

Patricia A. Peshka
Purchasing Agent



Scott Avedisian
Mayor

City of Warwick
Purchasing Division
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Warwick, Rhode Island 02886
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The following notice is to appear on the City of Warwick's website Friday, December 15, 2017. The website address is <http://www.warwickri.gov/bids>.

**CITY OF WARWICK
PROPOSALS REQUESTED FOR**

RFP #2018-227 Consultant Services for Hazard Mitigation Plan Update

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Friday, December 15, 2017.

Sealed proposals will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until 11:00 AM, Friday, January 19, 2018. The proposals will be opened publicly commencing at 11:00 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 proposal price. Please note that no proposals can be accepted via email or fax.

Individuals requesting interpreter services for the hearing impaired must notify the Purchasing Division at 401-738-2013 at least 48 hours in advance of the proposal opening date.

Original Signature on File

Patricia A. Peshka
Purchasing Agent

PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR PROPOSAL

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 proposals 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 proposal and hereby enters into a contract with the above party to pay the proposal 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: _____

RFP2018-227

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 must 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, will render the bidder's contract terminated and the bidder will 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**

RFP #2018-227 Consultant Services for Hazard Mitigation Plan Update

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 proposal 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.

Proposals 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 proposal not properly addressed and identified. No proposals will be accepted via facsimile or email.

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

Once an item has been reached and any proposals on that item has been opened, no other proposals on that item will be accepted and any such proposal will 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 proposal thereby certifies that no officer, agent, or employee of the City has a pecuniary interest in the proposal or has participated in contract negotiations on the part of the City, that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same call for proposals, and that the bidder is competing solely in his own behalf without connection with, or obligation to, any undisclosed person or firm.

All proposals should be submitted with one (1) original and four (4) copies and three (3) digital copies on flash drive or cd in a sealed envelope, which should read: *YOUR COMPANY NAME* plainly marked on the exterior of the envelope as well as "RFP #2018-227 Consultant Services for Hazard Mitigation Plan Update."

Should you have any questions, please contact Assistant Chief Hannon, Fire Department, 111 Veterans Memorial Dr., Warwick, RI at 401-468-4018.

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

Negligence on the part of the bidder in preparing the proposal confers no rights for the withdrawal of the proposal after it is open.

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 proposal will deviate from specifications.

The IRS Form W-9 available on www.warwickri.gov should be completed and submitted with the proposal if the bidder falls under IRS requirements to file this form.

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. The certificate of insurance must name the *City of Warwick as the additional insured* and so stated on the certificate with the proposal name and proposal 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.

For a bid to be 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 from **The Rhode Island Secretary of State** dated no more than thirty (30) days prior to the date upon which the bid approval was made. **Please note that no other State's Certificate of Good Standing will be accepted.**

The successful bidder will provide said Certificate of Insurance and State of Rhode Island's Certificate of Good Standing (if required) within ten (10) calendar days after notification or the City reserves the right to rescind said award.

Prices to be held firm two (2) years from date of award. Term contracts may be extended for one additional term upon mutual agreement unless otherwise stated.

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

The successful bidder must comply with all Rhode Island Laws applicable the public works projects, including, but not limited to provisions of Chapter 13 of Title 37 of the Rhode Island General Laws, pertaining to prevailing wage rates, and all other applicable local, state and federal laws.

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 will 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 will 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 proposal 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 proposal 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 will cover the actual quantities ordered during the contract period.

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

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

REQUEST FOR PROPOSALS

CITY OF WARWICK HAZARD MITIGATION PLAN UPDATE

BACKGROUND

The City of Warwick Emergency Management Office is seeking proposals from qualified consultant firms/individuals to draft and coordinate the five-year update of the Hazard Mitigation Plan in accordance with FEMA requirements.

INTENT

The City of Warwick intends to hire a consultant to provide services to complete and update to the *City of Warwick Local Hazard Mitigation Plan*. Funding for this project is provided by the Rhode Island Emergency Management Agency (RIEMA) through a sub-grant from the Federal Emergency Management Agency's (FEMA) Hazard Mitigation Grant Program (HMGP). The consultant will be utilized to provide services to the City of Warwick for the completion, submittal, and approval by FEMA of an updated Natural Hazards Mitigation Plan. Consultant selection criteria will include, but is not limited to, the following:

- Hazard mitigation planning experience.
- Knowledge of current FEMA requirements for Natural Hazards Mitigation Plans.
- Experience in preparing FEMA-approved Natural Hazards Mitigation Plans.
- Technical expertise in preparing maps and performing GIS analysis.
- Experience in working with municipal staff to solicit potential projects for inclusion in a Natural Hazards Mitigation Plan.
- Experience in addressing comments regarding Natural Hazards Mitigation Plans.
- Demonstrated understanding of the project timeline and a proposed schedule that will result in on-time completion, approval, and adoption of the plan.
- Public Outreach Experience.

