

Patricia A. Peshka
Purchasing Agent



Joseph J. Solomon
Mayor

City of Warwick
Purchasing Division
3275 Post Road
Warwick, Rhode Island 02886
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The following notice is to appear on the City of Warwick's website Monday, July 6, 2020.
The website address is <http://www.warwickri.gov/bids>.

**CITY OF WARWICK
PROPOSALS REQUESTED FOR**

RFP2021-071 Professional Consulting Services for Sewer Rate Study

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Monday, July 6, 2020. **Please note our office will be closed Monday, August 10, 2020 and will re-open Tuesday, August 11, 2020.**

Sealed proposals will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until 11:00 A.M, Tuesday, August 11, 2020. The proposals will be opened publicly commencing at 11:00 A.M on the same day in the Lower Level Conference Room, Warwick City Hall. ***Please note due to COVID-19, only one (1) person from each company may attend the bid opening. Employees and visitors must adhere to social distance guidelines. All visitors are advised to wear masks or face coverings at all times.***

Awards will 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. The City of Warwick, in addition to soliciting bids in response to this RFP, may consult, consider, and make an award for any and all open bid offers for a comparable unit as sought herein at the following websites:

RI State MPA: <https://www.ridop.ri.gov/contract-portal/>

NASPO: <https://www.naspo.org/>

NJPA (National Joint Powers Alliance): <https://www.njpacoop.org/cooperative-purchasing>

MHEC (Massachusetts Higher Education Consortium): <https://www.mhec.net/>

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.

Original Signature on File

Patricia A. Peshka
Purchasing Agent

PLEASE COMPLETE THIS PAGE & SUBMIT 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.

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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 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: _____

RFP2021-071

Purchasing Agent

PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR PROPOSAL

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**

**CITY OF WARWICK
NOTICE TO BIDDERS**

RFP2021-071 Professional Consulting Services for Sewer Rate Study

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 will be accepted via facsimile or email.

The opening of proposals 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 proposals on that item has been opened, no other proposals on that item will be accepted and any such proposal 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 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 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.

All proposals should be submitted with one (1) original and two (2) copies in a sealed envelope, which should read: *YOUR COMPANY NAME* plainly marked on the exterior of the envelope as well as "RFP2021-071 Professional Consulting Services for Sewer Rate Study."

All questions pertaining to these specifications should be referred to Earl Bond, Executive Director, Warwick Sewer Authority, 125 Arthur W. Devine Blvd., Warwick, RI, 02886, at (401) 468-4721.

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 must 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. 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 **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 (1) 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 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 have 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 if the respondent 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 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 will 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.

Warwick Sewer Authority

Request for proposals relating to professional consulting services to revise and update the existing sewer rate schedule and fee structure of the Warwick Sewer Authority

GENERAL:

The City of Warwick, Warwick Sewer Authority (WSA) is seeking proposals from qualified firms/consultants to conduct a comprehensive sewer rate study for the WSA. The intent of the study is to independently evaluate and assess WSA's current schedule of fees and assessments and develop and recommend revisions. The goal of the project is to propose a rate structure to adequately fund sewer plant operation and maintenance expenses, debt service, specified reserves, capital expenditures, depreciation, and other cash revenue requirements.

The work consists of providing directly to the WSA, through their agents and assigns, professional sewer rate consulting services to aid in selecting an appropriate rate structure and schedule for submission to and adoption by the WSA Board of Directors. The study will be based on a review of the City of Warwick's sewer funds and budgets, capital improvement plan, current usage data, future planned growth, current and proposed Mandatory Sewer Connection Program, the City of Warwick's Comprehensive Community Plan and other information deemed necessary.

BACKGROUND INFORMATION:

The WSA owns and maintains a 7.7 million gallon per day (MGD) advanced wastewater treatment facility which discharges to the Pawtuxet River, a major tributary to Narragansett Bay. Additionally, the WSA currently owns and maintains 49 wastewater pump stations and over 319 miles of gravity pipeline, over 7,500 manholes and over 20 miles of forcemain.

At present there are approximately 24,104 sewer usage customer accounts. These accounts are divided into two classes: Residential and Commercial (Industries and Businesses). Due to the on-going sewer construction program and new connections to the expanding sewer system, the number of persons served by the system continues to grow. Currently, there are approximately 6,114 properties with sewer service available that are not tied-in to the system.

The WSA is structured on an enterprise fund basis of accounting and therefore 100% of costs must be recovered from system users.

SCOPE OF WORK:

The scope of work shall consist of working directly with the WSA Executive Director and/or designee to update the WSA sewer usage rates. The proposed rate structure shall be based on full cost of service and shall be sufficient to meet the short and long-term revenue requirements of the WSA.

