

PATRICIA A. PESHKA
PURCHASING AGENT



SCOTT AVEDISIAN
MAYOR

CITY OF WARWICK
PURCHASING DIVISION
3275 POST ROAD
WARWICK, RHODE ISLAND 02886
TEL (401) 738-2000 EXT. 6240
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The following notice is to appear on the City of Warwick's website Friday, April 29, 2016.
The website address is <http://www.warwickri.gov/bids>.

**CITY OF WARWICK
BIDS REQUESTED FOR**

Bid #2017-14 Professional Consulting & Engineering Services

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Friday, April 29, 2016.

Sealed bids will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until 10:00 AM, Tuesday, May 17, 2016. The bids will be opened publicly commencing at 10:00 AM on the same day in the Lower Level Conference Room, Warwick City Hall.

Awards shall be made on the basis of the lowest evaluated or responsive bid price. Please note that no bids can be accepted via email or fax.

Individuals requesting interpreter services for the hearing impaired must notify the Purchasing Division at 401-738-2000, extension 6241 at least 48 hours in advance of the bid opening date.

Original Signature on File

Patricia A. Peshka
Purchasing Agent

PLEASE SUBMIT THIS PAGE WITH YOUR BID

Acknowledgement of Addendum (if applicable)

Addendum Number	Signature of Bidder
_____	_____
_____	_____

COMPANY NAME: _____

COMPANY ADDRESS: _____

COMPANY ADDRESS: _____

BIDDER'S SIGNATURE: _____

BIDDER'S NAME (PRINT): _____

TITLE: _____ TEL. NO.: _____

EMAIL ADDRESS: _____*

*Please include your email address. Future bids will be emailed, unless otherwise noted.

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II. AWARD AND CONTRACT:

The CITY OF WARWICK, acting as duly authorized through its Purchasing Agent/Finance Director/Mayor (delete if inapplicable), accepts the above bid and hereby enters into a contract with the above party to pay the bid price upon completion of the project or receipt of the goods unless another payment schedule is contained in the specifications. All terms of the specifications, both substantive and procedural, are made terms of this contract.

DATE: _____
Bid #2017-14 Purchasing Agent

CERTIFICATION & WARRANT FORM*

**This form must be completed and submitted with sealed bid.
Failure to do so will result in automatic rejection.**

Any and all bids shall contain a certification and warrant that they comply with all relevant and pertinent statues, laws, ordinances and regulations, in particular, but not limited to Chapter 16- Conflicts of Interest, of the Code of Ordinances of the City of Warwick. Any proven violation of this warranty and representation by a bidder at the time of the bid or during the course of the contract, included, but not limited to negligent acts, either directly or indirectly through agents and/or sub-contractors, shall render the bidder's contract terminated and the bidder shall be required to reimburse the City for any and all costs incurred by the City, including reasonable attorney fees, to prosecute and/or enforce this provision.

Signature

Date

Company Name

Address

Address

***This form cannot be altered in any way**

**CITY OF WARWICK
NOTICE TO BIDDERS**

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If you received this document from our homepage or from a source other than the City of Warwick Purchasing Division, please check with our office prior to submitting your bid to ensure that you have a complete package. The Purchasing Division cannot be responsible to provide addenda if we do not have you on record as a plan holder.

Bids received prior to the time of the opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a bid not properly addressed and identified. No bids shall be accepted via facsimile or email.

The opening of bids shall be in the order established by the posted agenda and the agenda shall continue uninterrupted until completion.

Once an item has been reached and any bids on that item has been opened, no other bids on that item will be accepted and any such bid shall be deemed late.

The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap for any position for which the employee or applicant is qualified and that in the event of non-compliance the City may declare the contractor in breach and take any necessary legal recourse including termination or cancellation of the contract.

A bidder filing a bid thereby certifies that no officer, agent, or employee of the City has a pecuniary interest in the bid or has participated in contract negotiations on the part of the City, that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same call for bids, and that the bidder is competing solely in his own behalf without connection with, or obligation to, any undisclosed person or firm.

All bids should be submitted with one (1) original and one (1) copy in a sealed envelope, which should read: *YOUR COMPANY NAME* plainly marked on the exterior of the envelope as well as "Bid #2017-14 Professional Consulting & Engineering Services."

Should you have any questions, please contact Dan O'Rourke, Water Division, 935 Sandy Lane, Warwick, RI at 401-738-2000, extension 6604.

All bids should be written in ink or typed. If there is a correction with whiteout, the bidder must initial the change.

Any deviation from the specifications must be noted in writing and attached as part of the bid proposal. The bidder shall indicate the item or part with the deviation and indicate how the bid will deviate from specifications.