The City of Warwick will procure consultant services in accordance with the established policies of the City and requirements of the RIEMA terms and conditions of the grant award. The project will commence upon selection of a consultant and execution of a contract for planning services.

SCOPE OF WORK (In Addition to Grant Application Scope EXHIBIT B)

The City of Warwick is seeking proposals from qualified consultant firms and individuals to assist the City with the 5-year update of the City's Hazard Mitigation Plan. Respondents to this RFP will represent a firm, company, team, or individual possessing experience and expertise in preparing FEMA-approved Natural Hazards Mitigation Plans, assessing risk from natural hazards, conducting public outreach, working with municipal officials, and the professional standards thereof, to undertake and successfully complete the scope of work as outlined in this RFP. Respondents should be prepared to demonstrate a strong hazard mitigation planning background.

The following is a description of project tasks to be undertaken by the chosen planning consultant: *PLEASE NOTE: GRANT EXHIBIT B attached to end of document as further project guidance.*

1. Coordinate with the City of Warwick on community outreach and involvement.

The City of Warwick will provide and schedule public meeting space. The Consultant shall work with the Hazard Mitigation Committee to schedule and run meetings and solicit input from the public and municipal officials in accordance with grant requirements. We expect that the consultant selected through this RFP will coordinate, manage and run all meetings. The consultant shall, in consultation with the Hazard Mitigation Committee, compile the information obtained from these meetings and integrate, as applicable, into the plan document.

2. Assist municipal officials with required municipal updates. As needed, the consultant will assist municipal staff and elected officials with preparing and understanding updates required for the plan. The consultant will meet with, and answer questions from, municipal officials and the hazard mitigation committee as necessary. The consultant shall also solicit information and projects from relevant City Officials (Police, Fire, DPW, Sewer, Water, etc).

3. Prepare revisions to plan. The consultant will revise, as necessary, the current plan prepared in accordance with the current *Local Mitigation Plan Review Tool* used for Natural Hazard Mitigation Plans so that it is approved by FEMA Region 1 upon approval by the State.

4. Coordinate no fewer than four (4) hazard mitigation committee meetings that will be advertised on the Secretary of State Open Meetings website and subject to Open Meetings Act requirements. To the greatest extent possible, these meetings should include public input and solicitation as it is a requirement for the approval of local hazard mitigation plan by FEMA.

5. Create maps and visual aids for the plan. As needed, the consultant will prepare and update thematic maps and other visual aids to be included in the updated plan document. All GIS Files created as part of this project shall be provided to the City of Warwick as a shapefile or geodatabase.

6. Update Plan demographics, economics, and other data (i.e. weather) as necessary.

7. Perform basic cost-benefit analysis and prioritization of municipal projects.

Following FEMA guidance, and in consultation with the Hazard Mitigation Committee, the consultant shall prepare cost-benefit analysis of each of the submitted projects. In accordance with the STAPLEE evaluation process recommended in FEMA's *Developing the Mitigation Plan: Identifying Mitigation Actions and Implementation Strategies* (April 2003).

8. Drafting and layout of the updated plan document. The consultant will revise text, update charts, graphs, photographs tables, etc as needed and integrate visual aids, integrate data analyses, and write new text where necessary.

9. **Prepare final document for submission.** The consultant will prepare a final document in conformity with FEMA requirements.

10. **Submit draft plan to the State for review.** The consultant will assist the City of Warwick with submitting the draft plan to the State of Rhode Island for review and complete the crosswalk submission.

11. **Submit draft plan to FEMA for review.** The consultant will complete the necessary application and documents for submitting the draft plan to FEMA for review, in accordance with FEMA requirements.

12. **Revise the updated plan.** It is anticipated that at least one round of comments will be received from FEMA. The consultant, with the assistance and approval of the Hazard Mitigation Committee, will review feedback from FEMA and incorporate any required revisions into the plan.

13. **Resubmit the plan.** The consultant will assist the City of Warwick with submitting the revised plan to FEMA.

14. **Obtain municipal approval of the plan.** The consultant will assist the City of Warwick with preparing and presenting the Plan for City Council approval/adoption. City of Warwick staff will attend council meeting with the consultant. The consultant may be asked to provide a brief project presentation and answer questions from City Council Members and the general public prior to adoption of the Plan.

