

Patricia A. Peshka
Purchasing Agent



Joseph J. Solomon
Mayor

City of Warwick
Purchasing Division
3275 Post Road
Warwick, Rhode Island 02886
Tel (401) 738-2013
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The following notice is to appear on the City of Warwick's website Monday, May 4, 2020.
The website address is <http://www.warwickri.gov/bids>.

**CITY OF WARWICK
PROPOSALS REQUESTED FOR**

RFP2020-310 Pavement Management Systems

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Monday, May 4, 2020.

Sealed proposals will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until **11:45 AM**, Thursday, May 21, 2020. The proposals will be opened publicly commencing at **11:45 AM** 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: _____

RFP2020-310

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**

RFP2020-310 Pavement Management Systems

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, three (3) copies, and one (1) electronic copy via CD or alternative electronic media in a sealed envelope, which should read: *YOUR COMPANY NAME* plainly marked on the exterior of the envelope as well as "RFP2020-310 Pavement Management Systems."

Should you have any questions, please contact Mathew Solitro, DPW, 925 Sandy Lane, Warwick, RI at 401-921-9607.

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 \$2 million and 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. 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 **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 three (3) years 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.

CITY OF WARWICK
REQUEST FOR BID - PAVEMENT MANAGEMENT SYSTEMS

I. Introduction

The City of Warwick, Rhode Island is seeking proposals from professional firms to provide services for the re-development of a pavement management system (PMS) for City owned/maintained assets. Services include field condition surveys, data management, pavement deterioration modeling, user-friendly web-based program interface, budget scenario planning/capital planning to create the most efficient repairs, maintenance and upgrade plans. This will be a three year contract, with specific milestones that will be determined within the contract. Year one will consist of data collection, and years two and three will be developing a capital plan, as well as technical support to the City of Warwick.

The web-based program must be open source to allow for data tables and GIS layers to integrate with other databases and upgradable so that it is able to maintain the latest advances in technology, including seamless integration to a web-based GIS platform. The final products must be able to integrate with the City's web-based work order/asset management system, currently being developed by Geographic Technologies Group. The web-based program will allow for data downloads in tabular and GIS shapefile form.

II. Pavement Management System

The system shall allow for unique budgeting scenarios that develop single year or multiyear paving/maintenance programs which allow segments to be segregated by functional classification and political boundaries and budgeting scenarios to be chosen by repair method at a minimum.

The proposal must contain a detailed description of how the firm proposes to carry out the requirements set forth within the RFP including a plan of services and a schedule for the completion of such tasks.

Although the following is a brief summary of the anticipated services, this list is to be used as a guide in the development of a project proposal and is not intended to be all inclusive. The firm must demonstrate a thorough project understanding.

Task 1: Project Kickoff - Start-up meeting with City to review the project and discuss initial steps to establish schedule, meeting dates, project understanding, and information required, such as previous PMS data and systems, procedures for pavement maintenance, available resources, GIS shapefiles, historical unit costs, and desired service levels. Identify current and future needs incorporating industry standards/best practices, and discuss the development of the City's Capital Improvement Plan (CIP).

Task 1 Products:

1. Schedule with project milestones and deliverables.
2. Required information or assistance required from the City.

Task 2: Pavement Survey and Data Collection/Verification - Update the road network inventory and pavement condition rating surveys for City owned streets, totaling *approximately* 500 centerline miles.

The firm will confirm attribute data already in the City's database and populate new inspection related data such as street names, street segment description (to/from), pavement material (e.g., bituminous concrete, etc.), length, width, and political wards. Condition surveys shall be performed to identify stresses/deterioration in accordance with the current pavement management standards. The survey information to be collected shall, at a minimum, include: street geometry, surface type, surface condition, surface distress, road quality, width, length, drainage properties and Pavement Condition Index (PCI). Street pavement distresses to be inspected may include, but are not limited to, the following: alligator cracking, bleeding, block cracking, bumps and sags, corrugation depression, edge cracking, joint reflection cracking, lane/shoulder drop off, longitudinal and transverse cracking, patching and utility cuts, polished aggregate, potholes, rutting, weathering and raveling. Information gathered shall be useful in prioritizing roadways and determining recommended rehabilitation strategies. A quality assurance/quality control (QA/QC) plan for all attribute data collected shall be submitted with proposals.

The firm shall keep the City informed of the status and provide interim (quarterly delivery of results) updates to allow City to provide timely feedback as to progress and quality of data collected so adjustments may be made effectively.

Task 2 Products:

1. Inventory and condition information for each City owned roadway.

Note that prior to and during data collection, the firm shall take preventive measures to minimize any risk to its employees and the general public in performing this project. The firm shall provide its field crews with appropriate safety equipment including but not limited to reflective safety vests during surveys, and if necessary providing traffic control at the firm's expense.