The IRS Form W-9 attached should be completed and submitted with the bid if the bidder falls under IRS requirements to file this form.

Prices to be held firm July 1, 2016 through June 30, 2018, with the option to extend for one additional year upon mutual agreement unless otherwise stated.

The successful bidder must provide the City of Warwick with an original certificate of insurance for Professional Liability in a minimum amount of \$1 million, naming the City of Warwick as the additional insured and so stated on the certificate with the bid name and bid number. It is the vendor's responsibility to provide the City of Warwick with an updated Certificate of Insurance upon expiration of the original certificate.

When a bid is awarded to a corporation, limited liability company or other legal entity, prior to commencing work under the awarded bid, that corporation, company or legal entity may be required to provide to the Purchasing Agent a Certificate of Good Standing dated no more than thirty (30) days prior to the date upon which the bid award was made.

The successful vendor must provide the certificate of insurance and Certificate of Good Standing letter within ten (10) calendar days after notification of award or the City reserves the right to rescind said award.

Certificates may be mailed to City of Warwick, Purchasing Division, 3275 Post Rd., Warwick, RI 02886 or emailed to bids@warwickri.com.

The City is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph I, as amended.

The contractor must carry sufficient liability insurance and agree to indemnify the city against all claims of any nature, which might arise as a result of his operations or conduct of work.

The Purchasing Agent reserves the right to reject any and all bids, to waive any minor deviations or informalities in the bids received, and to accept the bid deemed most favorable to the interest of the City.

The City reserves the right to terminate the contract or any part of the contract in the best interests of the City, upon 30-day notice to the contractor. The City shall incur no liability for materials or services not yet ordered if it terminates in the best interests of the City. If the City terminates in the interests of the City after an order for materials or

services have been placed, the contractor shall be entitled to compensation upon submission of invoices and proper proof of claim, in that proportion which its services and products were satisfactorily rendered or provided, as well as expenses necessarily incurred in the performance of work up to time of termination.

No extra charges for delivery, handling or other services will be honored. All claims for damage in transit shall be the responsibility of the successful bidder. Deliveries must be made during normal working hours unless otherwise agreed upon.

All costs directly or indirectly related to the preparation of a response to this solicitation, or any presentation or communication to supplement and/or clarify any response to this solicitation which may be required or requested by the City of Warwick shall be the sole responsibility of and shall be borne by the respondent.

If the respondent is awarded a contract in accordance with this solicitation and the respondents bid or response and if the respondent fails or refuses to satisfy fully all of the respondents obligations thereunder, the City of Warwick shall be entitled to recover from the respondent any losses, damages or costs incurred by the City as a result of such failure or refusal.

The City reserves the right to award in part or full and to increase or decrease quantities in the best interest of the City.

Any quantity reference in the bid specifications are estimates only, and do not represent a commitment on the part of the City of Warwick to any level of billing activity. It is understood and agreed that the agreement shall cover the actual quantities ordered during the contract period.

The City reserves the right to rescind award for non-compliance to bid specifications.

The successful bidder must adhere to all City, State and Federal Laws, where applicable.

CITY OF WARWICK

Request for Proposals General Engineering Services

I. INTRODUCTION

The City of Warwick, Water Division, is seeking a two (2) year contract for professional engineering on an “as needed” basis to include civil, and water related engineering services. The contract shall be for a two (2) year period, with an option to extend the contract for an additional one-year period.

It is the intent of the City of Warwick, Water Division to hire one or more consultants for the intended professional services needed. It is intended that the services requested from the Consultant(s) will be based on project-specific requirements and fees will be determined in accordance with a fee schedule to be submitted and approved by the city upon initiation of the contract. It is intended that the services will be on a project by project basis, which could be numerous but generally small to medium scale projects.

II. SCOPE OF SERVICES AND QUALIFICATIONS **General Description of Proposed Services and Qualifications**

The proposed services may include the following:

- Construction plan review.
- Design of Water Infrastructure projects.
- Preparation of bid specifications related to engineering or construction services.
- Review of miscellaneous capital improvement plans and projects.
- Rate studies for city utility.
- Geographic Information Systems (GIS) database development, review and refinement.
- Construction administration and/or inspection services.
- Peer review of various engineering and/or architectural plans studies, surveys and/or reports.
- Consulting support for city at public meetings.

All work shall be performed under the guidance and supervision of a licensed Professional Engineer specializing in civil and general engineering in the State of Rhode Island.

