

Patricia A. Peshka
Purchasing Agent



Frank J. Picozzi
Mayor

City of Warwick
Purchasing Division
3275 Post Road
Warwick, Rhode Island 02886
Tel (401) 738-2013
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The following notice is to appear on the City of Warwick's website Wednesday, February 2, 2022. The website address is <http://www.warwickri.gov/bids>.

CITY OF WARWICK PROPOSALS REQUESTED FOR

RFP2022-285 Warwick Police Department Renovation Analysis

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Wednesday, February 2, 2022. **Our Office will be closed on Monday, February 21, 2022 and will re-open on Tuesday, February 22, 2022 at 8:30am.**

Sealed bids will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until **11:00 AM**, Tuesday, February 22, 2022. The bids will be opened publicly commencing at **11:00 AM** on the same day in the Lower Level Conference Room, Warwick City Hall. ***Please note that due to COVID-19, visitors must adhere to social distance guidelines. All visitors are required to wear masks regardless of vaccination status.***

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)

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.
=====

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: _____
RFP2022-285

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

Signature

Date

Company Name

Address

Address

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

**CITY OF WARWICK
NOTICE TO BIDDERS**

RFP2022-285 Warwick Police Department Renovation Analysis

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 "RFP2022-285 Warwick Police Department Renovation Analysis."

Should you have any questions, please contact Colonel Bradford Connor, Warwick Police Department, in writing at bradford.connor@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 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.

I. INTRODUCTION

The City of Warwick is inviting qualified firms to respond to a **Request for Qualifications (RFQ)** concerning the development of a Police Department Renovation or Replacement Analysis. The purpose and intent of the project is to produce a study to determine the feasibility of renovating select portions of the Warwick Police Department building versus building a new facility.

II. PROJECT BACKGROUND & SCOPE

The Warwick Police Department is currently located at 99 Veterans Memorial Drive, Warwick, RI. The police station was built in 1976 and has been in continuous operation since that time. The condition of the police station is such that several areas, including the men's locker room, main and upstairs lobby, and community room are outdated and considered inappropriately utilized spaces. The building requires updates to security measures between public and secured areas within the department; there are also roof leaks at the roof joint where the men's locker room connects to the existing second story; and it is desirable to consider all options to maximize use of space and to renovate existing areas in and around the station property. Providing architectural drawings for bid by the contracting community will allow City Officials to determine which course of action is best for the city.

The selected firm will conduct interviews and/or group meetings related to current failed infrastructure systems or systems/spaces that have been deemed no longer functional on a daily basis. The firm will also conduct a space assessment to determine what current needs are met and which are not to allow all Warwick Police Department functions/services to be adequately performed. The architect is expected to assist with understanding public safety requirements and space needs relative to current and future standards, trends, and technologies. This assessment will include a space-by-space definition of the elements needed for a facility based on current usage, desired new amenities, and potential future growth needs.

Items that must be included in the Facility needs assessment are, but not limited to:

- A thorough evaluation of the locker room deficiencies, office space constraints, and evaluation of use of space in the main and upstairs lobbies and community meeting room.
- A thorough evaluation of the deficiencies throughout the building and grounds. Evaluation should include bringing the current facility up to public safety standards.
- Evaluation and recommendation for securing the front entrance way and creating a more secure checkpoint upon entry.
- Approximate replacement costs and/or renovation costs, to include costs to repair and/or replace all deficiencies.
- Produce scaled plans and specifications sufficient for construction bidding to enable the City to budget and schedule the improvements.
- Architect is encouraged to provide alternative designs based on extensive experience with public safety complexes if such maximizes space needs and achieves beneficial cost value for the City. In other words; the City has an idea, if the architect has a better idea, please tell us.

The Police Department Renovation or Replacement Analysis is to be presented in a format and language that is "user-friendly". Technical jargon should be kept to a minimum. In addition, the consultant will be required to provide 5 hard copies and one electronic version of a final draft for review purposes. The City of Warwick shall retain ownership of all data generated.

