

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, April 13, 2023. The website address is <http://www.warwickri.gov/bids>.

**CITY OF WARWICK
BIDS REQUESTED FOR**

RFQ2023-434 Professional Engineering Services for Wastewater Related Projects

Specifications

Specifications are available in the Purchasing Division, located at 65 Centerville Road, Monday through Friday, 8:30 AM until 4:30 PM on or after Thursday, April 13, 2023.

Submissions

Sealed bids will be received by the Purchasing Division no later than **11:00 AM, Tuesday, May 16, 2023**. The bids will be opened publicly commencing at 11:00 AM on the same day at 65 Centerville Road, Suite D.

Delivery

All bids must be sealed. If delivering in person or sent by delivery service (FedEx/UPS/DHL etc...) use physical address 65 Centerville Road, Warwick, RI 02886, Suite D. If sent via United States Postage Service use mailing address 3275 Post Road Warwick, Rhode Island 02886.

Awards

Awards will be made on the basis of the lowest evaluated or responsive bid price. 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.

Francis M. Gomez
Francis M. Gomez
Purchasing Agent

PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR BID

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 bids 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 bid and hereby enters into a contract with the above party to pay the bid 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: _____
RFQ2023-434

Purchasing Agent

PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR BID

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**

**CITY OF WARWICK
NOTICE TO BIDDERS**

RFQ2023-434 Professional Engineering Services for Wastewater Related Projects

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 bid 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.

The opening of bids 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 bids on that item has been opened, no other bids on that item will be accepted and any such bid 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 bid thereby certifies that no officer, agent, or employee of the City has a pecuniary interest in the bid or has participated in contract negotiations on the part of the City, that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same call for bids, and that the bidder is competing solely in his own behalf without connection with, or obligation to, any undisclosed person or firm.

All bids should be submitted with one (1) original, four (4) 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 “RFQ2023-434 Professional Engineering Services for Wastewater Related Projects.”

Bids 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 bid not properly addressed and identified. No bids will be accepted via facsimile or email.

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.

Should you have any questions, please contact BettyAnne Rogers. Warwick Sewer Authority, at 401-468-4700 or bettyanne.rogers@warwickri.gov.

All bids should be written in ink or typed. If there is a correction with whiteout, the bidder should 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 should indicate the item or part with the deviation and indicate how the bid will deviate from specifications.

The IRS Form W-9 is available on www.warwickri.gov should be completed and submitted with the bid if the bidder falls under IRS requirements to file this form.

Prevailing Wages will apply to this bid. Current rates may be viewed at <http://www.dlt.state.ri.us/pw>.

The successful bidder must comply with all Rhode Island Laws, applicable to 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 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 contractor must keep himself informed of and comply with all laws, ordinances and regulations of the federal, state and municipal governments which may apply and be in force during the life of the contract, in any manner which may affect himself/employees or the conduct of the work or the materials used or employed in the work. Before submitting bids, prospective bidders should examine the terms, covenants and conditions of all codes, permits and laws which may apply. By submitting a bid, the bidder agrees to comply with all pertinent laws/regulations if awarded a contract.

Every contractor and subcontractor awarded a contract for public works, construction, alteration and/or repair, including painting and decorating, or public buildings or public works must submit completed RI Certified Weekly Payroll forms listing employees employed on the project to the awarding authority on a monthly basis for all work completed in the preceding month. These forms may be found at: www.dlt.ri.gov/pw/pwFormsPubs.htm. Certified Payroll forms concerning RI Department of Transportation projects may be submitted on federal forms. However, when a complaint is being investigated by the RI Department of Labor & Training (DLT), the contractor must resubmit the payroll information on the RI Certified Weekly Payroll forms for the entire project.

Awarding authorities, contractors and subcontractors must provide any and all payroll records to the DLT within ten (10) days of any request that is made by the department.

The awarding authority of any public works project will withhold the next scheduled payment to any contractor or subcontractor who fails to comply with the above provisions, as well as any further payments until they comply. The DLT may also impose a penalty of up to \$500 for each calendar day of noncompliance.

Please refer to Rhode Island state laws Section 37-13 for more information.

The successful bidder must provide the City of Warwick with an original **Certificate of Insurance** for General Liability and Professional Liability in a minimum amount of \$1 million, naming the **City of Warwick as the additional insured** and so stated on the certificate with the bid name and bid 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.

Failure to provide adequate insurance coverage within the specified duration of time as set forth is a material breach of contract and grounds for termination of the contract.

If required, the successful bidder will provide said **Certificate of Insurance** within ten (10) calendar days after notification or the City reserves the right to rescind said award.

Prices to be held firm two (2) years from date of award. Term contracts may be extended for one (1) additional term upon mutual agreement unless otherwise stated.

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 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 Purchasing Agent reserves the right to reject any and all bids, to waive any minor deviations or informalities in the bids received, and to accept the bid deemed most favorable to the interest of the City.

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 has 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 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 bid 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 bid 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 Wastewater Related Projects
Warwick Sewer Authority**

I. INTRODUCTION

The City of Warwick Sewer Authority (WSA) is seeking to engage the services of engineering consulting firms ("consultant") located in the general geographic area on an "on call" basis to assist the WSA in the execution of various engineering services for a two (2) year period with an option for a one (1) year extension. The intent of the request is to enable the WSA to have a readily available pool of engineering services consultants in order to expedite the completion of a wide range of wastewater treatment facility and collection system capital improvement and replacement projects.

II. SCOPE OF SERVICES

The scope of services involves the planning, evaluation, assessment, rehabilitation, design, preparation of plans and specifications, bidding assistance, construction administration, resident engineering and inspection associated with the WSA's wastewater system as required. The following are the categories of services required.

