

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, January 4, 2024. The website address is <http://www.warwickri.gov/bids>.

**CITY OF WARWICK
BIDS REQUESTED FOR**

Bid2024-341 Traffic Safety Camera Program

Specifications

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Thursday, January 4, 2024. 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.

Submissions

All bids should be submitted with one (1) original and two (2) copies in a sealed envelope (total of three (3) copies), which should read: **YOUR COMPANY NAME** plainly marked on the exterior of the envelope as well as "**Bid2024-341 Traffic Safety Camera Program**". No bids will be accepted via Facsimile or email. All bids must be sealed. Sealed bids will be received by the Purchasing Division no later than 11:00 AM, Thursday, February 1, 2024. The bids will be opened publicly commencing at 11:00 AM on the same day at 65 Centerville Road, Meeting Room 2.

Delivery

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 Postal 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.

Questions

Please direct questions related to the bidding process, how to fill out forms, and how to submit a bid (Pages 1-8) to the Purchasing Division.

- Email: Bids@warwickri.gov
- Phone: 401-738-2013

Please direct all questions related to the specifications outlined (beginning on page 9) to the issuing department's subject matter expert:

- Name: Michael Lima
- Title: Deputy Chief, Warwick Police Department
- Phone: 401-468-4225
- Email: michael.lima@warwickri.gov

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.

Original Signature on File

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.

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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: _____

Bid 2024-341

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**

Bid 2024-341 Traffic Safety Camera Program

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.

All bids should be written in ink or typed. If there is a correction with whiteout, the bidder should initial the change.

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.

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.

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.

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

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 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.

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 successful bidder must provide the City of Warwick with an original **Certificate of Insurance** for General 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 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 **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 for 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 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.

PLEASE COMPLETE THIS PAGE AND SUBMIT WITH YOUR BID

PRICING MAY NOT BE CONFIDENTIAL

CITY OF WARWICK

BID AND CONTRACT FORM

TITLE OF SPECIFICATION: Bid2024-341 Traffic Safety Camera Program

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.

**REQUEST FOR PROPOSAL:
WARWICK POLICE TRAFFIC SAFETY CAMERA PROGRAM**

I. Introduction

The City of Warwick, Rhode Island (City) requests proposals from qualified companies for a traffic safety camera program. The City intends to have both intersection safety cameras and speed photo enforcement cameras for the purpose of increasing public safety through the enforcement of traffic laws associated with speeding and red-light traffic signals. The goal of the Warwick Police Department is to reduce the number of collisions and related injuries within the City of Warwick.

II. Project Background & Scope

To achieve these goals, the City will work with the selected company to deploy a turnkey program for traffic and speed safety cameras as specified in this RFP.

All fees paid to the awarded company shall comply with RI State Law. The City will at no time pay for any equipment, service or maintenance. This must comply with financial stipulations set forth in RI General Law 31-41.3-6.

The preferred contract term would be for an initial five (5) years with an additional five (5) year extension at the City's sole discretion.

The City is requesting sealed proposals for the furnishing, installing, implementing and maintaining a turnkey automated traffic and speed camera enforcement system (system) to improve public safety.

The system shall be able to monitor, detect and record violations and shall include post processing features and documentation suitable to support the issuance of citations in accordance with the Law.

Services Required

The City expects to acquire "turnkey services" as outlined below. The services sought from qualified companies should include the following:

Community Outreach

The awarded company shall develop a public information and community outreach campaign to bring awareness to the new traffic safety camera program, encourage traffic safety, and increase awareness to the dangers associated with traffic violations.

This campaign should include, but may not be limited to, press releases, brochures, public service announcements, on-line, social media, etc.

Site Selection

The City has not pre-selected any locations for the system installations.

The successful company will work with the City to determine an initial list of candidate sites. The methods used to select sites shall include, but may not be limited to, intersection traffic studies, reported accidents, school zones, violation studies and pre-installation site monitoring. Final site selection will be mutually determined by the City and the selected company. Over time, the City may require that additional systems be installed based on surveys of locations. These installations will be without additional cost to the City.

Installation

The proposal must be a complete turnkey system, including supply, installation, implementation, and maintenance of all equipment necessary for the operation of an automated photo enforcement program as well as a citation processing system that is fully compliant with Federal, State and local laws, specifically RI General Statute 31-41.3

All costs associated with this project, such as construction, installation, maintenance, engineering, operational equipment and contractor services shall be at company's cost and the company's sole expense.

The successful Company shall coordinate all work with all the City departments necessary.

The Company must provide installation drawings, stamped by a licensed civil engineer certified in the state of Rhode Island, and prepare any permit application, design drawings or other documents required by the City or other regulatory entities. All work shall be in accordance with Federal, State and local regulations.

A program schedule shall be included with the proposal, including major program tasks and milestones and the time frame for completion of each.

Preference will be given to those companies with experience in installed programs in the state of Rhode Island.

Installation will include required signage as indicated in RI General Law

Operation and Specifications – Technological and Customer Service

All camera and speed systems components operation should be synchronized to a single, standard, independent, external and verifiable time and date source.