WSA Rate development shall consider the following:

1. Projected sewer usage.
2. Current and future cost of wastewater treatment in accordance with standards and regulations both current and projected.
3. Current and projected user base and anticipated revenue based on present and potential rate scenarios and voluntary versus mandatory connection policies.
4. Funding requirements for the WSA Capital Improvement Plan, including impacts of facility modifications and future pipe replacement and upgrades.
5. Funding of established cash reserves – Renewal & Replacement Account and Inflow/Infiltration Account.
6. Funding requirements for liabilities and debt/projected debt obligations including bonds, loans, etc.
7. Funding requirements for planned collection system expansion.
8. Impacts of current and future environmental regulations (CMOM).
9. Provide revenue stream capable of supporting Operations & Maintenance and capital projects.
10. Review current IPP Rate increase plan capable of supporting administration and operation of the Program.
11. Other impacts as identified.

WSA Rate objectives include:

- providing a predictable and stable revenue stream
- promoting fairness and equity
- maintaining simplicity
- compliance with all applicable laws
- stabilize cash flow/revenue stream
- provide for equitable distribution of the cost of the municipal wastewater system

PROJECT ELEMENTS:

The proposed WSA rate study report shall include the following:

- An assessment of the current usage structure baseline for comparing recommended changes.
- An assessment of the equity of the proposed rates for all types of property ownership.
- An assessment of the interaction between the proposed rate structure and water conservation and the impact on funding and the economic wellbeing of the community.
- Demonstration of how the revenue generated by the proposed rates will continue to fully fund WSA operating costs with consideration of current and future debt obligations.
- An assessment of WSA service charges and identification of other potential areas for service and system charges.
- Provide a comprehensive summary of recommended usage and assess the performance of the recommended rates.

SERVICES TO BE PROVIDED BY THE CONSULTANT:

1. Conduct a detailed review of the existing sewer usage rates and status of the overall sewer fund.
2. The consultant will obtain all necessary records, data, and statistics from the City.
3. Develop a familiarity with the WSA billing system.
4. Meet or discuss with staff as needed and attend evening meetings with the WSA Board (work sessions, and/or public hearings), to present and discuss results of the studies.
5. Conduct analysis as described in the scope of the work.
6. Preliminary Reports - Provide preliminary reports for WSA of findings and tentative rate recommendations to WSA Executive Director, Finance Director, WSA Board and Mayor of the City of Warwick.
7. Final Reports - Provide final reports for the WSA that incorporate any changes/comments resulting from review of the preliminary reports.
8. Provide a time schedule for rate studies and preparation of preliminary and final reports.
9. Provide a certificate of Consulting Engineer regarding WSA finances as required in 2004 Trust Indenture for securing wastewater system revenue bonds from the RI Clean Water Finance Agency, as needed.

QUALIFICATIONS:

The selected consultant shall have the ability and demonstrated experience in rate setting for municipal utilities of similar size to that of the WSA. A minimum of ten years' experience in all aspects of utility rates and development services fees.

The selected consultant shall have experience with sewer rate structures including usage and assessment rates and criteria for rate development.

The consultant shall have at least ten years utility rate setting experience.

The consultant must be familiar with Rhode Island Clean Water Infrastructure Plans, Federal, State and local laws as well as all other documents, regulations, publications and guides necessary to complete the work proposed.

1. **Communications Plan:** The Consultant will assist the WSA in preparing a communications plan which may include the creation of language for educational materials used to communicate to the public any proposed changes in sewer rates.
2. **Monthly Reports:** The Consultant will provide monthly status reports to the Executive Director that indicate the work completed and hours billed in the billing period and the work to be completed in the next billing period.
3. **Oral Presentation:** The Consultant will make oral presentation of the results of the study to the WSA Board to assist in achieving a full understanding of the implications and recommendations. The Consultant will attend WSA Board meetings, public hearings and any meetings as requested
4. **Copies of Final Report:** The Consultant will provide fifteen (15) copies of the final report and other associated documents to the Executive Director.

5. Work Schedule:

- a. The consultant should recommend in their proposal the length of time necessary to conduct the study. The WSA is desirous of having the study completed by December 31, 2020.
- b. All deliverables shall be completed at the time a final report is presented to the WSA Board.

