

Patricia A. Peshka
Purchasing Agent



Scott Avedisian
Mayor

City of Warwick
Purchasing Division
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, April 10, 2017. The website address is <http://www.warwickri.gov/bids>.

**CITY OF WARWICK
PROPOSALS REQUESTED FOR**

RFP2017-301 Consulting Services for 2017 Stormwater Mapping & Inspections

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Monday, April 10, 2017. Please note that our office will be closing at noon on Friday, April 14, 2017.

Sealed proposals will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until 11:00 AM, Friday, April 21, 2017. The proposals will be opened publicly commencing at 11:00 AM on the same day in the Lower Level Conference Room, Warwick City Hall.

Awards shall 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.

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.

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PLEASE SUBMIT THIS PAGE 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 (delete if inapplicable), 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: _____
RFP2017-301

Purchasing Agent

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 statutes, 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**

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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 shall be accepted via facsimile or email.

The opening of proposals shall be in the order established by the posted agenda and the agenda shall 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 shall 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 should be submitted with one (1) original and one (1) copy in a sealed envelope, which should read: *YOUR COMPANY NAME* plainly marked on the exterior of the envelope as well as “RFP2017-301 Consulting Services for 2017 Stormwater Mapping & Inspections.”

Should you have any questions, please contact Eric Earls, Engineering, 925 Sandy Lane, Warwick, RI at 401-921-9605.

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 shall 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. The certificate of insurance must name the *City of Warwick as the additional insured* and so stated on the certificate with the proposal name and proposal 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.

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 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 shall 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 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.

No extra charges for delivery, handling or other services will be honored. All claims for damage in transit shall 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 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 respondents proposal or response and if the respondent fails or refuses to satisfy fully all of the respondents obligations thereunder, the City of Warwick shall 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 shall 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.

REQUEST FOR PROPOSALS (RFP) FOR CONSULTING SERVICES

2017 STORMWATER MAPPING AND INSPECTIONS

The City of Warwick is seeking assistance for consulting services for stormwater mapping and inspection associated with the requirements of the City's Municipal Separate Storm Sewer System (MS4) General Permit and the City's Consent Agreement with the Rhode Island Department of Environmental Management (RIDEM).

Program Goals:

- Provide direct assistance to help Warwick map their stormwater system, including locating and mapping catch basins, manholes, outfalls, pipes (including flow direction and size), and structural BMPs, as necessary.
- Provide Warwick with data collection and management, specifically managing the GIS platform.
- Provide Warwick with connectivity and/or catchment analysis, particularly as part of the first phase of a TMDL implementation plan.
- Provide Warwick with catch basin and manhole inspections for illicit connections and non-stormwater discharges, and inspecting outfalls for evidence of illicit discharges.
- Identify opportunities to coordinate on a regional or watershed level with other MS4 operators, specifically the Rhode Island Department of Transportation (RIDOT) and adjacent municipalities.

PART ONE: SCOPE OF SERVICES

The City of Warwick is soliciting qualification statements for professional consulting services to assist with mapping and inspection of the stormwater drainage system. The agreement will be on a lump sum, fixed price basis (or cost reimbursement "not to exceed" basis).

The services to be provided will include, but are not limited to:

1. Map the City's stormwater system, including locating and mapping catch basins, manholes, outfalls, pipes (including flow direction and size), and structural BMPs, as necessary.
2. This information shall be incorporated into the City's existing GIS data. New data shall match the City's format for navigability and content.
3. Inspecting catch basins and manholes for illicit connections and non-stormwater discharges, and inspecting outfalls for evidence of illicit discharges, as needed. Use the City's inspections form for all structures and outfalls.
4. Utilize the City's existing paper maps to verify locations and connections.
5. Identify the stormwater catchment areas and incorporate these areas into the GIS maps.

This bid provides a unit price per structure. This unit price shall include all of the above-referenced information. The City has assumed a value of two-thousand (2,000) structures. This is an approximate value and the City reserves the right to alter this value based on the results of the bid and available funding. The areas to be addresses will be at the discretion of the City, however, they will primarily be located in the area identified as “2018 Inspection Area” on the figure attached.

