

Patricia A. Peshka
Purchasing Agent



Joseph J. Solomon
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, May 8, 2020.
The website address is <http://www.warwickri.gov/bids>.

**CITY OF WARWICK
RFQ REQUESTED FOR**

**RFP2021-024 Creation of a Climate Resiliency Plan that Satisfies RIDEM Specifications for
the Warwick Sewer Authority**

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Friday, May 8, 2020.

Sealed proposals will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until **11:00 AM**, Tuesday, July 7, 2020. The proposals will be opened publicly commencing at **11:00 AM** on the same day in the Lower Level Conference Room, Warwick City Hall. **Our office will be closed on Monday, May 25, 2020 and will reopen on Tuesday, May 26, 2020 at 8:30am. Our office will also be closed on Friday, July 3, 2020 and will reopen on Monday, July 6, 2020 at 8:30am.** *Please note due to COVID-19, only one (1) person from each company may attend the bid opening. Employees and visitors must adhere to social distance guidelines. All visitors are advised to wear masks or face coverings at all times.*

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.

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, 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: _____

RFP2021-024

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**

**RFP2021-024 Creation of a Climate Resiliency Plan that Satisfies RIDEM Specifications for
the Warwick Sewer Authority**

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 submitted become the property of the City and will not be returned. If the company intends to submit **confidential or proprietary information** as part of the proposal, **any limits on the use or distribution of that material should be clearly delineated in writing. This information should be submitted in a sealed envelope, clearly labeled confidential** and where it should be submitted in the response. Please be advised of the Freedom of Information Act as it may pertain to your submittal.

All proposals should be submitted with one (1) original, five (5) copies and three (3) electronic PDF formatted copies on a Flash Drive (Memory Stick) in a sealed envelope, which should read: *YOUR COMPANY NAME* plainly marked on the exterior of the envelope as well as “RFP2021-024 Creation of a Climate Resiliency Plan that Satisfies RIDEM Specifications for the Warwick Sewer Authority.”

Should you have any questions, please contact Earl Bond, Warwick Sewer Authority, 125 Arthur Devine Boulevard at 401-468-4721.

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 must 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. 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 one (1) year 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 will 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 will be the sole responsibility of and will be borne by the respondent.

If the respondent is awarded a contract in accordance with this solicitation and if the respondent fails or refuses to satisfy fully all of the respondents obligations thereunder, the City of Warwick will 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.

CITY OF WARWICK, RHODE ISLAND
REQUEST FOR PROPOSAL
Creation of a Climate Resiliency Plan that Satisfies RIDEM Specifications
Warwick Sewer Authority

I. INTRODUCTION

The City of Warwick Sewer Authority's (WSA) wastewater infrastructure is highly vulnerable to impacts from coastal and riparian flooding that will increase with sea level rise. The Rhode Island Department of Environmental Management has tasked the WSA to submit a Resiliency Plan and schedule of short and long-term actions that will be taken to maintain operation and protect key collection and treatment system assets from these impacts. Therefore, the WSA is seeking to engage the services of an engineering firm (consultant) located in the general geographic area to develop this Resiliency Plan. This plan must be submitted to RIDEM by December 16th, 2020.

II. SCOPE OF SERVICES

The scope of services shall include, but not be limited to:

- i. An assessment of current and projected impacts from natural hazards on critical components within the collection system and treatment systems, as well as on the systems themselves. Critical components are considered those necessary to ensure the forward flow and treatment of wastewater in accordance with the limits set forth in the WSA RIPDES permit.
- ii. A plan to adapt and protect vulnerable components and systems.
- iii. An analysis that provides justification for selected adaptation methods. The analysis must consider component and system design life and sea-level rise projections.
- iv. Cost-benefit analyses are required to estimate the cost-effectiveness of adaptation measures considering projected flooding elevations. Such cost-benefit analyses will include an examination of the costs of protection versus cost of equipment/system repairs or replacement, as well as the environmental impacts should collection or treatment components fail or be subject to inundation.
- v. Since the WSA is both a coastal and riparian system, the Resiliency Plan must plan for the highest Base Flood Elevations estimated by analyzing both coastal and riparian impacts with an additional 3 feet of free board.
- vi. The Resiliency Plan must consider operational plans and system flexibility to better respond to flooding conditions or the recovery thereof, such as quick connects for

bypass pumping, etc. Coordination with plant operators must be part of such design elements.

- vii. The Resiliency Plan shall be consistent with the DEM's Guidance for the Consideration of Climate Change Impacts in the Planning and Design of Municipal Wastewater Collection and Treatment Infrastructure and include consideration of the findings of the 2017 DEM report Implications of Climate Change for Rhode Island Wastewater Collection and Treatment Infrastructure.
- viii. If, after the consultant submits the plan to DEM, DEM determines that modifications need to be made to the plan, the consultant shall be responsible for the needed modifications. The consultant must submit the modifications as per the DEM schedule for making the modifications. The WSA shall submit the modifications/revisions to the DEM for their approval.

