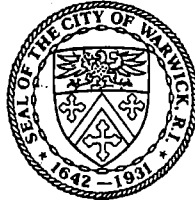


Patricia A. Peshka  
Purchasing Agent



Scott Avedisian  
Mayor

**City of Warwick**  
Purchasing Division  
3275 Post Road  
Warwick, Rhode Island 02886  
Tel (401) 738-2013  
Fax (401) 737-2364

The following notice is to appear on the City of Warwick's website Tuesday, March 20, 2018. The website address is <http://www.warwickri.gov/bids>.

**CITY OF WARWICK  
PROPOSALS REQUESTED FOR**

**RFP2019-011 Professional Consulting and 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 Tuesday, March 20, 2018.

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, April 6, 2018. The proposals will be opened publicly commencing at 11:00 AM on the same day in the City Council Chambers at 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.

The City of Warwick, in addition to soliciting bids in response to this RFP, may consult, consider, and make an award for any and all open bid offers for a comparable unit as sought herein at the following websites:

RI State MPA: <http://www.purchasing.ri.gov/MPA/MPASearch.aspx>

NASPO: <https://www.naspo.org/>

NJPA (National Joint Powers Alliance): <https://www.njpacoop.org/cooperative-purchasing>

MHEC (Massachusetts Higher Education Consortium): <https://www.mhec.net/>

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.

  
Patricia A. Peshka  
Purchasing Agent

**PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR PROPOSAL**

**Acknowledgement of Addendum (if applicable)**

<b>Addendum Number</b>	<b>Signature of Bidder</b>
_____	_____
_____	_____

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: \_\_\_\_\_

RFP2019-011

\_\_\_\_\_

Purchasing Agent

**PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR PROPOSAL**

**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 statutes, 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**

**RFP2019-011 Professional Consulting and Engineering Services**

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 shall be accepted via facsimile or email.

The opening of proposals 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 proposals on that item have been opened, no other proposals on that item will be accepted and any such proposal 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 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, five (5) copies, and one (1) electronic copy in a sealed envelope, which should read: *YOUR COMPANY NAME* plainly marked on the exterior of the envelope as well as "RFP2019-011 Professional Consulting and Engineering Services."

Should you have any questions, please contact Dan O'Rourke, Water Division Chief, at 401-921-9734.

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](http://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 July 1, 2018 through June 30, 2020. Term contracts may be extended for one (1) 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 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 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 shall 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.

## CITY OF WARWICK

### **Request for Proposals General Engineering Services Water Department**

#### **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 must 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 must 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) must 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) will be expected to attend meetings with City personnel and/or applicants, developers, and residents as needed. The engineer/consultant(s) must 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 must 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 will be allowed to submit. None of the services covered by this contract will 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 must be bound and submitted on typewritten, one-sided, 8 ½" x 11" paper. Margins must be no less than 1" around the perimeter of each page. Font size must be no less than 11-point type. The proposal must 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 must 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 must 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 must 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 Dan O'Rourke, Director Warwick Water Division, and (401) 921-9734.

#### Qualification Statements

All qualification statements must 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 must 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) must 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 must 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 must be within the scope of the original RFP and contract document, and must 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.

**PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR PROPOSAL**

**CITY OF WARWICK**

**PROPOSAL AND CONTRACT FORM**

**TITLE OF SPECIFICATION:** RFP2019-011 Professional Consulting and 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 must 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 must transform the proposal into a contract. This proposal and contract must be secured by bonds, if required by the specifications.

**SCHEDULE OF BILLING RATES**

<b><u>Staff Position</u></b>	<b><u>Hourly Billing Rate</u></b>
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.**