The engineer/consultant(s) shall be responsive and available to meet the needs of the Water Division on a regular and consistent basis, serving as its representative as required. The engineer/consultant(s) shall be expected to attend meetings with City personnel and/or applicants, developers, and residents as needed. The engineer/consultant(s) shall conduct technical reviews and provide written review comments in the form of letter reports within all statutory time requirements as prescribed within all applicable federal, state and local statutes and regulations. **All final approvals shall be stamped and signed by the appropriate professional reviewing the plan.**

Only firms with in-house capacity to complete tasks in these areas or have contracted with qualified consulting firms or appropriately licensed individuals at the time of submission shall be allowed to submit. None of the services covered by this contract shall be assigned in full or in part, or subcontracted to any firm or individual without the prior approval of the city.

III. SUBMISSION REQUIREMENTS

Format of Proposed Statement

In order to conduct a reasonable and efficient evaluation of prospective engineering firms, The City requires that firms prepare qualification statements which are clear and concise, and which follow the format outlined below. Proposals shall be bound and submitted on typewritten, one-sided, 8 ½" x 11" paper. Margins shall be no less than 1" around the perimeter of each page. Font size shall be no less than 11-point type. The proposal shall contain a Table of Contents that cross-references each requirement with specific page numbers in the proposal.

Submittal Requirements

In addition to the Proposal and Contract Form included in this Request for Proposals (RFP), all companies shall submit one (1) original and five (5) copies and one (1) electronic PDF of their qualifications statements to demonstrate the extent to which the company meets the requirements of this RFP. Submissions shall follow the outline below and include, at a minimum, staff experience, including resumes of each associate or individual working under the terms of the contract, a list of any sub-consultants that the company proposes to use including resumes of key personnel, examples of recent work similar in nature to the work described under this RFP.

The documents shall be submitted by the deadline to the Purchasing Division at Warwick City Hall, 3275 Post Road, Warwick, RI 02886. All questions regarding the submittal should be addressed to Mr. James Feeney, Water Division, (401) 738-2000, extension 6613.

Qualification Statements

All qualification statements shall be organized in the following manner:

Company Profile: Provide a general description of the company, a brief history of the firm, with particular regard to the number of years in business, the number of years of specific experience with municipal or governmental engineering projects, and the range of engineering services that the firm can provide. Identify office locations, number and type of personnel available to serve the city. Provide the name of the principal contact person at the company to whom all questions should be addressed.

Key Personnel: Each prospective firm must submit a list of key personnel, their areas of expertise, licenses and certifications, and a description of the manner in which the engineering work requests will be organized within the firm. The lead engineer must be a Rhode Island licensed professional engineer, specializing in one or more of the required disciplines. All

support personnel must be identified with their respective roles enumerated. Provide complete resumes for all key personnel. **Also, provide a schedule of billing rates for all personnel classifications that will work on any project assigned to the firm.**

Engineering Experience

The proposal must include examples of work for a minimum of five (5) clients which demonstrate experience with municipal or governmental agency projects, procedures, ordinances, rules and regulations, and federal and state program requirements. This list should be in table format including project name, description, client name and size (i.e., population or other), and year completed.

Specific references, including client name, project description, and staff member in charge, must be included with this information and the projects must demonstrate experience in the following areas:

The firm must have at least ten (10) years experience in working with municipal or governmental agencies with extensive experience in representing municipalities and public utilities with regard to technical issues associated with municipal, state and federal regulations, codes and ordinances. The firm must have ten (10) years experience in projects for public utilities (i.e., sewer, water, and storm-water services)

- Experience in performing value engineering and other peer review studies.
- Experience in construction plan review.
- Experience in designing utility, drainage, and other construction projects.
- Experience in preparation, development and enforcement of engineering and construction contract bid documents. Preparation of bid specifications related to engineering or construction services.
- Experience in construction administration and/or inspection services.
- Experience in reviewing, revising or development of engineering-related regulations and ordinances; experience in conducting rate studies for City utilities and other services.

Ability to respond to work requests in a timely manner.

References

A minimum of five (5) references for related municipal or governmental engineering services work shall be provided with recently verified phone numbers and addresses.

Supplemental Information

Respondents are encouraged to submit any other information deemed useful to provide the City of Warwick with sufficient information to evaluate the firm's qualifications.

IV. SELECTION CRITERIA

The proposals will be examined and evaluated based on the factors presented below. It is the responsibility of the engineer/consultant(s) to provide information, evidence or exhibits which clearly demonstrate the ability to satisfactorily respond to project requirements and the factors listed below.

Company Qualifications and Experience

MAXIMUM 25 POINTS

Specialized experience is required in a series of work areas. Proposals must clearly demonstrate full knowledge, understanding, and experience in the methods, techniques, and guidelines required for the performance of the required work. All elements within this factor are of equal importance. The engineer/consultant(s) must indicate specific experience in the required areas.