15. **Preparation and submission of quarterly progress reports.** The consultant will keep a record of all meetings, progress and milestones achieved for use in the submission of quarterly progress reports, as consistent with FEMA requirements.

PROPOSAL CONTENTS

Each proposal response must include the following information:

a) **Firm Background** – Provide background of proposing firm including experience in work on hazard mitigation plan projects, public engagement processes and the management of multi-faceted projects.

b) **Project Manager and relevant staff Background and Experience.**– Provide information about the person(s) assigned to the project including experience on hazard mitigation plan projects, public engagement processes and in managing multi-faceted projects. Provide assurance that the individual assigned will remain assigned to the project throughout its duration or provide assurance that, in the event of unforeseen circumstances requiring replacement of the individual, the City will have approval of the replacement staff. Include resumes of relevant staff assigned to the project.

c) **Cost** – Include a cost proposal based on the scope of work. Outline the effort required, overhead costs and the cost of services. This will be a “professional services” contract for the duration of the project. Open ended contracts or hourly only contracts will not be considered. If the consultant feels that all of the tasks

outlined within the Scope of Work cannot be completed with the available funding, the consultant shall provide a proposal that indicates which of the tasks listed in the Scope of Work can be completed with the funding currently available, as well as a forecast as to how much additional funding would be necessary to carry out the remaining tasks.

d) **References** – Provide pertinent local references for similar projects/services, including name, agency, project, phone number and email address.

SELECTION OF A CONSULTANT

Selection Criteria

Proposals will be examined and technically evaluated based on the factors presented below. It is the responsibility of the consultant to provide information, evidence or exhibits which clearly demonstrate the ability to satisfactorily respond to the project requirements and the factors listed below.

A. Qualifications and Experience (25 points)

Specialized experience is required of the company and/or the responsible individual. Proposals must clearly demonstrate full knowledge, understanding, and experience in the methods, techniques, and guidelines required for the performance of the required work.

B. Project Understanding (15 points)

The bidder must demonstrate a comprehension of the role and function of this contract in meeting the needs of the City.

1. Response to all elements requested in the RFP.
2. Clarity of the submittal.
3. Understanding of the project scope of work.

C. Project Management and Public Presentations and Outreach (30)

Demonstrated ability to effectively manage multi-faceted projects. Examples from other projects must be provided. Demonstrated ability to make effective public presentations and conduct successful community education and outreach. Examples from other projects must be provided.

D. Cost Evaluation (30 points)

Cost will be considered as an independent factor from the above evaluation factors. The cost proposal will be evaluated not only to determine whether it is reasonable, but also to determine the bidder's ability to complete the project.

Exhibit B: Scope Of Work As Submitted With The Grant Application Is Provided As Further Project Guidance.

EXHIBIT B
City of Warwick, Rhode Island
SCOPE OF WORK

1. PLANNING PROCESS

a) The City of Warwick will begin the hazard mitigation planning update process by utilizing a committee composed of primarily City officials from various departments (Fire, Police, Engineering, Building, Planning, Water, Sewer, etc) to develop the plan. The City will also seek to add members of the public and business community (i.e. Chamber of Commerce) to the Committee. It is the intention of the City to contract with a consultant (possibly existing engineering consultant, hired via a competitive procurement process) to complete the hazard mitigation plan in accordance with direction provided by the steering committee. The Consultant will meet with the committee as a whole, or individually in order to obtain all necessary information required to update the plan and hazards contained within.

2. RISK ASSESSMENT UPDATE (HAZARD IDENTIFICATION AND VULNERABILITY)

a) HAZARD IDENTIFICATION: The consultant will work with the steering committee and various City Departments, as well as the Rhode Island Emergency Management Agency to update the description and prioritization of the natural hazards that have occurred within the City and state. For this plan, the risk assessment section will assess risks individually and as a whole in topical groupings.

The natural hazards categories to be considered, consistent with the existing local plan and the State Hazard Mitigation Plan includes, but is not limited to:

i. Flood-Related Hazards (river flooding, coastal flooding, erosion, dam failures as the result of coastal storms, winter storms and hurricanes) that include, at a minimum, flood hazard areas as defined by FEMA in the Flood Insurance Rate Maps (FIRMs) for the jurisdiction as well as local historical data. *As part of the update – the newly created maps (DFIRMs2013 and 2015) will be discussed in the narrative and any substantive changes will be noted.*

ii. Wind-Related Hazards (hurricanes, coastal storms, winter storms, tornadoes) based on information provided by the National Weather Service and/or State Hazard Mitigation Plan.

