



Patricia A. Peshka  
Purchasing Agent

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Mayor

**City of Warwick**  
Purchasing Division  
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The following notice is to appear on the City of Warwick's website Tuesday, September 14, 2021. The website address is <http://www.warwickri.gov/bids>.

**CITY OF WARWICK  
PROPOSALS REQUESTED FOR**

**RFP2022-171 Five Year Rate Study**

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Tuesday, September 14, 2021

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, September 28, 2021. The proposals will be opened publicly commencing at 11:00 AM on the same day in the Lower Level Conference Room, Warwick City Hall. ***Please note due to COVID-19, only one 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.***

Awards will 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: <https://www.ridop.ri.gov/contract-portal/>

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)**

<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, 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: \_\_\_\_\_

RFP2022-171

\_\_\_\_\_  
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**

**RFP2022-171 Five Year Rate Study**

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, one (1) copy and one (1) electronic PDF on a flash drive in a sealed envelope, which should read: *YOUR COMPANY NAME* plainly marked on the exterior of the envelope as well as "RFP2022-171 Five Year Rate Study

Should you have any questions, please contact Terry Dipetrillo, Water Division Chief, in writing at [terry.w.dipetrillo@warwickri.com](mailto:terry.w.dipetrillo@warwickri.com)

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](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. 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** dated no more than thirty (30) days prior to the date upon which the bid approval was made.

The successful bidder will provide said **Certificate of Insurance** and **Certificate of Good Standing** 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**

### **Request for Proposals relating to professional consulting services to conduct a comprehensive 5 Year Water Rate Study and Fee Structure**

#### **GENERAL**

The City of Warwick Water Division is seeking proposals from qualified firms/consultants to conduct a comprehensive in-depth 5 Year Water Rate Study. The intent of the study is to independently evaluate and assess the Warwick Water Division's current schedule of rates and fees and to develop and recommend revisions based on their performance. The goal of the project is to propose a rate structure to adequately fund water utility operations and maintenance expenses, debt service, specified reserves, capital expenditures, depreciation and other cash revenue requirements, including foreseeable future projects.

The work consists of providing the Warwick Water Division professional water rate consulting services to aid in selecting an appropriate rate structure and schedule for submission to and adoption by the Water Division. The study will be based on an in-depth review of the Warwick Water Division's funds and budgets, water system plan (both current and future), customer classes, current usage data, meter sizes and quantities, and future planned growth.

#### **BACKGROUND INFORMATION**

Warwick Water is a large size municipally owned and operated water supplier system serving a population of approximately 81,000 people with 27,000 service connections. Source water is supplied by The Providence Water Supply Board and Kent County Water Authority for the Potowomut area. The department maintains approximately 375 miles of pipeline and three storage tanks. The Water division is structured on an enterprise fund basis of accounting and therefore 100% of the costs must be recovered from system users.

#### **SCOPE OF WORK**

The scope of work shall consist of working directly with the City of Warwick Water Division to analyze and update the Water Division schedule of rates and other Water Division fees. The proposed rate structure shall be based on full cost of service and shall be sufficient to meet the short and long-term revenue requirements of the Warwick Water Division.

Rate development shall consider the following:

1. Projected water demands.
2. Current and future cost of wholesale purchasing and providing water in accordance with standards and regulations.
3. Age and condition of water system and the need to fully fund capital improvements, infrastructure replacements, and distribution infrastructure.
4. Funding requirements for liabilities and debt/projected debt obligations including bonds, loans, etc.
5. Requirements associated with the Rhode Island Water Supply System Management regulations and the RI Infrastructure Replacement Act.

Warwick's Water Rate objectives include:

- Providing a predictable and stable revenue stream to adequately fund current and future financial requirements.
- Provide a comprehensive financial analysis of the Warwick Water Enterprise fund including a five (5) Year Water Rate Study and a cost of service study.
- Determine fair and equitable rates by class of customer.
- Analyze the current state of the enterprise financial health and make appropriate recommendations to improve it.

The Water Division is particularly interested in establishing a conservation rate structure to encourage more efficient water use while maintaining an adequate revenue stream to ensure the sustainability of the water system.

The recommend rate structure shall be consistent with industry practice for utility rate marking in Rhode Island.