- Category A:** Wastewater Collection System Improvements Including Interceptors, Force Mains and Pumping Stations
- Category B:** Wastewater Treatment Facilities Improvements
- Category C:** Wastewater Treatment Facilities Solids Management
- Category D:** Wastewater Treatment Facilities Resource Recovery
- Category E:** Electrical, Mechanical and Structural Engineering
- Category F:** Odor and Corrosion Control
- Category G:** EAM - Enterprise Asset Management
- Category H:** GIS - Geographic Information Systems
- Category I:** Inflow/Infiltration, Flow Monitoring and Illicit Discharge Detection and Elimination Programs
- Category J:** Capacity Management, Operations and Maintenance (CMOM)
- Category K:** Surveying
- Category L:** Construction Administration and Resident Engineer Inspection (including MBE/WBE, prevailing wage and certified payrolls)
- Category M:** Federal and Local Government Grant Writing
- Category N:** Industrial Pretreatment Program Including Rate Studies, Local Limits Derivation and Regulations

Generally, all categories may also include the following work:

- Construction plan review.
- Attendance at meetings with city officials and WSA, presentations at boards, commissions and public meetings.
- Interaction with community, residents and businesses.
- Preparation of reports, technical memoranda, letters and other written materials.
- Assistance in developing Requests for Qualifications/Proposals and bid specifications.
- Review of miscellaneous capital improvement plans and projects.
- Support with asset management technologies, including GIS and other databases.
- Peer review of various engineering plans/studies, surveys and/or reports.
- Consulting support for legal proceedings, public meetings and meetings with regulatory bodies.
- Familiarity with various grant programs and requirements and experience assisting clients with grant applications.
- General technical assistance.

The WSA intends to select several firms based on expertise/qualifications in the specified categories. It is not a requirement that one (1) company be able to provide all the services specified herein. The WSA recognizes that professional consultants specialize in specific areas. The WSA will accept proposals that are limited to that consultant's area(s) of specialization. **Engineering firms must indicate on their submission the category/categories for which they are proposing to provide services.** Proposals not indicating the category/categories being proposed may be considered as non-responsive and rejected.

The selected consultant(s) must be responsive and available to meet the needs of the WSA on a regular and consistent basis, serving as its representative as required over a two (2)-year contract term, with an option to extend the contract one (1) additional year. The consultant(s) must have the experience and depth of resources to complete the project(s) during the next three (3) years.

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 a 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
“RFQ2023-434 Request for Qualifications for Professional Engineering Services for Wastewater Related Projects”

The documents shall be submitted to the Purchasing Division, 65 Centerville Road, Warwick, RI 02886 by 11:00 AM local time on Tuesday, May 16, 2023. Late submissions will not be considered.

B. SUBMITTAL FORMAT OUTLINE

Respondents shall provide the following:

Cover Letter: The cover letter shall identify the company representative 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 on-call services. The letter shall clearly identify the category or categories for which the firm is submitting qualifications. **(Maximum 2 pages)**

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

SECTION I. 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 different services 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 providing wastewater collection, treatment and disposal services to municipalities. **(Maximum 4 pages)**

SECTION II. 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 services in the various categories. 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. The organizational chart may be shown using an 11x17 size page. Individual resumes should be no longer than four (4) pages and included in an appendix. **(Maximum 6 pages, not including resumes)**

SECTION III. Relevant experience: The respondent shall provide a summary narrative and five (5) representative examples of work in each category the respondent would like to be considered. The experience examples should be similar in size and complexity to the WSA’s treatment facility and sewer collection system. Representative projects should be described in detail, list the key personnel that performed the services and the year the project was completed. The respondent may supplement each category with a tabular listing of projects. This table should provide

the project name, the client, a brief description and the year completed. **(Maximum 8 pages for each category)**

SECTION IV. References: For each category(s) the firm is submitting, provide three (3) references with recently verified phone numbers, mailing addresses and email addresses. The same information must be provided by subcontractors, if utilized. **(Maximum 3 pages)**

SECTION V. Project Management: Provide a summary description of the respondent's approach to providing on-call services to the WSA, completing tasks, communicating with the WSA, assigning resources, maintaining schedules, budgets and assuring quality control. **(Maximum 4 pages)**

SECTION VI. 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 (s) 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(s) 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

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 number of respondents sufficient to allow the WSA to achieve the engineering needs in each category.

V. EVALUATION CRITERIA

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

- | | |
|---|-----------|
| 1. Firm qualifications | 20 points |
| 2. Project organization and key personnel | 20 points |
| 3. Relevant experience in a category(s) | 30 points |
| 4. References | 10 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 the WSA's standard Engineering Services Agreement and any certifications attached to this RFQ. The term for the agreement will be two years with an option for a one-year extension. The number of

companies and areas of specialization ultimately retained by the WSA are at the sole discretion of the WSA. Work shall be assigned based on either a task order process or by a request for a scope and fee process at the discretion of the WSA.

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.gov

Questions must be received at least five (5) calendar days prior to the RFQ due date for submissions. Questions received after that date will not be answered. Responses to questions will be provided no later than three (3) days before the RFQ 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

BID AND CONTRACT FORM

TITLE OF SPECIFICATION: RFQ2023-434 Professional Engineering Services for Wastewater Related Projects

I. BID:

WHEREAS, the CITY OF WARWICK has duly asked for bids 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 bid price.

This offer will remain open and irrevocable until the CITY OF WARWICK has accepted this bid or another bid on the specifications or abandoned the project.

The bidder agrees that acceptance by the CITY OF WARWICK will transform the bid into a contract. This bid and contract will be secured by Bonds, if required by the specifications.