



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 Wednesday, February 14, 2018. The website address is <http://www.warwickri.gov/bids>.

**CITY OF WARWICK
PROPOSALS REQUESTED FOR**

RFP2018-251 Consulting Services-Buckeye Brook Permitting-Remedial Action

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Wednesday, February 14, 2018. *Please note that our offices will be closed on Monday, February 19, 2018 and be re-opening on Tuesday, February 20, 2018 at 8:30 AM.*

Sealed proposals will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until 11:00 AM, Tuesday, February 27, 2018. The proposals will be opened publicly commencing at 11:00 AM on the same day in the Council Chambers, 2nd Floor, 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.

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.

=====

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: _____

RFP2018-251

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**

RFP2018-251 Consulting Services-Buckeye Brook Permitting-Remedial Action

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 two (2) copies in a sealed envelope, which should read: *YOUR COMPANY NAME* plainly marked on the exterior of the envelope as well as "RFP2018-251 Consulting Services-Buckeye Brook Permitting-Remedial Action."

Should you have any questions, please contact Eric Earls, Engineering/DPW, 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 original **Certificates of Insurance for General and Automobile 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.

The successful bidder must also provide the City of Warwick with an original **Certificate of Insurance for Professional Liability**.

It is the vendor's responsibility to provide the City of Warwick with updated Certificates of Insurance upon expiration of the original certificates.

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 **Certificates 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 (1) year from date of award. Term contracts may be extended for one (1) 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.

CITY OF WARWICK

DEPARTMENT OF PUBLIC WORKS

REQUEST FOR PROPOSAL (RFP)

PROFESSIONAL CONSULTING SERVICES

BUCKEYE BROOK PERMITTING AND REMEDIAL ACTION

ARTICLE 1: PROBLEM / NEED TO BE ADDRESSED

In recent years, based on various observations, it has become apparent that portions of Buckeye Brook have become constricted with vegetation and sediment. The City's consultant, EA Engineering, Science, and Technology, Inc., PBC (EA) recently completed a bathymetric study of Buckeye Brook (Appendix A). This study appears to confirm the assumption that Buckeye Brook is constricted to the extent that the water elevation in Warwick Pond is higher than historic norms. This has led to flooding in and around Buckeye Brook and Warwick Pond. The City would like to use the information obtained from the bathymetric study to move forward with developing a scope of work, permitting, and construction. This RFP will include meetings with the City and RIDEM for the purpose of developing and permitting a proposal for work within the project area, all design work associated with the agreed upon proposal, and construction oversight during the implementation of the scope of work.

ARTICLE 2: INSTRUCTIONS AND NOTIFICATIONS TO PROPOSERS

2.1 Responsibility of Proposer

It is the responsibility of the proposer to examine all specifications and conditions thoroughly and fully comply with all specifications, terms and conditions. Proposers must comply with all Federal, State and local laws and meet any and all engineering licensing requirements of the State of Rhode Island. Failure to do so may result in rejection of the proposal.

2.2 Costs

All costs associated with developing or submitting a proposal in response to the RFP shall be borne by the proposer.

2.3 Pricing

All pricing submitted will be considered firm and fixed.

2.4 Primary Consultant

It is intended that an award pursuant to this RFP will be made to a prime consultant/engineer who will assume responsibility for all aspects of the Work as outlined in Article 3 below. Joint ventures and cooperative proposals will not be considered; however, subcontracts are permitted provided that their utilization is clearly indicated in the consultant/engineer's proposal and the subcontractor(s) proposed to be utilized are identified in the RFP.

ARTICLE 3: CONCEPT OF PROPOSAL AND WORK TO BE PERFORMED

3.1 Background

Buckeye Brook originates in Warwick Pond and flow southeast, going under Warwick Avenue, before continuing easterly to Narragansett Bay. The brook takes its name from buckeyes (BUCK' – ees), the anadromous alewife and blue-back herring that make their annual spring spawning run up the brook.

The study limits of this RFP are from Warwick Pond to where the brook goes under Warwick Avenue, as depicted on the attached figure. More detailed information is included in the Technical Memorandum completed by EA, included as Appendix A.

3.2 Overview of Work to be Performed

The City of Warwick is seeking proposals from qualified consultant / engineering firms experienced with design, permitting and construction oversight of projects located within wetlands and stream restoration.

ARTICLE 4: RFP - SCOPE OF WORK

4.1 General:

The Proposer is required to review existing documentation and expand on this Scope of Work in order to provide its specific approach to the project and demonstrate a full range of services to be provided. Proposers shall be responsible to respond to all requirements of the Request for Proposal.

The successful proposer shall be responsible for meetings, research; field work, project coordination (Rhode Island Airport Corporation (RIAC), RIDEM, City, etc.), permitting, contractor selection, and construction oversight.

4.2 Schedule

The City will award this work as soon as possible. **Proposed design and construction must be completed and invoiced before December 2018.**

4.3 Design Standards

All work shall conform to the standard guidelines and specifications and shall be acceptable to all regulatory entities. Proposed work that does not meet current design standard or is not acceptable to the regulatory entities shall be revised at no additional cost to the City.

Consultants/engineers may modify and should expand on this as necessary to demonstrate the full range of services to be provided. The requirements referenced herein should be considered as minimum for the successful proposes.

4.3.1 Meetings

The proposer shall provide cost proposals for the following meetings:

- Meeting with City to review available data and project background
- Meeting with RIDEM and City to discuss project approach
- Meetings with City to discuss project progress (two)
- Meeting with RIDEM to discuss permit application (two)

4.3.2 Permitting

This section shall include all work associated with permitting for all funding and regulatory entities.