### **PROJECT ELEMENTS**

The proposed rate structure report shall include the following:

- An assessment of the current rate structure baseline for comparing recommended changes.
- An assessment of the equity of the proposed rates for all types of property ownership.
- An assessment of the interaction between the proposed rate structure and water conservation and the impact on funding and the economic wellbeing of the community.
- Demonstration of how the revenue generated by the proposed rate structure will continue to fully fund water system costs with consideration of future regulations.
- An assessment of Water Division service charges and identification of other potential areas for service and system charges.
- Provide a comprehensive summary of recommended rate structures and assess the performance of the recommended structure(s) against the current rate structure.

### **SERVICES TO BE PROVIDED BY THE CONSULTANT**

1. Conduct a detailed review of the existing water rates and status of the overall water fund.
2. The consultant will obtain all necessary records, data, and statistics from the city.
3. Develop a familiarity with the Water Division billing system.
4. Meet or discuss with staff as needed to present and discuss results of the study.
5. Conduct analysis as described in the scope of work.
6. Preliminary Report - Provide a preliminary report of findings and tentative rate structure recommendations to Chief of Water and Warwick Water Business Manager
7. Final Report - Provide a final report that incorporates any changes/comments resulting from review of the preliminary report.
8. Provide a time schedule for rate study and preparation of preliminary and final report.



## **QUALIFICATIONS**

The selected consultant shall have the ability and demonstrated experience in rate setting for municipal water utilities similar size to that of Warwick. A minimum of (10) years' experience in all aspects of water rates and development services fees.

The selected consultant shall have experience with water rate structures including conservation rate structures and criteria for rate development. Preference will be given to firms with demonstrated experience in rate setting that result in reduced water demand while maintaining an adequate revenue stream for operations and capital projects.

The consultant shall have at least (10) years water utility rate experience.

The consultant must be familiar with Rhode Island Department of Health Water Supply regulations and Clean Water Infrastructure Plans, Federal, State and local laws as well as all other documents, regulations, publications, and guides necessary, to complete the work proposed including all applicable AWWA publications.

## **QUALIFICATIONS (CONTINUED)**

1. A statement indicating whether the organization has a local office in Rhode Island
2. A description of the organization's professional qualifications.
3. A separate listing of current and prior utility rate structure clients, indications the following:
  - Type(s) of services performed.
  - Indicate names, addresses and telephone numbers of persons who may be contacted by the Water Division staff as references.
4. A tentative schedule for completing the study as recommended by the consultant.
5. Any additional information, which, in the opinion of the consultant, would be relevant to the City's evaluation process.
6. A written work plan outlining in detail how the consultant proposes to perform the services required.
7. A list of specific exceptions to any and all items, conditions and requirements contained in the Request for Proposals (RFP)
8. The signature of an authorized representative must appear on the cover sheet of the consultant's proposal. Signature on this form will be interpreted to indicate the consultant's willingness to comply with all the terms and conditions set forth in this solicitation, unless specific written exceptions are noted.
9. Information pertaining to any area of utility rate study which is customarily reviewed during such a study which has not been mentioned in the "Scope of Services" section of the RFP.

**EVALUATION CRITERIA**

1. Following the receipt of proposals , the Water Division will select a company based upon the following criteria:
  - Availability of local and regional resources
  - Level of expertise and experience of personnel in performing this type of study
  - Quality of the work plan
  - Experience, education, and training of personnel as it relates to utility rate analysis
  - Proposed schedule for completion of the required study functions
  - Willingness of the consultant to negotiate an agreement which will be in the best interest of the City of Warwick
  - Proposals containing price which indicate the consultant does not understand the scope of the work will not be considered
  - Total pricing of services based on the outlined requirements
  - Professional qualifications and ability to present required information
  - Previous experience
  - Comments from references
  - Whether or not studies conducted for other jurisdictions have resulted in positive changes to the municipalities utility rate structure
  - Ability to communicate effectively with the Water Division

**PRICING SUMMARY**

1. Total cost based on the following;
  - Scope of Work
  - Project Elements
  - Services to be provided

**Total Cost as outlined in the RFP**                      \$ \_\_\_\_\_

**PLEASE COMPLETE THIS PAGE AND SUBMIT WITH YOUR BID**

**(PRICING SHEET MAY NOT BE CONFIDENTIAL)**

**CITY OF WARWICK**

**PROPOSAL AND CONTRACT FORM**

**TITLE OF SPECIFICATION:** RFP2022-171 Five Year Rate Study

**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.

<b>Item #</b>	<b>Description</b>	<b>Lump Sum Price</b>
1	<b>Total cost based on the following;</b> - Scope of Work - Project Elements - Services to be provided	\$