Task 3: Pavement Management System Configuration and Delivery - Upon completion of the data collection activities, and review by the City, the firm shall review maintenance and rehabilitation strategies with the City. This should include the recommendation and selection of appropriate treatments such as reconstruction, reclamation, hot in place paving, mill and overlays, overlays, micro surfacing, full width seals, crack seals, or other methods that are appropriate for the City of Warwick.

The pavement management system shall allow the City to add repairs, split and join segments, create pavement segments, sort by attribute, provide GIS and tabular interface, consider planned projects and projects by other entities when formulating a pavement management scenario and to assist in scheduling repairs with consideration given to planned projects. The PMS shall also provide a "Benefit Value" which allows the City to prioritize projects based on traffic volume, repair cost, repair length, or any other factors the firm proposes. An explanation of the "Benefit Value" shall be included with the proposal, including the equations used to calculate such values.

Task 3 Products:

1. Maintenance and rehabilitation decision trees with corresponding PCI ranges
2. Delivery of the data collection shall be every three months, approximately 125 centerline miles per quarter, for a period of one year commencing with the contract award date.

Task 4: Reporting and Capital Plan Development - Budgetary analysis, funding scenarios, and final reports shall be developed for the City. The report shall include an executive summary, inventory reports for the entire PMS database, PCI reports, maintenance and rehabilitation history reports, maintenance and rehabilitation decision trees, budgetary needs, budget scenario reports and multi-year work plans. Accounting for planned projects and utility work, the selected consultant shall develop a roadway capital improvement plan, identifying proposed roads and treatments. Developing such plans, the City should have the ability to:

- forecast PCI's
- develop work plans targeting a PCI
- develop plan based on a fixed monetary amount
- develop plan based on amount to be spent by repair type
- develop plan based on roadway functional classification
- develop multiple unique scenarios

Task 4 Products:

1. Executive summary, inventory reports, PCI reports, maintenance/rehabilitation history reports and decision trees, budgetary needs, budget scenario reports, GIS maps that depict the plan and PowerPoint presentation.
2. Specifications and details for capital and maintenance repairs, specific to the City of Warwick.
3. Multi-year plans for planned Capital Improvement Program. The plan must be able to be easily updated and modified by City staff to obtain priority listing of roadways for project development. First draft of the capital plan shall be submitted six months after the final quarterly data submittal.

Task 5: Training and Support - The firm shall provide two, four (4) hour, hands-on training sessions for City staff for field inspection and the web-based program. The training will occur in the City utilizing City computers. The training should include all aspects of the PMS computer program, including data entry and editing, performing PCI calculations and budget analyses generating reports and using the Geographic Information System (GIS) toolbox. Follow up questions and answers will also be required. A field visit to perform sample inspections and training is also required.

The fee for this task shall include a twenty-four (24) month support period. At the end of the period, the City may elect to obtain additional support with the fee to be negotiated at that time.

Task 5 Products:

1. The ability to quickly and easily obtain simple, standard reports for City of Warwick performance measures.
2. Training manuals.
3. Instructor(s) for City staff training.

III. Proposal Package

At a minimum, the proposal package shall include the following information:

1. Names, address, email, and telephone number of the firm point of contact and include the names of all officers, principals, and owners.
2. Professional background and caliber of previous experience of key persons within your firm and each of your sub-consultants with to be assigned to this project. Please identify their precise role and any subconsultants in accomplishing the work and direct experience of each team member.
3. Provide recent experience of the firm's key personnel over the last five years on similar projects including the number of such projects that have been successfully developed.
4. Capacity and capability of the firm to perform the work on schedule.
5. In addition, please provide the following information with your company's response:
 - a. A resume of the Company's personnel to be involved in the various projected services.
 - b. A listing of other municipalities/clients with whom your company has worked.
 - c. An overview of the firm's current workload with staff commitments showing that staff will be available to complete the project tasks within the proposed project timeline.
 - d. Paragraph each on your recent experience on similar projects. Please detail type of project, your time schedule or methods used for accomplishing the respective phases of the projects.
 - e. A copy of the appropriate licenses required by Federal, State, and/or City authorities.
 - f. A statement as to your Company's experience with providing this type service for a minimum of the past five (5) years.
 - g. A certified statement your Company is not debarred, suspended or otherwise prohibited from practice by any Federal, State, or local agency.
6. Project Experience including company or team background in providing similar consultant services for similar projects. Please include references which we may contact who have utilized your services for similar projects. Please provide a detailed description of the services provided, current project status, team members, subconsultants and points of contact.
7. Submit four (4) bound hard copies (one (1) original and three (3) copies) and one (1) electronic copy via CD or alternative electronic media. Statement of project understanding
8. Technical and managerial approach to project

IV. Evaluation and Ranking

The Proposal package shall be evaluated based upon the following:

1. Technical Approach, Management and Project Understanding – Firm’s understanding of the project requirements and providing a sound technical and managerial approach to achieving the project’s purpose. **(25 points)**
2. Qualifications of Key Personnel – Identify and list qualifications of key personnel, team members and sub-consultants proposed to work on this project and their responsibilities with this project. The firm’s key personnel should demonstrate experience with similar projects in urban settings within the past 5 years. **(20 Points)**
3. Past Performance/Similar Experience – The firm’s prior similar experience, including the work which best illustrates the team’s most relevant experience, ability and expertise to perform the services requested in this RFP, and the firm’s past performance on similar projects, ongoing and completed within the past 5 years, including references. **(25 points)**
4. Cost – Appropriateness, reasonableness and competitiveness of the cost proposal. **(20 points)**
5. QA/QC Plan. **(10 Points)**

The method of scoring the submissions will be as follows:

1. A value of 1 is the lowest score, with the maximum point value per category indicated above. The total score for each submission will be calculated by adding the individual scores for each category.
2. The top three scoring consultants which best meet the requirements, as measured by these criteria, may be invited for a selection committee interview. Should an interview be required, the selected companies should be prepared to discuss all aspects of their proposal.

V. General Conditions

1. The City reserves the right to reject any and all proposals, to waive any informality, to request interviews of consultants prior to award and to select and negotiate the firm’s services in the best interest of the City.
2. The firm shall guarantee to perform the services offered and the total price of the proposal for a period of not less than 90 days from the deadline for submission of proposals.
3. All costs associated with developing or submitting documents in response to this solicitation and/or in providing oral or written clarification of its content shall be borne by the respondent. The City assumes no responsibility for these costs.
4. The City reserves the right to accept all or part of any proposal, and to negotiate a contract for services and cost with the selected Consultant.
5. The firm shall provide all necessary personnel, materials and equipment to perform and complete all work under this proposal.
6. All original documents and drawings shall become the property of the City after completion of the firm’s work.
7. The firm shall be prepared to commence work immediately upon execution of a contract with the City.
8. Awards will not be made to any person, firm or company in default of a contract with the City, the State of Rhode Island or the Federal Government.

9. Unless otherwise stated, payment will be made within thirty (30) days of the completion of the service, in an acceptable fashion, to the City and receipt of invoice and appropriate backup and documentation, whichever is later.
 10. The City of Warwick's obligations to pay any amount due under a contract are contingent upon availability and continuation of funds for the purpose. The City may terminate the contract, for non-appropriation of funds, and all payment obligations of the City cease on the date of termination.
 11. None of the services covered by the contract shall be assigned in full or in part, or sub-contracted without the prior approval of the City.
 12. Each respondent shall have no collusion or secondary interests with any other respondent for this RFP. All respondents shall be in compliance with all City and State Affirmative Action and Equal Opportunity practices.
 13. Unless otherwise specified, all costs listed are firm for the term of the contract.
 14. The firm selected for this project shall procure and maintain at a minimum, the following types of insurance:
 - a. Workers Compensation and Employer's Liability Insurance - \$500,000
 - b. Professional Services Liability Insurance for errors and omissions (\$2,000,000.00 per claim)
 - i. Each Occurrence \$1,000,000;
 - ii. Bodily injury liability: \$500,000 each person,
 - iii. Property damage liability: \$500,000 each occurrence,
 - iv. Automobile liability (combined single limit): \$1,000,000
- Insurance certificates shall be provided within 10 calendar days of acceptance of the proposal. In the event of cancellation or modification of any of the insurance coverages required by this document, written notification shall be sent to the Director of Public Works or his/her designee.
- The firm shall be obligated to hold the City harmless from all claims arising under their contract and include the statement in their insurance. The City of Warwick shall be named as additionally insured.
15. Any change or interpretation will be published in an addendum and sent to all prospective bidders.
 16. The City of Warwick reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with qualified sources or to cancel in part or in its entirety - this Request for Proposal, if it is in the best interest of the City.
 17. All questions pertaining to this solicitation must be addressed via email to: Mathew Solitro, Mathew.j.solitro@warwickri.com or 401-921-9607.
 18. **All questions shall be submitted three days prior to bid submission deadline** to provide adequate time to respond to all parties in advance of the solicitation deadline.

REMINDERS:

Please provide any other literature you feel may be pertinent to your proposal.

All bidders are responsible for insuring that all addenda have been received and incorporated into the original bid package

All bidders are responsible for insuring that all other bid documents are executed and submitted with the proposal.

PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR PROPOSAL

(PRICING SHEET MAY NOT BE CONFIDENTIAL)

CITY OF WARWICK

PROPOSAL AND CONTRACT FORM

TITLE OF SPECIFICATION: RFP2020-310 Pavement Management Systems

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.

Pavement Management System	Cost
Task 1: Project Kickoff	
Task 2: Pavement Survey and Data Collection/Verification	
Task 3: Pavement Management System Configuration and Delivery	
Task 4: Reporting and Capital Plan Development	
Task 5: Training and Support	
TOTAL:	