III. SUBMITTAL INSTRUCTIONS

A. General

1. In order to conduct a reasonable and efficient evaluation of prospective engineering firms, the WSA requires that firms prepare qualification statements which are clear and concise, and which follow the format outlined below.
2. Respondents shall submit one (1) original, five (5) copies and three (3) electronic PDF formatted copies on a Flash Drive (Memory Stick) of the firm's proposal clearly addressing all of the requirements outlined herein and for additional services the engineering firm feels are necessary or required to deliver the Climate Resiliency Plan to the WSA in a complete, timely and quality fashion.
3. Submit qualifications and other requested information in a sealed envelope or box addressed as follows:

YOUR COMPANY NAME

“RFQ #2021-024 Request for Proposal to Develop a Climate Resiliency Plan for the Warwick Sewer Authority”

The documents shall be submitted to the Purchasing Division at Warwick City Hall, 3275 Post Road, Warwick, RI 02886 by 11:00 AM local time on July 7, 2020. Late submissions will not be considered.

B. SUBMITTAL FORMAT OUTLINE

Respondents shall provide the following:

Cover Letter – The cover letter shall identify the respondent responding to the RFQ and designate a primary contact person who has the authority to sign and submit the RFP,

enter into contractual arrangements on behalf of the company and meet the needs of the WSA if selected to develop the Climate Resiliency Plan.

Table of Contents – A Table of Contents outlining the submittal shall be included. (Maximum 1 page)

Company Profile - Provide a general description of the company, the services provided, office locations, number and type of personnel who will be involved in the developing the Climate Resiliency Plan. The firm must have experience in developing and writing Resiliency Plans. (Maximum 4 pages).

Team Organization and Key Personnel —The respondent shall describe the project team and clearly define the roles the team member(s) will have in a manner that adequately shows the respondent’s ability to develop and deliver a Climate Resiliency Plan. Individual resumes should be no longer than 4 pages and included in an appendix. (Maximum 6 pages, not including resumes)

Relevant experience — The respondent shall provide a summary narrative and a representative example of a finished Climate Resiliency Plan that has been completed. The experience should be similar in size and complexity to the WSA sewer system. Representative project should be described in detail, list the key personnel that performed the services and the year the Climate Resiliency Plan was completed.

References — Provide two (2) references with recently verified phone numbers, mailing addresses and email addresses. (Maximum 3 pages)

IV. EVALUATION PROCEDURE

1. All proposals will be reviewed and rated by a selection committee based upon a combination of factors regarding the qualifications submitted and the evaluation criteria set forth in this Request for Qualifications.
2. The WSA may or may not conduct interviews with some, or all of the respondents. The number of respondents selected will be in the best interests of the WSA.
3. Based upon the evaluation of submittals, the WSA will select the best qualified engineering firm.

V. EVALUATION CRITERIA

The following will be the criteria used in the evaluation of the proposal (submission).

- | | |
|---|-----------|
| 1. Firm qualifications | 30 points |
| 2. Project organization and key personnel | 25 points |
| 3. Experience with Resiliency Plans | 30 points |
| 4. References | 15 points |

VI. CONTRACT FOR SERVICES

1. The successful respondent(s) will be required to sign the WSA’s standard Engineering

- Services Agreement and any certifications attached to this RFQ.
2. Selected vendor shall hold their pricing for a period of one (1) year.

VII. QUESTIONS & ADDENDUM

Questions regarding this proposal or your submission should be directed, in writing, to:

Earl Bond, Executive Director
Warwick Sewer Authority
125 Arthur Devine Boulevard
Warwick, RI 02886
Email: Earl.W.Bond@WarwickRI.com

Questions must be received at least thirty (30) calendar days prior to the proposal due date. Questions received after that date will not be answered. Responses to questions will be provided no later than fifteen (15) days before the due date for submissions.

The WSA retains the exclusive right to determine the qualifications and capabilities of any firm in providing needed services to the WSA and to award in consideration of the best interest of the WSA and the City of Warwick.

CITY OF WARWICK

PROPOSAL AND CONTRACT FORM

TITLE OF SPECIFICATION: RFP2021-024 Creation of a Climate Resiliency Plan that Satisfies RIDEM Specifications for the Warwick Sewer Authority

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 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.

This offer will 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 by the CITY OF WARWICK will transform the proposal into a contract. This proposal and contract will be secured by Bonds, if required by the specifications.