

Board of Trustees of the Warwick Public Library

Bid #2022L-03 Landscape Architectural Services

Specifications are available in the Administrative Office, Warwick Public Library, 600 Sandy Lane, Warwick, RI, Monday through Friday, 9:00 AM to 4:00 PM on or after October 8, 2021. Specifications 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 **11:00 AM on Friday, November 5, 2021**. The bids will be opened publicly commencing at 11:00 AM 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 #2022L-03 Landscape Architectural Services**. 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.

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 November 5, 2021 to June 30, 2022.

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.

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.

Bid #2022L-03 Landscape Architectural Services

I. Project description

The Board of Trustees of the Warwick Public Library invites bids from qualified landscape architectural firms to provide design consultation services for hardscaping and revitalization of the Library Garden. The project includes creating a design for the existing library garden to have seating, tables, platforms for events or performers, electricity outlets, and relaxation space. The awarded agency will lead the project; provide drawings of the space with additions listed above; assist in obtaining the materials; and in the installation of the materials.

II. Background

When the garden was established in 2000, it was an award winning design and a jewel in the community. After 20 years of growth, the trees have become overcrowded and diseased, and the under plantings are virtually nonexistent. The Library is working with the URI Master Gardener Program and trained volunteers from the community to revitalize the space. The Library is also focused on creating usable outside spaces with seating and WiFi access. The garden will be a place to work, play, learn, and read for the community.

III. Specific services sought

1. Design and draft landscaping and hardscaping.
2. Provide suggestions for how to manage existing trees and large shrubs.
3. Installation of landscaping and hardscaping.

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.

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

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 11:00 AM, Friday, November 5, 2021, at which time they will be opened publicly.

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 of public entity.

BID PROPOSAL FORM

Warwick Public Library

Bid #2022L-03 Landscape Architectural Services

Architectural Firm Name: _____

Firm's Address: _____

Phone: _____ e-mail: _____

The undersigned propose to furnish consulting services as described in Bid #2022L-03 Landscape Architectural Services for the Warwick Public Library located on 600 Sandy Lane, in Warwick, RI.

Price: \$ _____

Timeline: _____

Attach 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.