iii. Geologic Hazards (earthquakes, landslides, sink holes) based on local historical information, State Hazard Mitigation Plan, and/or other applicable plans/sources such as the University of Rhode Island.

iv. Winter Related Hazards (snow, ice, extreme cold).

v. Other Hazards including sea level rise/erosion/heat/drought, etc.

b) HAZARD MAPPING: Utilizing the best available information and if necessary, developing new information/data, the consultant will update the base map of areas affected by multiple natural hazards. In conjunction with mapping, the consultant will update the inventory (database) for use in developing map data layers, of the following items relative to the multiple hazard area:

i. Critical facilities, including, but not limited to the following:

a) Emergency operations center, police/fire stations

b) Hospitals and emergency shelters

c) Water and wastewater treatment plants and associated pumping stations power generation, transmission, and delivery facilities.

d) Special population centers, such as day-care facilities, nursing homes/elderly housing, etc.

e) Hazardous material facilities

f) Evacuation routes

g) Critical utilities

i. All repetitive flood loss and substantial damage structures, as defined by FEMA.

ii. Maps that depict the location of major structures, land use, and population densities.

iii. Structures will be delineated by use (e.g. residential, commercial, industrial, institutional, other).

Depending on the nature of the data, the City will also consider sharing any newly created databases with the State of Rhode Island Geographic Information System (RIGIS) to ensure wider distribution. *In addition to the above the City intends to benefit from advanced mapping capabilities by including repetitive*

loss mapping areas (not properties); at risk population areas (by density) and at risk property (using assessment data) and, considering different sea level rise scenarios for longer-term mitigation measures.

c) **VULNERABILITY ASSESSMENT:** Based on the previous information, the consultant will update the City's vulnerability to each specific hazard. This vulnerability assessment, if possible, will include:

- i. Types and numbers of buildings, infrastructure, and critical facilities located in the identified hazard areas.
- ii. All existing, multiple hazard protection measures within the jurisdiction, including protective measures under the National Flood Insurance Program (NFIP).
- iii. A description of each measure and the method of enforcement and/or the point of contact responsible for implementation of each measure.
- iv. Historical performance of each measure and a description of improvements or changes needed.
- v. General description of land uses and development trends to incorporate future land use decisions.

3. MULTIPLE HAZARD MITIGATION STRATEGY

The Consultant will update and develop new mitigation strategies specific to the City's exposure and impacts by the identified natural hazards.

The strategy will include:

- a) A list of mitigation goal statements that focus on reducing the risks from the identified natural hazards.
- b) A section that identifies and analyzes a comprehensive range of specific mitigation actions and projects under consideration to reduce the effects of each hazard, with particular emphasis on new and existing buildings and infrastructure. This section will include a list of prioritized hazard mitigation projects that best meet the City's needs for multiple hazard damage reduction.
 - i. These projects may be non-structural (e.g.: planning, regulatory measures, property acquisition, retrofitting, elevation) or structural (e.g.: seawalls, dams, dikes) solutions.
 - ii. At a minimum, this list of prioritized projects will be based on a process that results in identification of cost-effective hazard mitigation projects, including:
 - a) An analysis of proposed mitigation projects focused on several key areas, including but not limited to: economic (including benefits and cost), engineering, technical, legal, environmental, and conformance with the local comprehensive community plan. Selected options will best fit the community's needs and meet most or all aspects of the feasibility analysis.
 - b) Coordination with relevant Federal and State agencies for input and technical assistance.

4. HAZARD MITIGATION PLAN MAINTENANCE PROCESS

MONITORING, EVALUATING, AND UPDATING: The City of Warwick Emergency Management Coordinator will monitor, evaluate and updating local plan as required.

INCORPORATION INTO EXISTING PLANNING MECHANISMS: The City will implement and incorporate the plans' (when practical) goals into the local Comprehensive Community Plan and other similar plans such as the Harbor Management Plan when local update is implemented or other local bylaws and ordinances so required. The Plan will also generally address the capability of different City departments to integrate, promote and implement the identified mitigation actions.

5. PLAN HAZARD MITIGATION PLAN ADOPTION AND APPROVAL

LOCAL ADOPTION: It is the intent of the City of Warwick to adopt a FEMA approved plan and submit said plan to the State Emergency Management Agency before the termination date for review and forwarding to FEMA/Region for final review and approval.

PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR PROPOSAL

CITY OF WARWICK

PROPOSAL AND CONTRACT FORM

TITLE OF SPECIFICATION: RFP #2018-227 Consultant Services for Hazard Mitigation
Plan Update

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.

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;

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.

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.

Total Lump Sum \$ _____