

**Board of Trustees of the  
Warwick Public Library**

**Bid #2021L-06 Architectural Services for the Central Library, the Apponaug  
Branch Library, the Norwood Branch Library, and the Conimicut Branch Library**

**Request for Bids**

Specifications are available in the Administrative Office, Warwick Public Library, 600 Sandy Lane, Warwick, RI, Monday through Friday, 9:00 AM until 4:00 PM on or after April 5. They may also be obtained on the City of Warwick's website <http://www.warwickri.gov/bids>.

Sealed bids will be received in the Administrative Office, Warwick Public Library, 600 Sandy Lane, Warwick, RI 02889 until **3:00 PM on Monday, April 19, 2021**. The bids will be opened publicly commencing at 3:00 PM on the same day in the Administrative Office, Warwick Public Library.

The bidder 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 in the event of noncompliance the Library 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 Library or City has a pecuniary interest in the bid or has participated in contract negotiations on the part of the Library, 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 two (2) originals in a sealed envelope. The exterior of the envelope shall be plainly marked to include: Your Company Name and Bid #2021L-06 Architectural Services for the Central Library, the Apponaug Branch Library, the Norwood Branch Library, and the Conimicut Branch Library. 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 shall be accepted via fax or email.

All questions pertaining to these specifications should be referred to Jana Stevenson, Director, Warwick Public Library, 600 Sandy Lane, Warwick, RI 02889, 401-921-9759.

Any deviation from the specifications must be noted in writing and attached as part of the bid. The Bidder shall indicate the item or part with the deviation and indicate how the bid will deviate from the specifications.

Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it is opened.

The successful bidder must provide the City of Warwick Public Library with an original certificate of insurance for General 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 number.

~~The successful bidder must furnish a labor and material bond, and a performance bond in the amount of 100% of the cost of the project within ten (10) calendar days after notification of award or the Library reserves the right to rescind said award.~~

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

The contractor must carry sufficient liability insurance and agree to indemnify the Library against all claims of any nature, which might arise as a result of his operations or conduct of work.

The IRS Form W-9 must be completed and submitted with the bid if the bidder falls under IRS requirements to file this form.

Prices to be held firm May 1, 2021 to May 1, 2022. The Warwick Public Library Board of Trustees reserves the right to award this contract as a one (1) or two (2) year at its discretion. Term contracts may be extended for one (1) additional term upon mutual agreement unless otherwise stated.

The Library 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.

Awards shall be made on the basis of the lowest evaluated or responsive bid price. The Board of Trustees of the Warwick Public Library is not obligated to accept the lowest bid and reserves the right to reject any and all bids or amend the scope of the project.

The Library reserves the right to terminate the contract or any part of the contract in the best interests of the Library, upon 30-day notice to the contractor. The Library shall incur no liability for materials or services not yet ordered if it terminates in the best interests of the Library. If the Library terminates in the interests of the Library after an order for materials or services has been placed, the contractor shall 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.

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 Library, shall be the sole responsibility of and shall be borne by the respondent.

If the respondent is awarded a contract in accordance with this solicitation and the respondent's bid or response, and if the respondent fails or refuses to satisfy fully all of the respondent's obligations there under, the Warwick Public Library shall be entitled to recover from the respondent any losses, damages or costs incurred by the Library as a result of such failure or refusal.

The Library 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.

Board of Trustees  
Warwick Public Library

**Bid #2021L-06 Architectural Services for the Central Library, the Apponaug Branch Library, the Norwood Branch Library, and the Conimicut Branch Library**

**I. Project description**

The Board of Trustees of the Warwick Public Library invites bids from qualified architectural firms to provide Design Consultant Services for Renovations at the Central Library, the Apponaug Branch Library, the Norwood Branch Library, and the Conimicut Branch Library.

**II. Background**

The Warwick Library is seeking architectural consulting services on an as needed basis for potential renovations at all Warwick Public Library locations with a focus on accessibility, environmental efficiency, and modernization of library services.

**III. Specific services sought**

1. Measure/draft existing conditions
2. Review codes/ordinances for accessibility.
3. Prepare floor plans for expansion schemes
4. Prepare budget

**IV. Scope of Services**

1. Provide complete professional design and related services, specifically:
  - a. Plans and specifications
  - b. Shop drawings and product data review and approval
  - c. Periodic site visits throughout the construction period for monitoring of conformance to design, intent, and requirements.
  - d. Attendance at any/all job site meetings that may or may not be coordinated with site visits.
  - e. Design services relating to the Value Engineering/Cost Savings process.
  - f. Coordination of design with all City and State governmental agencies having jurisdiction as related to building codes, zoning, environment, etc., including any preconstruction reviews and approvals.
  - g. Provide support services as required (meetings, alternative design schemes, etc.) and prepare presentation (if required) throughout the preconstruction period.
  - h. Development of bid alternatives as is necessary to keep within budget.
  - i. Analysis of alternatives and substitutions developed during design, bidding, and award stages to keep within budget.
  - j. Attendance at any/all City and Library meetings as required.
2. The proposal submitted shall be **an hourly rate** for consulting services.

3. The hourly rate may be part of a lump sum fee when working on larger projects.

The selected architectural firm contract will be with the Warwick Public Library Board of Trustees. Coordination and supervision will be by the Warwick Library and relevant City of Warwick departments.

#### **V. Site Visit**

Respondents to this request who wish to visit the Library may do so, during regular library hours, and by appointment only. Contact Jana Stevenson, Library Director, 401-921-9759.

#### **VI. Selection process**

All bids must be received at the Library in the office of the Director by 3:00 PM, Monday, April 19, 2021, at which time they will be opened publicly.

Awards shall be made on the basis of the lowest evaluated or responsive bid price. The Board of Trustees of the Warwick Public Library is not obligated to accept the lowest bid and reserves the right to reject any and all bids or amend the scope of the project.

Bid evaluations will consider costs, qualifications and experience of the respondent.

#### **VII. Bid requirements**

All bids must include a completed bid form and two references, with similar projects or of similar type (public entity).

**BID PROPOSAL FORM**

**Warwick Public Library**

**Bid #2021L-06 Architectural Services for the Central Library, the Apponaug Branch Library, the Norwood Branch Library, and the Conimicut Branch Library**

Architectural Firm Name: \_\_\_\_\_

Firm's Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax or e-mail: \_\_\_\_\_

The undersigned propose to furnish consulting services as described in Bid #2021L-06 Architectural Services for the Central Library, the Apponaug Branch Library, the Norwood Branch Library, and the Conimicut Branch Library for the Warwick Public Library located on 600 Sandy Lane, in Warwick, RI.

Hourly Rate: \$ \_\_\_\_\_

**List 2 references** for similar contracts including names and contact information.

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Please submit bid proposal and any supporting materials in duplicate.**