III. INFORMATION PROVIDED BY THE CITY OF WARWICK

The City of Warwick will provide any documents or assistance as is reasonably possible to facilitate the report. A walk through of the police station will also be provided prior to submittal. Interested bidders will be given a date and time for walk through upon request.

IV. SUBMITTAL REQUIREMENTS

In order to be considered, the qualifications proposal must be submitted to the City of Warwick Purchasing Division and should include:

1. A proposed work program detailing the phases, tasks, and sub tasks of the project based upon the Scope of Services in this request.
2. A detailed timeline for the completion of the project, showing timing for each phase, task, and sub task identified above.
3. A detailed organizational chart and management approach, including descriptions of the use of any subcontractors.
4. A brief description of the proposed team, identifying each key member, their respective responsibilities, and the anticipated percentage of their time to be allocated to this project.

The City of Warwick reserves the right to be the sole judge of the suitability of the proposed services for its intended use, and further specifically reserves the right to make the award in the best interests of the City of Warwick. This will be a qualification based selection process which will be based on, but not limited to, the following factors: experience working on similar projects, years of experience in the industry, availability, and recent similar projects. During the project, it is the City's intention to have the Chief of Police serve as the point of contact for all discussion relating to the development of the Police Department Renovation Analysis.

V. OTHER INFORMATION

The City of Warwick reserves the right to reject any and all submittals and to award to the most qualified, responsive, and responsible organization. All working documents, electronic and written, shall remain the property of the City and shall be delivered to the City upon completion of the work.

The Consultant shall, during the performance of the contract, keep in force a limit of Insurance similar to current industry standards. Proposals shall remain in effect for 90 days after their submission.

VI. FORMAT

Consultants responding to this RFQ, in addition to other documentation and information as required herein, shall provide the following:

1. Letter of transmittal including name, address, and telephone number of firm, including the location of the office that will directly contract for the work
2. Title page
3. Table of Contents
4. Brief history of the firm including:
 - a. Years in business as an established firm
 - b. Firm principals
 - c. Size of firm (denote partnerships or subcontractors necessary to facilitate full- service scope)
 - d. The name, position and telephone number of contact person authorized to conduct negotiations and authorize final contracts or otherwise bind the firm to a contractual relationship
 - e. A specific listing of services the firm is uniquely qualified to provide
5. Specific staff experience, by professional and educational qualifications, as it relates to providing services for the project scope
6. Available team members their experience in various disciplines needed to complete the work
7. Summary as to why the firm(s) feels qualified to provide the requested services
8. List current and past work assignments of similar nature that the firm has directly contracted to provide within the last five years with names, address, and telephone number of references
9. A statement of Equal Opportunity Employment

VII. MAILING ADDRESS AND CONTACT INFORMATION

Individuals responding to this solicitation must arrange for delivery of qualification statements **no later than 11:00 AM on Tuesday, February 22, 2022.**

ATTN: Purchasing Division
Warwick City Hall, Lower Level
3275 Post Road
Warwick, RI 02886

Should you have any questions, please contact Colonel Bradford Connor, in writing at bradford.connor@warwickri.com

CITY OF WARWICK

PROPOSAL AND CONTRACT FORM

TITLE OF SPECIFICATION: RFP2022-285 Warwick Police Department Renovation Analysis

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.

Qualification based selection

City of Warwick, RI
Request for Qualifications
Warwick Police Department Renovation Analysis
SCORE SHEET

Submissions will be evaluated based on the following criteria

Descriptor	Score 1-10
50% Experience of firm on similar projects (public safety buildings preferred)	_____
20% Years of experience of personnel	_____
20% Recent similar projects (current projects reflecting current trends)	_____
10% Schedule (how quickly can the firm produce)	_____
Total score (highest score is first firm interviewed)	_____