- Funding for this project will be through the Community Development Block Grant (CDBG) Program. Grantees who receive CDBG funds are considered responsible entities and must complete an environmental review of all project activities prior to obligating CDBG funds. The HUD rules and regulations that govern the environmental review process can be found at 24 CFR Part 58. Additionally, all proposers must review the attached Federal Regulations associated with CDBG funding.
- RIDEM Application to Alter
- USACE Category II Permit Application
- Sediment Sampling (volume of material provided in attached EA memo). **The RFP shall include a cost for laboratory analysis of \$5,000.**
- Sediment Disposal (contaminated) coordination
- Coordination with RIAC (i.e. site access, stockpiling material, etc.)

4.3.3 Design and Property Coordination

This section shall include all work associated with design and coordination among property owner, including notification and access requirements. **The design documents and project approach must take into account the available construction window which will be determined by RIDEM.**

- 90% Design Documents, including; opinion of cost, bid documents and technical specifications
- 100% Design Documents, including; opinion of cost, bid documents, technical specifications
- Operations and maintenance plan for phragmites
- Property (RIAC and private) access and coordination.

4.3.4 Bid Administration

This section shall include all work associated with procuring a contractor to perform the work identified in the bid document and shall include the following;

- Response to comments and bid addenda, as necessary
- Pre-bid meeting
- Bid recommendations based on Contractor's costs, qualifications, schedule, etc.
- Contractor negotiations

4.3.5 Construction Oversight

This section shall include all work associated with construction oversight and contractor coordination, including the following;

- Preconstruction meeting
- Prepare Construction Progress Reports (2)
- Provide interpretations and clarifications, as necessary
- Part-time, on-site oversight (5 weeks @ 12 hours per week)
- Conduct progress meetings (2)
- Review all required submittals
- Review payment requisitions
- Conduct substantial completion inspections and develop punchlist
- Final completion inspection
- Prepare as-built drawings from contractor

ARTICLE 5: QUALIFICATIONS

All work shall be performed by, or under the direct supervision of (as allowed by law) a registered Professional Engineer who is currently licensed to practice in the State of Rhode Island.

Proposers shall identify the management team, personnel and qualifications of all individuals to be assigned to the subject project.

Proposers or teams shall have a minimum of five (5) years direct relevant experience in providing comprehensive professional engineering.

ARTICLE 6: SUBMISSION OF PROPOSALS

Interested parties shall submit three (3) copies of the proposal, as specified in Article 7, addressing, their approach to satisfying the requirements set forth in the scope of work of the RFP. Included within this proposal shall be a Narrative with sufficient information which would identify the proposer's ability to perform the work within the given timetable. The Proposal shall include:

1. Project approach;
2. Background of organization and key staff members;
3. Sub-consultants proposed for use on the project;
4. Relevant experience;
5. Detailed Cost Proposal, based on each task referenced in Item 4 above.

ARTICLE 7: SUBMISSION REVIEWS

The City is requesting that interested bidders provide **three (3) copies** of the following:

1. A detailed written description of the bidders approach as specified in the RFP.
2. References for the bidder with contact information for similar projects completed.
Please note a RI Professional Engineer must be part of the team.
3. A schedule for implementation along with current workload.
4. The completed proposal pages and signed company information page.

Evaluation Process and Criteria:

A committee of City staff will evaluate the design / build proposals for each area according to the following weighted criteria for the qualifications/technical component of the review process which will incorporate a weighting of 60% of the total score or 60 points:

• Quality of Design, including product submittals	50%/30 points
• Previous Work Experience w/ Similar Projects & References	40%/24 points
• Implementation Schedule	10%/6 points
• Price	<u>40%/40 points</u>
TOTAL	100%

The price proposal will incorporate a weighting of 40% of the total score with the price proposals ranked as follows: the respondent submitting the lowest price proposal will be awarded the maximum number of points: 40 for this portion of the evaluation process. The remaining respondents will receive points based upon the lowest overall responsible bidder.

The committee will prepare a final written recommendation defining the apparent best value respondent to the Warwick City Council for award.

At any point during the selection process, the teams may be required to give an oral presentation to the committee or to otherwise provide clarifying information needed to properly evaluate the Qualifications/Technical Proposals. The teams must clearly understand that the City of Warwick retains the option to determine which teams, if any, will be invited to make oral presentations or to provide additional information. The City of Warwick retains the right to reject any or all submittals.

Respondents shall be aware that the City of Warwick reserves the right to conduct an independent investigation of any information, including prior experience, identified in a proposal by contact project references, accessing public information, contacting independent parties, or by any other means. The City of Warwick also reserves the right to request additional information from a respondent during the evaluation of that respondent's proposal.

Note: Any available personnel and their qualifications shall only be included if they will be directly involved with this specific project.

CITY OF WARWICK

PROPOSAL AND CONTRACT FORM

**TITLE OF SPECIFICATION: RFP2018-251 Consulting Services-Buckeye Brook
Permitting-Remedial Action**

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.

Pricing As Follows

Continued next page

PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR PROPOSAL

**RFP2018-251 CONSULTING SERVICES-BUCKEYE BROOK PERMITTING AND
REMEDIAL ACTION**

Complete Company Name

Item 1 - Meetings

_____ \$ _____
Cost in words Cost in Figures

Item 2 - Permitting

_____ \$ _____
Cost in words Cost in Figures

Item 3 - Design and Property Coordination

_____ \$ _____
Cost in words Cost in Figures

Item 4 - Bid Administration

_____ \$ _____
Cost in words Cost in Figures

Item 5 - Construction Oversight

_____ \$ _____
Cost in words Cost in Figures

TOTAL Item 1 - 5 – Base Cost

_____ \$ _____
Cost in words Cost in Figures

NOTE: Please provide detailed pricing and any literature you feel may be necessary.