

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 Monday, May 1, 2023.
The website address is <http://www.warwickri.gov/bids>.

**CITY OF WARWICK
BIDS REQUESTED FOR**

RFQ2023-448 Independent Cost Estimating

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 Monday, May 1, 2023.

Submissions

Sealed bids will be received by the Purchasing Division no later than **11:00 AM, Monday, May 15, 2023**. The bids will be opened publicly commencing at 11:00 AM on the same day at 65 Centerville Road, Meeting Room 2.

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

Negotiations will commence with the highest scoring firm, per the qualifications sheet. 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.

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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: _____
RFQ2023-448

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**

RFQ2023-448 Independent Cost Estimating

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, six (6) 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 "RFQ2023-448 Independent Cost Estimating."

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 Joanne Cournoyer, City Council Liaison, at 401-921-9566 or joanne.m.cournoyer@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 Automobile 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.

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.

If required, 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 (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, RI

Request for Qualifications for Independent Cost Estimating

I. INTRODUCTION

The City of Warwick (“City”), on behalf of the Warwick City Council, is requesting proposals from qualified firms with extensive experience and knowledge in providing professional services to conduct third party independent cost estimates for educational institution construction projects located in the City.

The City has plans to construct two new high schools, Tollgate High School and Pilgrim High School which require independent cost estimates. The cost estimating services shall include, but not be limited to, review of schematic level design drawings, project manual specifications, and Rhode Island Department of Education (RIDE) Stage II Submission Volumes 1-3, which include Design & Construction Cost Projections, RIDE Stage II Supplement, Unit pricing, and peer review of total costs.

II. SCOPE OF SERVICES

In general, the selected firm will be required to perform the following for each new high school:

- A. Review all existing documentation and provide independent cost estimates for each of the proposed high schools.
- B. Independent cost estimates shall be prepared in accordance with Association for the Advancement of Cost Engineering (AACE) Recommended Practices 17R-97 and 56R-08.
- C. Independent cost estimates shall be developed based on existing schematic design phase drawings. See attachments.
- D. Cost estimates shall be provided in a manner that allows for comparison with previously received estimates. See attachments.
- E. Attend City Council meetings as needed to present, compare, evaluate, and confirm costs with the City.

III. INFORMATION PROVIDED BY THE CITY OF WARWICK

In the attachments the City has provided the following for each of the proposed high schools: Rhode Island Department of Education (RIDE) Stage II Submission Volume 1-3, RIDE Stage II Supplement, Unit Pricing, Peer Review Totals.

IV. SUBMITTALS

In order to be considered, the response to this RFQ must be complete. Partial or incomplete responses will not be considered. Responses should be concise, clear, and relevant. Submittals must be bounded on 8.5” X 11” white paper with pages numbered. A cover letter and table of contents with corresponding tabs should be included to identify each section. Proposals shall be submitted following the format of the evaluation criteria. **One**

(1) original, six (6) printed copies and one (1) electronic copy on a flash drive shall be provided to the City.

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. This will be a qualification based selection process which will be based on, but not limited to, the evaluation criteria outlined in this document.

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.

V. **MAILING ADDRESS AND CONTACT INFORMATION**

Individuals responding to this solicitation must arrange for delivery of qualification statements no later than 11:00AM on Monday, May 15, 2023.

Mailed (USPS, UPS, FedEx, etc.) submissions may be sent to the following address

ATTN:
City of Warwick
Purchasing Division
3275 Post Road
Warwick, RI 02886

In-person submissions can be brought to the following address

City of Warwick
Purchasing Division
65 Centerville Rd. Suite D
Warwick, RI 02886

All inquiries regarding this request for qualifications should be directed to the City of Warwick Purchasing Division e-mail: bids@warwickri.gov.

EVALUATION SCORE SHEET

A review committee designated by the City Council will rate each proposal based on a **maximum of 100 points** on the criteria outlined herein. All points indicated are the maximum available. Scores may be pro-rated or scaled in each category by the reviewing party. Scores will then be combined and firm(s) selected based on a ranking of the combined average score.

