers used: _____ # of MBE Subcontractors/Suppliers used: _____

List All Subcontractors/Suppliers/Consultants/Independent Contractors – Total Dollar Amounts – Scope of Work:

Subcontractor / Supplier	Dollar Award	Scope/Description of Work	RI Certified M/WBE Yes/No

Please note that all MBE/WBE firms must be certified by the RI MBE Compliance Office, and that MBE/WBE firms must self-perform 100% of the work with their own forces or subcontract to another RI certified MBE/WBE in order to receive participation credit. Vendors may count 60% of expenditures for materials and supplies obtained from an MBE certified as a regular dealer/supplier, and 100% of such expenditures obtained from an MBE/WBE certified as a manufacturer. For firms certified as a broker, you may receive MBE participation credit only for the fees and commissions charged for the procurement of the good and materials, but not the cost of the materials themselves.

The above referenced contract will not be released until this plan has been approved by the Director of the Department of Administration or its designee.

For assistance and advice in identifying MBE/WBE firms, please call the Minority Business Enterprise Compliance Office at (401) 574-8670. The directory of all certified MBE firms is also located at <http://odeo.ri.gov/>.

Signature of Authorized Agent of Business: _____ Date: _____

Send Completed Form to:
Dorinda Keene, Assistant Administrator - MBE
Office of Diversity, Equity and Opportunity (ODEO)
Minority Business Enterprise Compliance Office
One Capitol Hill, 3rd Floor
Providence, RI 02908
Phone: (401) 574-8670
Dorinda.Keene@doa.ri.gov

Paul Cuffee School | RFQ for Design Services

APPENDIX B.

FAMILIAL RELATIONSHIP AFIDAVIT AFFIDAVIT AS TO DISCLOSURE OF FAMILIAL RELATIONSHIPS FOR COMPETITIVE BIDS

Rhode Island State Law requires any Competitive Bid to be accompanied by a sworn and notarized statement that discloses any familial relationship that exists between the owner or any employee of the bidder and any member of the School Committee (or Board), of the District, the current or past Superintendents of Schools.

The District may require same sworn and notarized statement to accompany any bid for goods or services as deemed necessary.

INSTRUCTIONS: This report must be completed either in ink or typewritten. Attach pages of this size if additional space is needed on any response and identify each response by the part to which it relates.

NAME OF BIDDER: _____

Address: _____

Period of Proposed Work: _____

Question #1: Does the owner or any employee of the bidder have any familial relationship with any employee of the Paul Cuffee School; or members of the Paul Cuffee School Committee/Board?

Yes ____ No ____

If the answer to #1 is yes, complete the following:

a) Name of Employee: _____

b) Home Address of Employee: _____

c) Position Held: _____

d) Name of School Committee/Board Member: _____

Question #2: Does the owner or any employee of the bidder have any familial relationship with the current or former Superintendents (Head of School) of the Paul Cuffee School? Yes ____ No ____

If the answer to #2 is yes, complete the following:

a) Name of Employee: _____

b) Home Address of Employee: _____

c) Position Held: _____

d) Name of Superintendent: _____

I, _____ having been duly sworn on oath, say that I am the above named, that I have personally prepared the foregoing affidavit, and that the same is true to the best of my knowledge and belief. _____ [signature of affiant] Subscribed and sworn to before me this _____ day of _____, _____.

[signature of Notary Public] [printed name of Notary Public]

NOTARY PUBLIC My commission expires: _____ 20_____

Paul Cuffee School | RFQ for Design Services

APPENDIX C.

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid, proposal or qualifications has been made and submitted in good faith and submitted in good faith and without collusion or fraud with any other personⁱ

ANTI-COLLUSION DECLARATION

The Bidder, by virtue of issuing a Bid certifies that Bidder has not divulged, discussed or compared the Bid with other Bidders and has not colluded with any other Bidder or parties to a Bid whomsoever. Bidder further certifies and agrees that premiums, rebates or gratuities are prohibited whether with, prior to, or after any delivery of material or services. Any such violation will result in the cancellation of this contract.

CONFLICT OF INTEREST

The Bidder shall disclose in writing as part of their Bid any possible or potential conflicts of interest which are known to or reasonably should be known to the Bidder or sub-contractors, which may exist between their firm and the Paul Cuffee School.

All Bidders and their subcontractors and business partners must disclose with their Bid, the name of any officer, director, agent or employee who is also an employee or family member of an employee of the Paul Cuffee School.

Further, the Bidder must disclose the name of any Paul Cuffee School employee or family member or any elected official who owns, directly or indirectly, an investment or other proprietary interest, in the firm or any of its parent company, subsidiaries or affiliates.

The Bidder shall disclose in writing as part of their Bid, any familial, personal or business relationships between members of Bidders, sub-contractor's or business partner's firms and members of the Paul Cuffee School, whether or not there is any belief that the relationship might constitute a possible conflict of interests.

Name of person signing bid or proposal

Name of Business Entity (if any)

ⁱ As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, Committee/Superintendent, club, or other organization, entity, or group or individuals.