

Francis M. Gomez  
Purchasing Agent



Frank J. Picozzi  
Mayor

**City of Warwick**  
Purchasing Division  
(Mailing Address)  
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 Thursday, November 10, 2022. The website address is <http://www.warwickri.gov/bids>.

**CITY OF WARWICK  
QUALIFICATIONS REQUESTED FOR**

**RFQ2023-276 Professional Engineering Services for Evaluation of Warwick Sewer Authority's Existing SCADA System and Plan for System Improvements**

**Specifications**

Specifications are available in the office of the Warwick Sewer Authority, 125 Arthur W. Devine Blvd., Warwick, Rhode Island.

**Submissions**

Sealed bids will be received by the Warwick Sewer Authority no later than **10:00 AM, Friday, November 18, 2022**. The bids will be opened publicly commencing at 10:00 AM on the same day at the office of the Warwick Sewer Authority, 125 Arthur W. Devine Blvd., Warwick, Rhode Island.

**Awards**

Awards will be made on the basis of the highest evaluated qualifications. Please note that no bids 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 bid opening date.

**Original Signature on File**

Francis M. Gomez  
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: \_\_\_\_\_

RFQ2023-276

\_\_\_\_\_

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**

**RFQ2023-276 Professional Engineering Services for Evaluation of Warwick Sewer Authority's Existing SCADA System and Plan for System Improvements**

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, four (4) copies 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 "RFQ2023-276 Professional Engineering Services for Evaluation of Warwick Sewer Authority's Existing SCADA System and Plan for System Improvements"

Should you have any questions, please contact BettyAnne Rogers, Executive Director Warwick Sewer Authority at [bettyanne.rogers@warwickri.com](mailto:bettyanne.rogers@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** 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) years from date of award. Term contracts may be extended for one (1) additional year 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 QUALIFICATIONS (RFQ)**

**Professional Engineering Services for  
Evaluation of Warwick Sewer Authority's Existing SCADA System and  
Plan for System Improvements to Accommodate Current and Future Needs**

**I. INTRODUCTION**

The Warwick Sewer Authority (WSA) is seeking to engage the services of an engineering consulting firm ("Consultant") to evaluate their existing Supervisory Control and Data Acquisition (SCADA) System and develop a plan for improvements to the existing system that will provide for a reliable, efficient, maintainable and secure system at the WSA's wastewater treatment facility and forty-nine (49) lift stations.

Consultant services would include planning, design, and construction administration. Additionally, as this "Project" will be funded via federal grant (80%), the Consultant will provide the WSA with assistance in completion of their EPA Community Grant Application.

**II. SCOPE OF SERVICES**

- A. Meet with WSA staff to review I&C/SCADA project goals and needs for wastewater treatment facility (WWTF) and lift stations. Coordinate with each group of WSA SCADA users as well as a team of management and technical representatives for each stage of this project.
- B. Evaluate existing equipment and operations including, but not limited to, control systems and alarm monitoring functions.
- C. Provide professional engineering services to complete upgrades to the SCADA systems including planning, design, drawings, construction plans and specifications, procurement of software, remote site communication improvements, implementation of the system, and support for the upgrade of the existing systems as well as thorough documentation of the new system.
- D. Ensure that the current SCADA systems remain functional and run in parallel with the new upgraded system while the new system is being installed, tested and accepted into operations.
- E. Determine viability of incorporating existing control equipment into future SCADA upgrades. The upgraded SCADA system shall meet the current and future requirements of WSA and therefore must be scalable to handle future facility expansions and the possibility for new sites/additional lift stations.
- F. Evaluate I&C/SCADA features for each unit process in order to develop a recommended upgrade plan with estimated costs as related to regulatory compliance, operations and

functionality, operational efficiency and reliability, life safety issues and Cyber Security.