Personnel Qualifications and Availability

MAXIMUM 20 POINTS

Specialized experience is required of the project personnel proposed to undertake the work assignments. Proposal must clearly demonstrate the capability, academic background, training, certifications and experience of the proposed personnel. The availability of the proposed staff is also of critical importance and must be demonstrated. Specific project experience relevant to this Scope of Services must be demonstrated.

Performance Record of Firm

MAXIMUM 15 POINTS

A list of references of at least five (5) recent contracting officers on projects of a similar magnitude and complexity. References must include current telephone numbers and affiliation.

Project Understanding

MAXIMUM 20 POINTS

The engineer/consultant(s) must demonstrate an understanding of the City of Warwick's operations and the role and function of this contract in meeting the needs of the City's Water Division.

In addition to the understanding of the Scope and approach, the engineer/consultant(s) must demonstrate the following which will be considered in the selection:

1. Knowledge of current issues, practices and procedures in the relevant technical areas previously discussed.
2. Experience demonstrated on similar projects.
3. Working knowledge of the geographic area as evidenced by prior work experience in the region.
4. A demonstrated expertise and ability for rapid turn-around and flexibility on short-term projects.

5. The capability to effectively direct multiple simultaneous work assignments.
6. The ability to provide the necessary skills and expertise from in-house resources and/or sub-consultants.

Cost Evaluation

MAXIMUM 20 POINTS

Cost (hourly billing rates) will be considered as an independent factor from the above evaluation factors. **The engineer/consultant(s) shall provide a schedule of billing rates for all personnel classifications that will work on any project assigned to the firm.** The City will also consider the firm's overhead rates and charges for miscellaneous items and services such as drawings/blueprints, travel, supplies, materials, etc. These rates are to be submitted with the proposal package and we will consider those rates during our selection process.

V. EVALUATION PROCEDURE

1. All proposals will be reviewed and rated based upon the combination of factors regarding the proposal submitted and the evaluation criteria set forth in the proposal.
2. The City may or may not conduct interviews with the top-ranked firms prior to making a selection of the most qualified and responsive firm in the best interests of the City.
3. Based upon the results of this review process, a contract may be developed with the highest-rated firms. If an agreement cannot be reached, negotiations with other firms, in order of their review ranking may be conducted until an agreement can be reached. The City may choose more than one firm.

VI. ADDITIONAL REQUIREMENTS

1. Termination: If a successful bidder(s) refuses or fails to perform the work, or any separable portion thereof, with such diligence as shall ensure its completion within the written contracted time frame, the City of Warwick may, upon a thirty (30) day written notice, terminate the right to proceed with the work or such portion of work which has been delayed.
2. The City of Warwick reserves the right to include additional terms and conditions during the process of contract negotiations. These terms and conditions shall be within the scope of the original RFP and contract document, and shall be limited to cost, definition, and administrative and legal requirements.
3. Subcontracting: The successful bidder(s), in the event of a conflict or for other reasons deemed necessary by the City of Warwick may be required to subcontract services to an alternate firm or entity to be approved by the City of Warwick at no additional cost to the City.
4. Sub-consultants: The selected firm(s) may use outside services of sub-consultants when specialized services are required beyond its in-house resources, subject to the approval of the City.

CITY OF WARWICK

PROPOSAL AND CONTRACT FORM

TITLE OF SPECIFICATION: Bid #2017-14 Professional Consulting
& Engineering Services

I. PROPOSAL:

WHEREAS, the CITY OF WARWICK has duly asked for proposals for performance of services and/or supply of goods in accordance with the above-indicated specifications and

WHEREAS, the person or entity below does irrevocably offer to perform the services and/or furnish the goods in accordance with the specifications, which are hereby incorporated by reference in exchange for the proposal price below and

WHEREAS, this offer shall remain open and irrevocable until the CITY OF WARWICK has accepted this proposal or another proposal on the specifications or abandoned the project.

THEREFORE NOW BE IT RESOLVED, that the bidder agrees that acceptance below by the CITY OF WARWICK shall transform the proposal into a contract. This proposal and contract shall be secured by bonds, if required by the specifications.

Pricing As Submitted on Appendix A

APPENDIX A

SCHEDULE OF BILLING RATES

<u>Staff Position</u>	<u>Hourly Billing Rate</u>
Project Manager	\$_____
Project Engineer	\$_____
Staff Engineer	\$_____
Water Facility Engineer	\$_____
Traffic Engineer	\$_____
CADD Drafter	\$_____
Clerical Typist	\$_____

***Note – Make sure this section is filled out completely and submit any other positions and/or hourly billing rates for any other individuals/positions that you feel may work on a project.**