The equipment shall utilize the latest technology to capture images of the violation as well as a color video clip which captures the signal cycling through all phases of the violation. The license plate number and details shall be clearly visible in the images. The system shall have the capability to compensate for the effects of license plate covers and the effects of reflective material on license plates.

The system must imprint violation information on the image at the point-of-capture. Information specific to the violation must include, but is not limited to: location, date, vehicle speed, duration of the red phase, duration of the amber phase and elapse time between images.

The system must provide the ability to download a video of any accidents at monitored intersections within minutes of a request by authorized personnel.

The System should be capable of being flexibly configured to address the specific number of lanes to be enforced at each direction of travel at the site, including straight through violations, left-turn, double left-turn, right-on-red violations, simultaneous violations and consecutive violations by multiple vehicles

Cameras shall have the ability to operate effectively during all lighting and weather conditions, including extreme heat and cold, fog, rain, snow, high humidity and power outage. Cameras and associated equipment shall be enclosed in lockable, weather and vandal resistant housing. Photographs taken in darkness and low lighting conditions shall not be illuminated using floodlights.

From point of data capture, all violation photos and accompanying videos must be capable of secure storage and transmission, and capable of maintaining a secure chain of evidence. Companies shall briefly describe their approach to accomplishing this in their bid submission.

The selected company shall provide and maintain the necessary computer equipment for the Police Department personnel to be able to review evidence packages and approve citations along with a complete court interface.

Technology

- System can capture both concurrent and simultaneous violations across multiple lanes
- System that identifies the violation by lane. No misidentification of violation
- System that can monitor multiple red light phases including left turn, straight through and right turn as well as No Turn on Red.
- System which can capture low speed red light violations.
- Detection system that uses a mapping radar system for both red light and speed enforcement. Laser or video detection is not preferred
- System must have some form of secondary speed verification. Second speed sensor or time over distance capability
- Hi-resolution still cameras (20MP or greater) with flash appropriate
- Hi-definition 24/7 1080p or greater video that is streaming and customer recall for at least 30 days on demand
- Vendors must supply image samples with their proposal

Customer Service

- US based Violator call center with EST time coordination
- Violation review portal –web based
- Dedicated account manager
- Local maintenance staff for repairs
- Liquidated damages if systems not repaired within 48 hours of problem identification
- Up to 30 day FREE warning period
- Address scrub for all returned mail (FREE) and readdressing
- Final notice mailing (Pre-collections letter)

Mobile Speed Enforcement

While each intersection camera must be able to enforce for speed, the City desires to have a mobile option that can be deployed in a vehicle and moved throughout the City to enforce speeding in various trouble spots.

Company shall submit images and a detailed list of all equipment provided with each solution.

For each mobile speed enforcement solution, the vehicles shall have the following minimum requirements:

- Must be registered, insured and inspected;
- All electronic equipment necessary for operations;
- Signage indicating that an automated photo enforcement system is being utilized;
- Record data pertinent to each violation in a flexibly configured data bar that is embedded with each scene, license plate and any additional information/images/video that may be used to prove the violation.
-

Citation Development, Payments and Processing

The successful company will work with the Warwick Police Department to determine, in detail, the elements that will constitute evidence of a violation. Also, they will work with the Court, Police and Law Departments to determine the contents of the citation that will be mailed to registered vehicle owners in violation.

The company will obtain in-state and out-of-state vehicle registration information using the Rhode Island Department of Motor Vehicles and/or the International Justice and Public Safety Network (NLETS). The Company must be an NLETS Strategic Partner and cannot rely on a third party to perform this service.

All accesses to the violation processing system for the purpose of pre-processing evidence, police authorization, notice printing, payments tracking, and generation of courts evidence packages should be Internet based and should be accessible 24 X 7 for authorized users.

The successful company will be expected to provide a web-based solution for violators to view video and high resolution color images of the violation. The website must allow online payments, and must serve as a resource of information about the program and violation process.

Printing and mailing of duly authorized citations to registered vehicle owners for payment, including secondary follow up citations for those offenders that do not respond to the initial mailing, is required. This shall be the responsibility of the successful company and may not be subcontracted.

The company shall be responsible for the collection of delinquent debt. The company shall act in accordance with will all Federal and State law with regards to collection practices and only engage collection firms with a Better Business Bureau Accreditation.

The company must provide the ability for offenders to pay for their violations online, via telephone, at a kiosk located at Warwick City Hall, or by mail to a Warwick City Hall, 3275 Post Rd, Warwick, RI 02886

The company shall provide a supported 800 toll free help line for violators that shall be provided in multiple languages (preferably English, Portuguese and Spanish). The proposer shall provide details related to their resources and experience in providing customer service in multiple languages.

The company will provide, at its own expense, experts as may be needed by the City to testify as to the accuracy, operations, and reliability of the enforcement camera system and related equipment for contested violations.