Evaluation criteria for selection will include the following:

1. _____ Firms Experience and Qualifications (**30 Points**)
 - a. Identify all proposed Key Personnel to include:
 - i. Task Leader
 - ii. Lead Estimator
 - iii. Discipline Cost Estimators (e.g. Architectural, Mechanical, Electrical, Civil, etc.)
 - b. Resumes for Key Personnel to include:
 - i. Name, title, education, description of qualifications, associations, number of years with firm, and brief overview of professional experience and expertise.
 - ii. Brief overview of estimating tools, specialized estimating software and cost databases utilized and level of proficiency with those tools.
 - iii. Detailed description of capabilities and project experience.
 - iv. Role in projects relevant to Scope of Services in this RFQ.
 - v. All active projects assigned in 2023 and percentage of time allocated to those projects.

2. _____ Similar Projects and Past Performance (**30 Points**)
 - a. Five (5) completed independent construction cost estimates for similar and relevant projects in the past five (5) years similar to scope of services in this RFQ.
 - b. Proposed Task Leader and Lead Estimator must be employees of the submitting firm.
 - c. Information for each project referenced shall include:
 - i. Name of owner and project location.
 - ii. Reference contact information (phone numbers and email)
 - iii. Year, duration of assignment, and completion date.
 - iv. Detailed description of project.
 - v. Explanation why project is similar to scope in this RFQ.
 - vi. Respondent's role and Key Personnel responsibilities.
 - vii. Independent cost estimate, not as part of design team.
 - d. Provide cost estimate information for total of eight (8) projects including the five (5) submitted as part of Section 2 (a) above.

- e. The accuracy of the cost estimates, comparing the estimate developed by the Respondent to the design engineer's estimates and approved construction awards (third party estimate).
- f. Provide all project data being requested. N/A is not an acceptable response.

3. _____ Project Understanding and Approach **(30 Points)**

- a. Detailed approach describing how Respondent will technically execute and complete services sought in this RFQ.
- b. Innovative approaches, ideas, and recommendations.
- c. Steps and methods, techniques, and tools to prepare independent estimates with the expected accuracy.
- d. Independent estimate at schematic design phase shall be Class 4 in accordance with Association for the Advancement of Cost Engineering (AACE) Recommended Practices 17R-97 and 56R-08.
- e. Provide answers to the following:
 - i. Factors influencing contractor bids and price proposals and how those factors affect the City's ability to fund projects.
 - ii. Understanding of Respondent's role.
 - iii. Approach for high quality and accurate ICE (\geq \$300 million projects)
 - iv. Familiarity with State of Rhode Island construction market and local construction codes/ practices.
 - v. Understanding of availability of local, regional and national contractors.
 - vi. Understanding of recent pricing and bidding trends for the Rhode Island and northeastern region markets as they relate to educational institution construction projects.
 - vii. Understanding of pricing trends for equipment, materials and labor as it relates to its influence on pricing.
 - viii. Approach to coordinating with existing design team to maximize benefit from developing an independent estimate.
 - ix. Identify risks associated with preparing independent estimates at schematic design for projects with construction value \geq \$300million.

4. _____ Overall quality of the proposal. Content is organized. Respondent followed Instructions. **(10 Points)**

VI. ATTACHMENTS

A. Tollgate High School

1. Rhode Island Department of Education, Stage II Submission, Volume 1-3
2. Rhode Island Department of Education Stage II Supplement (Document combines both schools.)
3. Unit Pricing
4. Career Technical Center Unit Pricing
5. Peer Review Totals

B. Pilgrim High School

1. Rhode Island Department of Education, Stage II Submission, Volume 1-3
2. Rhode Island Department of Education Stage II Supplement (Document combines both schools.)
3. Unit Pricing
4. Peer Review Totals

CITY OF WARWICK
BID AND CONTRACT FORM

TITLE OF SPECIFICATION: RFQ2023-448 Independent Cost Estimating

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.

Qualifications as Submitted