Any police details necessary to complete the Contract shall be coordinated by the Consultant with the Engineering Department. The cost for these details will be paid for by the City directly to the Police Department. Should Police details be requested by the Consultant directly; the Consultant shall solely bear the cost and will not be reimbursed by the City.

The Consultant shall work with the City’s Engineering Department to develop a plan to maximize efficiency and provide the best value to the City. Coordination with the City staff shall be incorporated into the unit bid prices.

PART TWO: REQUEST FOR QUALIFICATION STATEMENTS

The following information should be included under the title “Request for Proposals – 2017 Stormwater Mapping”:

1. Name of Respondent
2. Respondent address
3. Respondent telephone number
4. Respondent federal tax identification number
5. Name, title address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Respondent on behalf of the Respondent.

Contents of RFP

Respondents should letter and number responses exactly as the questions are presented herein. Interested respondents are invited to submit RFPs that contain the following information:

1. Introduction (transmittal letter)
2. Background and Experience
3. Specialized Knowledge
4. Personnel/Professional Qualifications

1. Introduction (transmittal letter)

By signing the letter, the Respondent certifies that the signatory is authorized to bind the Respondent. The RFP response should include:

- a. A brief statement of the Respondent's understanding of the scope of the work to be performed;
- b. A confirmation that the Respondent meets the appropriate state licensing requirements to practice in the State of Rhode Island;
- c. A confirmation that the Respondent has not had a record of substandard work within the last five years;
- d. A confirmation that the Respondent has not engaged in any unethical practices within the last five years;
- e. A confirmation that, if awarded the contract, the Respondent acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;
- f. Any other information that the Respondent feels appropriate;
- g. The signature of an individual who is authorized to provide information of this nature in the name of the Respondent submitting the RFP.

2. Background and Experience

Respondents should:

- a. Describe Respondent's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership.
- b. Describe the firm's workload and current capacity to accomplish the work in the required time.
- c. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of Respondent's firm to handle the proposed project(s).
- d. Provide current information on professional errors and omissions coverage carried by Respondent's firm, including amount of coverage.
- e. Provide evidence of adequate financial stability through certified financial statements, including a balance sheet and income statement. The City reserves the right to request any additional information to assure itself of a Respondent's financial status.

3. Specialized Knowledge

Respondents should:

- a. Describe their knowledge and experience in the particular types of projects described in Part One.
- b. Provide a list of similar types of projects with appropriate contact information for each project.

4. Personnel/Professional Qualifications

Respondents should:

- a. Identify staff members who would be assigned to act for Respondent's firm in key management and field positions providing the services described in Part One: Scope of Services, and the functions to be performed by each.

- b. Include resumes or curriculum vitae of each such staff member designated above, including name, position, telephone number, fax number, email address, education, and years and type of experience.

PART THREE: SELECTION CRITERIA

The City of Warwick shall evaluate each potential contractor in terms of its:

1. Professional qualifications necessary for satisfactory performance of required services
2. Specialized experience and technical competence in the type of work required
3. Previous work experience and experience with the MS4 Program and its requirements for inspections and mapping.

Respondents will be evaluated on the basis of the written materials submitted and according to the following factors:

1. Cost 60 pts.
2. Experience of the firm with this particular type of project(s) 40 pts.
 - a. Similar type of work
 - b. Quality of work (show proven results if possible)
 - c. References