- G. Evaluate features for SCADA, Network and Telemetry Systems. Consultant will examine alternative methods of communication, including radio, existing City-wide network, cable, mesh networks, cellular and telephone.
- H. Construction administration services throughout this multi-phased project, including construction factory acceptance testing, site installation, site acceptance testing of all hardware, software, infrastructure and communication systems, as well as as-built drawings of the new system. The result of these services is to provide a complete and operational solution through a multi-phased construction replacement program.
- I. The upgraded system must provide for a centralized SCADA data warehouse for comprehensive data collections and report generation in support of the WSA RIPDES Permit.
- J. This is an upgrade to the existing SCADA system therefore the Consultant will include and work with the WSA's existing SCADA Support Contractor in all planning, design and construction administration activities as Cybersecurity is of the utmost importance.
- K. The Consultant must have familiarity with various grant programs and requirements, and provide the WSA with assistance in completing their EPA Community Grant Application. The selected Consultant must be responsive and readily available to expedite the application process (due no later than January 15, 2023).
- L. Project management services during all phases of the project, including preparation and delivery of progress reports to the WSA and conducting regularly scheduled meetings to identify action items, review issues and resolve problems.
- M. Assist the City in obtaining bids associated with this Project as necessary. Evaluate bids and recommend award.
- N. Review and approve shop drawings, diagrams and other contractor submittals.
- O. Prepare Operation and Maintenance manuals.

### **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, four (4) copies and one (1) electronic PDF formatted copy 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 project 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**

**“BID #2023-276”**

**Request for Qualifications- Professional Engineering Services  
Evaluation of Warwick Sewer Authority’s Existing SCADA System and  
Plan for System Improvements to Accommodate Current and Future Needs**

The documents shall be submitted to:  
Warwick Sewer Authority  
BettyAnne Rogers, Executive Director  
125 Arthur W. Devine Boulevard  
Warwick, RI 02886  
by 10:00 AM local time *on Friday, November 18, 2022.*  
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 RFQ, enter into contractual arrangements on behalf of the company and meet the needs of the WSA if selected to provide services.

**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 services to be provided. If subcontractors will be providing any of the basic services, identify each and provide the same information for each subcontractor. The firm must have a minimum of fifteen (15) years of experience in the field of wastewater collection and treatment.

**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 provide the services identified in SCOPE OF SERVICES.

The team should be led by an individual who is a registered professional engineer in the State of Rhode Island. Include an organizational chart and provide a brief bio or resumes for all key personnel and subcontractors. Individual resumes should be no longer than four (4) pages and included in an appendix. (Maximum 6 pages, not including resumes)

**Relevant experience** — Description of the firm’s most recent experience on three (3) similar type projects. Describe the highlights of each project including size of project and similarities of the project relative to the Warwick project. For each project include descriptions of the project’s budget and schedule and indicate the success of the firm in meeting both project budget and schedule.

**Project Management** — Outline the firm’s approach to the project including scope of services to be performed. Itemize the major tasks and the estimated time required to complete each task. Describe the proposed deliverables and their use. Describe the level of service to be provided by the Successful Offeror and list any assumptions as to expectations of staff to be assigned to the project. This shall include project manager, subject matter experts, etc. and if they are full time or part time.

**Professional/General Liability Insurance** —Provide the types of insurance and monetary levels carried by the respondent. A certificate of insurance will be required from the successful proposer and shall include the City of Warwick and the WSA as the additional insured. Levels and types of insurance agreed to by the parties will be maintained for the duration of the contract with the City of Warwick and WSA. Failure to maintain these insurances will be grounds for the City to void any contract(s).

#### **IV. EVALUATION PROCEDURE**

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. The WSA may or may not conduct interviews with some or all of the respondents. Based upon the evaluation of submittals, the WSA will select the number of respondents sufficient to allow the WSA to achieve engineering needs.

#### **V. EVALUATION CRITERIA**

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

- |    |  |           |
|----|--|-----------|
| 1. | Firm qualifications  | 15 points |
| 2. | Project organization and key personnel                                   | 20 points |
| 3. | Relevant experience in a category(s)                                     | 30 points |
| 4. | References   | 15 points |
| 5. | Project management approach  | 10 points |
| 6. | Previous experience/familiarity with Warwick’s wastewater infrastructure | 10 points |

#### **VI. CONTRACT FOR SERVICES**

The successful respondent(s) will be required to sign a *WSA’s standard Engineering Services Agreement* and any certifications attached to this RFQ.

## VII. QUESTIONS & ADDENDUM

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

BettyAnne Rogers, Executive Director  
Warwick Sewer Authority  
125 Arthur Devine Boulevard  
Warwick, RI 02886

FAX: (401) 739-1414  
PHONE: (401) 468-4700  
EMAIL: [bettyanne.rogers@warwickri.com](mailto:bettyanne.rogers@warwickri.com)

Questions must be received at least three (3) calendar days prior to the proposal due date. Questions received after that date will not be answered. Responses to questions will be provided at least 48 hours prior to 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: RFQ2023-276 Professional Engineering Services for Evaluation of Warwick Sewer Authority's Existing SCADA System and Plan for System Improvements**

**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**