Maintenance

The Company shall be responsible for the cost of all maintenance on the system and will ensure the system is operating properly on a continuing basis, remotely and/or on-site as needed. Problems shall be documented and remedied within forty-eight (48) hours, including weekends and holidays.

At the Company's expense, the system shall undergo an annual calibration check performed by an independent calibration laboratory. A certificate of calibration shall be issued by the independent calibration laboratory, which will be kept on file at the City of Warwick's Police Department. Each Camera shall have the ability to self-test its calibration prior to producing a recorded image.

Training

Company shall provide a comprehensive training program for all persons involved in the administrative or operation of the system. The company shall provide a complete description of the proposed training which is included in their proposal. Training is to be complete prior to the issuance of any violations.

Reporting

The proposer's processing system should be capable of immediately generating operations reports 24X7 including but not limited to:

- Number of violations recorded;

- Count of violations where notices not prepared;
- Notices prepared and mailed
- Status of notices issued (paid, outstanding, canceled, reissued and so forth);
- Camera equipment hours of service and hours lost;
- Number and description of camera or other equipment malfunctions;
- Real-time traffic volume and vehicle counts;
- Real-time violation graphs and chart by individual lane;
- Violations by time of day;
- Violations by day of week.

In support of the City's program oversight, the successful company will provide monthly and on-demand summary program metrics to the City that will include, at a minimum, the following:

- Number of events recorded, by intersection approach and in total;
- Number of events not billable, by intersection approach and in total;
- Number of events forwarded to police;
- Number of citations authorized and mailed, by month of issuance;
- Number of citations returned as undeliverable;
- Total revenue, broken out by:
 - Total dollar amount collected.
 - Dollar amount kept by the Company.
 - Dollar amount remitted to the City.

A web-based reporting system is preferred.

Other related services

Company shall retain, maintain and protect all information that is confidential or protected under Federal or State law, regulation or decree and describe in their proposal how this is accomplished.

The company shall retain violation data, photos and recordings for the minimum number of years as required by state law.

Financial Proposal

Proposals shall have an itemization that will detail all costs associated with the traffic enforcement system, such as design and engineering, equipment, installation and estimated ongoing maintenance costs.

Companies shall submit a financial proposal that will outline the proposers estimated costs and expenses, profit margin and their estimate as to the revenue the City can expect to realize. Please indicate clearly if this is an estimate or a guaranteed amount of revenue.

Proposal shall include a provision that upon termination of the contract, all equipment will be removed from the City at no cost to the City.

Contract Terms

The term of the initial contract with the City shall be for five (5) years. The City reserves the right to renew the contract for an additional five (5) years at its sole discretion.

The contract may be terminated by mutual consent of the parties, or at the City's discretion, upon a thirty day written notice. Upon contract expiration or cancellation, the company shall arrange, either with its own workers or with a separate contractor, to remove equipment from City property at no expense to the City.

Vendor Contracts

Companies submitting proposals shall include copies of current contracts with municipalities. These will be used by the City to randomly select references to contact.

III. Submittal Requirements

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 of Warwick. This will be a qualification based selection process which will be based on, but not limited to, the following factors: experience working on similar projects, years of experience in the industry, availability, and recent similar projects. During the project, it is the City's intention to have the Chief of Police serve as the point of contact for all discussion relating to the development of the traffic safety camera program.

IV. FORMAT

Vendors responding to this Request for Proposal, in addition to other documentation and information as required herein, shall provide the following:

1. Letter of transmittal including name, address, and telephone number of firm, including the location of the office that will directly contract for the work
2. Title page
3. Table of Contents
4. Brief history of the firm including:
 - a. Years in business as an established firm
 - b. Firm principals
 - c. Size of firm (denote partnerships or subcontractors necessary to facilitate full- service scope)

- d. The name, position and telephone number of contact person authorized to conduct negotiations and authorize final contracts or otherwise bind the firm to a contractual relationship
 - e. A specific listing of services the firm is uniquely qualified to provide
5. Specific staff experience, by professional and educational qualifications, as it relates to providing services for the project scope
 6. Available team members their experience in various disciplines needed to complete the work
 7. Summary as to why the firm(s) feels qualified to provide the requested services
 8. List current and past work assignments of similar nature that the firm has directly contracted to provide within the last five years with names, address, and telephone number of references
 9. A statement of Equal Opportunity Employment

City of Warwick, RI
Request for Qualifications for
Police Department Renovation
SCORE SHEET

Evaluation Criteria Proposals will be evaluated by the Warwick Police Department which will evaluate and rank proposals on criteria listed below. The criteria are itemized with their respective weights for a maximum total of one hundred (100) points.

<u>Technical Criteria</u>	<u>Points</u>
1. Experience of firm on similar projects	30
2. Relevant experience and qualifications of key personnel, including key personnel of subcontractors, that will be assigned to this project, and experience and qualifications of subcontractors	15
3. Proposer's approach to providing the services requested in this Solicitation, including the proposed system functionality and overall services offered	30
4. Proposer's proposed price (fees)	25