

Patricia A. Peshka
Purchasing Agent



Joseph J. Solomon
Mayor

City of Warwick
Purchasing Division
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The following notice is to appear on the City of Warwick's website Wednesday, May 1, 2019. The website address is <http://www.warwickri.gov/bids>.

CITY OF WARWICK

REQUEST FOR QUALIFICATIONS (RFQ)

RFQ2020-043 Pre-Qualifications for Horizontal Directional Drilling Contractors for Construction of the Bayside Sewer System of Pressure Sewers for the Warwick Sewer Authority

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Wednesday, May 1, 2019.

Sealed proposals will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until 11:00 AM, Wednesday, May 29, 2019. The proposals will not be opened publicly. Late submissions will not be considered.

The Warwick Sewer Authority intends to pre-qualify firms to perform Horizontal Directional Drilling for Construction of the Bayside Sewer System Contract No. 86B. Awards to be made on the basis of qualifications and expertise in performing directional drilling construction. 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 COMPLETE THIS PAGE & SUBMIT WITH YOUR PROPOSAL

Acknowledgement of Addendum (if applicable)

Addendum Number	Signature of Contractor
_____	_____
_____	_____

COMPANY NAME: _____

COMPANY ADDRESS: _____

COMPANY ADDRESS: _____

CONTRACTOR'S SIGNATURE: _____

CONTRACTOR'S NAME (PRINT): _____

TITLE: _____ TEL. NO.: _____

EMAIL ADDRESS: _____ *

PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR PROPOSAL

CERTIFICATION & WARRANT FORM*

**This form must be completed and submitted with sealed proposal.
Failure to do so will result in automatic rejection.**

Any and all proposals shall contain a certification and warrant form 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 contractor at the time of the proposal 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 contractor's proposal terminated and the contractor 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

REQUEST FOR QUALIFICATIONS (RFQ)

RFQ2020-043 Pre-Qualifications for Horizontal Directional Drilling Contractors

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 11:00 AM deadline 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 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 contractor submitting 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 contractor for the same call for proposals, and that the contractor 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, four (4) copies and two (2) electronic copies in .pdf format in a sealed envelope, which should read: *YOUR COMPANY NAME* plainly marked on the exterior of the envelope as well as "RFQ2020-043 Pre-Qualifications for Horizontal Directional Drilling Contractors."

Should you have any questions, please contact Todd Ravenelle, Gordon R. Archibald, Inc., 200 Main St., Pawtucket, RI by email at travenelle@graengs.com.

Any deviations from the RFQ must be noted in writing. The contractor must indicate the item or part with the deviation and indicate how the proposal will deviate from specifications.

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.

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.

The City reserves the right to rescind award for non-compliance to proposal specifications.

The contractors must adhere to all City, State and Federal Laws, where applicable.

**PRE-QUALIFICATION FOR HORIZONTAL DIRECTIONAL DRILLING CONTRACTORS
BAYSIDE SEWER SYSTEM PRESSURE SEWERS
WARWICK SEWER AUTHORITY
WARWICK, RI**

I. Introduction

The Warwick Sewer Authority (WSA), through Gordon Archibald, Inc. (GRA), is seeking qualification submittals from qualified Horizontal Directional Drilling (HDD) Trenchless Technology contractors to construct low pressure sewers in the Bayside area of the City of Warwick. Only those HDD Contractors who are deemed pre-qualified as a result of this pre-qualification process will be allowed to submit a bid as a general contractor or be included on a bidding team as a subcontractor during the subsequent formal bidding process.

II. General Project Background and Description

The Bayside area of Warwick, RI is a residential area along the shore with existing subsurface disposal systems which have had numerous issues, failures as well as environmental impacts to the area. Recognizing the need to address this, the WSA, engaged GRA to design a sewer system for the area to mitigate the issue of subsurface disposal system failures and water quality impacts to the area. During the planning stage of the project, Phase I archeological surveys of the area identified the presence of numerous archeological deposits/burials associated with Native American activity. Based on these discoveries of Native American archeological deposits within the project area and the need to mitigate impacts to these areas within the project site, it was determined that a system of low-pressure sewer be designed to mitigate impacts to the areas identified utilizing horizontal directional drilling construction techniques. The new sewer system will consist of approximately 900 individual grinder pump units with service connections discharging to a network of low-pressure sewer laterals and lines to convey sanitary sewer flows to an existing wastewater pumping station. In total, the project will involve the construction of over 100,000 linear feet of low-pressure sewers and appurtenances with approximately 68,500 linear feet to be installed by HDD and the remainder by open cut excavation. Horizontal directional drilled low-pressure sewer shall consist of approximately 38,000 linear feet of 1¼ -inch service connections and 30,000 linear feet of laterals ranging in size from 2- to 6-inch. The engineer's opinion of probable construction cost is estimated at \$20 million.

III. Project Schedule

The project is expected to be issued for bid in May of 2019 with award by June 2019. The anticipated construction period is estimated at 24 months from the date of the Notice to Proceed.

IV. Submission Requirements

In order to conduct a reasonable and efficient evaluation of prospective contractors, the WSA requires that firms prepare qualification statements which are clear and concise, and which follow the format outlined below.

1. **Cover Letter.** The respondent shall include a cover letter, signed by an individual authorized to submit information for the contractor. In the cover letter, the contractor must:
 - a. Certify that the information contained in the submittal is true and accurate.
 - b. Certify that the personnel for the horizontal directional drilling operations listed in their submittal will be directly involved with the project for its duration.
 - c. Disclose if the contractor or any member of its team is currently debarred from doing business with any governmental agency or is a party to any pending or current litigation which would adversely affect performance on the project.
 - d. Disclose if the firm or any member of the firm has filed for protection of US Bankruptcy court in the last 7 years. If yes, then describe the circumstances and evidence of the firm's ability to complete the project.