CONTENT OF PROPOSAL:

In order to assist the WSA in the selection process, the format of the proposal from consultants must be submitted in the same sequence shown below:

- 1. A statement indicating whether the organization has a local office in Rhode Island.
- 2. A description of the organization’s professional qualifications.
- 3. A statement indicating the number of employees, by level, which will handle the study.
- 4. A separate listing of current and prior utility rate structure clients, indicating the following:
 - a. Type(s) of services performed.
 - b. Indicate the names, addresses and telephone numbers of persons who may be contacted by the WSA staff as references.
- 5. Provide a resume for each study team member, and indicate the experience for each team member who would be assigned to the WSA study, including:
 - a. Name of individual
 - b. Education/professional credentials.
 - c. Experience with utility rate studies.
 - d. Hourly rates to be charged for each team member.
 - e. Amount of time of each member dedicated to each study.
 - f. Their position on each study.
 - g. Percentage of time senior or higher level personnel will spend with the study.
- 6. A tentative schedule for completing the study as recommended by the consultant.
- 7. A quoted price for each area shown and a “not to exceed” total cost for the study.
- 8. Any additional information, which, in the opinion of the consultant, would be relevant to the WSA’s evaluation process.
- 9. A written work plan outlining in detail how the consultant proposes to perform the services required.
- 10. A list of specific exceptions to any and all items, conditions and requirements contained in the Request for Proposals (RFP).
- 11. The signature of an authorized representative must appear on the cover sheet of the consultant’s proposal. Signature on this form will be interpreted to indicate the consultant’s willingness to comply with all the terms and conditions set forth in this solicitation, unless specific written exceptions are noted.
- 12. Information pertaining to any area of a utility rate study which is customarily

reviewed during such a study which has not been mentioned in the “Scope of Services” section of the RFP.

EVALUATION CRITERIA:

Following the receipt of proposals, the WSA will select a company based upon the following criteria:

1. Availability of local and regional resources.
2. Number and depth of office staff to be used in carrying out the study.
3. Level of expertise and experience of personnel in performing this type of study.
4. Quality of the work plan used by the study team.
5. Experience, education and training of personnel as it relates to utility rate analysis.
6. Proposed schedule for completion of the required study functions.
7. Willingness of the consultant to negotiate an agreement which will be in the best interest of the WSA.
8. Proposals containing price and/or hourly quotes which indicate the consultant does not understand the scope of the work will not be considered.
9. Pricing of services by category and total price based on specification outlined.
10. Professional qualifications and ability to present required information.
11. Previous experience.
12. Comments from references.
13. Whether or not studies conducted for other jurisdictions have resulted in positive changes to the municipalities’ utility rate structure.
14. Ability to communicate effectively with the WSA and Finance Departments.
15. Willingness to perform in an informal advisory capacity to the WSA Executive Director.
16. Willingness of the consultant to cooperate and work with the WSA Executive Director in performance of the required study function.

PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR PROPOSAL

(PRICING SHEET MAY NOT BE CONFIDENTIAL)

CITY OF WARWICK

PROPOSAL AND CONTRACT FORM

TITLE OF SPECIFICATION: RFP2021-071 Professional Consulting Services for Sewer Rate Study

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 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.

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

VENDOR NAME: _____

Total Study Cost: \$ _____

Length of Time Necessary to Conduct Study _____ Calendar Days ARO

Additional Fees (if applicable)

_____	\$ _____
_____	\$ _____
_____	\$ _____

CITY OF WARWICK BIDDING PROCEDURES

QUESTIONNAIRE & ACKNOWLEDGEMENT FORM

RFP #2021-071 Professional Consulting Services for Sewer Rate Study

Kindly acknowledge receipt of bid specifications by completing this form and returning it to the Warwick Purchasing Division, 3275 Post Rd., Warwick, RI 02886.

1. Did the specifications appear to be:

Too restrictive?	Yes: ___ No: ___
Too loosely structured? Explain:	Yes: ___ No: ___
2. Was sufficient time allowed to respond to these specifications?	Yes: ___ No: ___
3. Did any of the following prevent you from bidding? Bid surety?	Yes: ___ No: ___
Performance and Payment Bond?	Yes: ___ No: ___
Department of Labor Requirements? (such as prevailing wages & benefits)	Yes: ___ No: ___
Insurance requirements?	Yes: ___ No: ___
4. Was your preference not to bid because of the payment schedule of the City of Warwick?	Yes: ___ No: ___
5. Did your work schedule prevent you from bidding?	Yes: ___ No: ___
6. Do you wish to remain on a bidder's list?	Yes: ___ No: ___

COMMENTS OR ADDITIONAL EXPLANATIONS TO THE ABOVE QUESTIONS:

Your response to this survey will allow the Warwick Purchasing Division to evaluate bidding procedures and make necessary revisions to assist the majority of bidders. Thank you for your participation.

COMPANY NAME: _____ BIDDER'S NAME: _____

ADDRESS: _____

EMAIL ADDRESS: _____

TEL. #: _____ DATE: _____