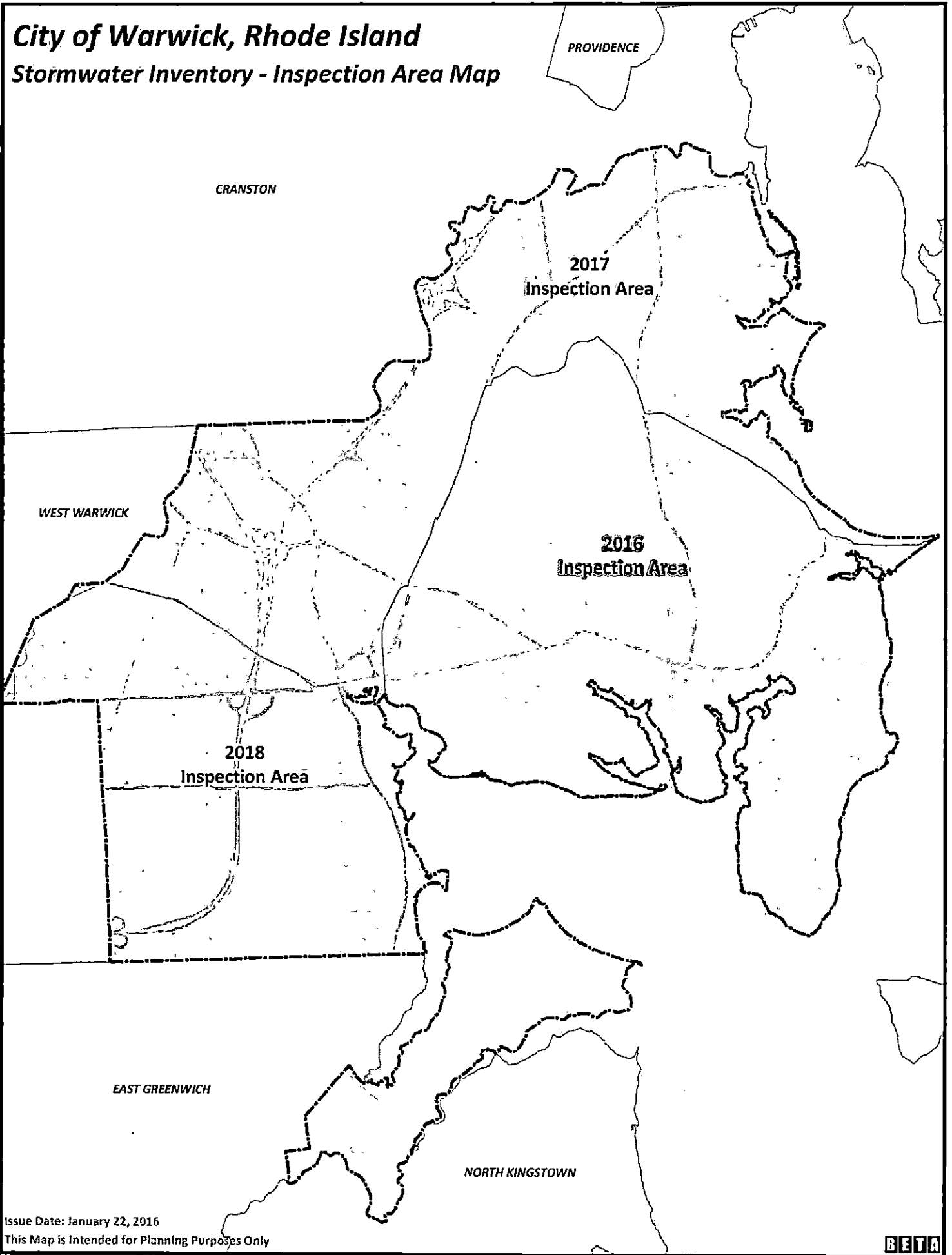
Oral interviews may be held with the top ranking firms, as necessary. As a result of the rankings and interviews, the City will determine which firm will be awarded the contract. Unsuccessful firms will be notified as soon as possible.

Questions should be addressed to Eric J. Earls, P.E. at 401-921-9605. Responses to this RFP should be hand-delivered or mailed to the Purchasing Office, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886.

Responses to this RFP must be received no later than April 21, 2017. Please state "2017 Stormwater Mapping" on the cover.

FIGURES
ON
ATTACHED
MAP

City of Warwick, Rhode Island
Stormwater Inventory - Inspection Area Map



Issue Date: January 22, 2016
This Map is Intended for Planning Purposes Only

CITY OF WARWICK

PROPOSAL AND CONTRACT FORM

TITLE OF SPECIFICATION: RFP2017-301 Consulting Services for 2017 Stormwater Mapping & Inspections

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 below 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 below;

This offer shall 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 below by the CITY OF WARWICK shall transform the proposal into a contract. This proposal and contract shall be secured by Bonds, if required by the specifications.

Catch basin, Manhole, Outfall, BMP, etc

$$2,000 \text{ Structures} \times \$ \frac{\quad}{\text{Cost/per unit}} = \$ \frac{\quad}{\text{Total Cost}}$$

NOTE: In case of discrepancy between cost/per unit and total cost, the cost/per unit shall govern