2. **Firm Background.** The HDD Contractor must be an established business with the experience, equipment and qualified personnel in the area of trenchless technology/horizontal directional drilling. Provide a general description of the firm, services provided, office locations, number and type of personnel involved in the providing the services offered, years in business. The firm must have a **minimum of 10 years providing horizontal directional drilling services.**
3. **Equipment, Condition, Size and Capacity.** The HDD Contractor must demonstrate they possess the necessary directional drilling and ancillary equipment of adequate size, capacity and condition to execute the project with consideration of existing /subsurface conditions. The Contractor shall provide a listing of the following:
 - a. Make, model, serial number, year manufactured, rated torque and thrust/pull capacity of HDD equipment owned or proposed to be acquired / rented by the Contractor.
 - b. Make, model, serial number, year manufactured, rated torque and thrust/pull capacity of HDD equipment of choice for use on this project.
 - c. Type, manufacturer, model and accuracy of tool detection/location/guidance systems.
 - d. Means for recording and information to be recorded detailing drilling history for as-built drawings and documentation.
4. **Personnel.** The HDD Contractor shall provide information on the capabilities and experience of the management, project staff, and field personnel anticipated to be assigned to the project (i.e. Project Manager, Site Superintendent, Crew Foreman, Directional Drilling Equipment Operators and other relevant staff). The Superintendent, Crew Foreman and directional drilling equipment operator(s) shall have **at least 3 years of experience using directional drilling equipment/installation techniques on at least 5 projects similar in size, scope and setting to the project described above.** Provide a resume for each showing their name, title, including a detailed description of their role and job responsibilities, education, construction experience, years with the firm and a list of all the projects completed that they have had direct/indirect experience on similar projects of size and scope.
5. **Project Experience.** The HDD contractor must include a record of experience on 5 projects of similar size, scope and setting completed in the last 10 years. For each project, provide information on:
 - a. The project name and client
 - b. Description of the project
 - c. Scope of services provided
 - d. Pipe diameters, pipe material and lengths
 - e. HDD technology used
 - f. Problems encountered and how they were resolved
 - g. Any claims and how they were resolved
 - h. The original and final contract sum
 - i. Start and completion dates
 - j. The owners name, address, telephone number and contact for project
6. **References.** Provide reference information for the following:
 - a. Project References
 - Provide the following reference information for each project listed under the project experience section
 - Project Name
 - Name, address, telephone, fax and email of Owner
 - Name, address, telephone, fax and email of Owner's representative or Engineer
 - Name of Contact person, title, telephone and email for each

- b. Credit References
 - Provide information 5 credit references for key suppliers, vendors and banks. Information should include:
 - Name of the entity
 - Contact Name
 - Telephone and Fax Number

7. **Financial Stability.** The contractor must submit proof of their financial stability. This will include an audited financial statement for the most recent completed year, information demonstrating available bonding and a letter from the firm's banking institution indicating their line of credit available to cover project cash flow. The surety/bonding company must be licensed to do business in the State of Rhode Island. Any and all financial information requested and/or submitted shall be maintained as confidential upon request.
8. **Safety Record.** Provide a 3-year history of the Contractor's worker's compensation experience modifier rating and documentation from their insurance carrier supporting the rating history provided.
9. **Insurance.** The Contractor should demonstrate that they maintain adequate insurance coverage and provide evidence of such coverages.

V. Evaluation Procedure and Criteria

All proposals will be reviewed and rated by a selection committee of the WSA and the Engineer based upon a combination of factors regarding the qualifications submitted and the evaluation criteria set forth in Section IV Submission Requirements. The WSA may or may not conduct interviews with some or all of the respondents. The number of respondents selected will be in the best interests of the WSA. Based upon the evaluation of submittals, the WSA will select the number of respondents sufficient to allow competitive bidding.

The following will be the criteria used in the evaluation of the proposal (submission).

1. Firm History and Background	5 Points
2. Equipment, Condition, Size and Capacity	25 Points
3. Personnel	20 Points
4. Project Experience	20 Points
5. References	10 Points
6. Financial Stability	5 Points
7. Safety Record	5 Points
8. Insurance	5 Points

NOTE: Only HDD Contractors achieving a minimum score of 70 points overall shall be deemed prequalified and eligible to take out plans/specifications and submit a bid. The decision of the Committee shall be final and shall not be subject to appeal except on the grounds of fraud or collusion.

VI. Instructions for Respondents

All proposals should be submitted with one (1) original, four (4) copies and two (2) electronic copies in .pdf format on a flash drive in a sealed envelope, which should read: YOUR COMPANY NAME plainly marked on the exterior of the envelope as well as RFQ2020-043 Pre-Qualifications for Horizontal Directional Drilling Contractors. Sealed proposals will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until 11:00 AM, on Wednesday, May 29, 2019. The proposals will not be opened publicly. Late submissions will not be considered.

Drawings, Specifications and other related project documents will not be available to responders during the qualification process.

VII. QUESTIONS & ADDENDUM

Questions must be received at least six (6) calendar days prior to the proposal due date. Questions received after that date will not be answered. Responses to questions will be provided no later than three (3) calendar days before the due date for submissions. Questions regarding this proposal shall be sent by email no later than May 21, 2019 to travenelle@graengs.com.