



CITY OF WARWICK
PURCHASING DIVISION
3275 POST ROAD
WARWICK, RHODE ISLAND 02886
TEL. (401) 738-2000, ext. 6240
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SCOTT AVEDISIAN
MAYOR

JAMES F. MARCELLO
PURCHASING AGENT

The following notice is to appear on the City of Warwick's website Wednesday, January 19, 2011. The website address is <http://www.warwickri.gov/bids>.

CITY OF WARWICK
PROPOSALS REQUESTED FOR

RFP #2011-198
Engineering Services
Including Flood Protection and Mitigation Design
at the Warwick Wastewater Treatment Facility

Plans and specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 A.M. until 4:30 P.M. on or after Wednesday, January 19, 2011.

Sealed proposals will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until 10:00 A.M., Wednesday, February 9, 2011. The proposals will be opened publicly commencing at 10:00 A.M., on the same day in the Lower Level Conference Room, 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. There is no pre-proposal conference.

Individuals requesting interpreter services for the hearing impaired must notify the Purchasing Division at 401-738-2000, Ext. 6241 or TDD at 401-739-9150 at least 48 hours in advance of the proposal opening date.

Original Signature on File

James F. Marcello
Purchasing Agent

**CITY OF WARWICK
REQUEST FOR PROPOSALS (RFP)**

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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 have been opened, no other proposals 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 noncompliance 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 on his own behalf without connection with, or obligation to, any undisclosed person or firm.

All proposals must be submitted with one (1) original and six (6) copies and one (1) electronic (PDF) formatted copy in a sealed envelope, and plainly marked on the exterior of the envelope which should read: *YOUR COMPANY NAME* and plainly marked on the exterior of the envelope "RFP #2011-198 Engineering Services, Including Flood Protection and Mitigation Design at the Warwick Wastewater Treatment Facility".

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.

All questions pertaining to these specifications should be referred to Janine L. Burke, Executive Director, Warwick Sewer Authority, 125 Arthur W. Devine Boulevard, Warwick RI 02886, 401-468-4700.

All proposals must 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 has been opened.

Any deviation from the specifications must be noted in writing and attached as part of the proposal. The bidder shall indicate the item or part with the deviation and indicate how the proposal will deviate from specifications.

The successful bidder must provide the City of Warwick with an original certificate of insurance, in a minimum amount of \$1 million, (faxes are not acceptable) naming 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.

The contractor must carry professional liability insurance, general liability insurance and statutorily-required workmen's compensation and motor vehicle insurance in the amounts indicated in the specifications and agree to indemnify the City against all claims of any nature, which might arise as a result of his operations or conduct of work.

The successful bidder will provide said insurance within ten (10) calendar days after notification of award or the City reserves the right to rescind said award.

Failure to provide adequate insurance coverage within the specified duration of time as set forth is a material breach of contract and grounds for termination of the contract.

The IRS Form W-9 attached must be completed and submitted with the proposal if the bidder falls under IRS requirements to file this form.

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 successful bidder must comply with all Rhode Island Laws, applicable to 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 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. Every attempt will be made to recommend a firm by the Warwick Sewer Authority and approved by the Warwick Sewer Commission within sixty (60) days of the opening of the proposal.

The City reserves the right at any time 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 and/or provided if it terminates in the best interests of the City. If the City terminates in the interests of the City after an order for materials or services has been placed and/or provided, 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 and/or provided, as well as expenses necessarily incurred in the performance of work up to time of termination.

Prices shall be held by the selected firm for two (2) years from the date of award. Term contracts may be extended for one additional term upon mutual agreement unless otherwise stated.

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 at no cost to the City.

If the respondent is awarded a contract in accordance with this solicitation and the respondent's proposal or response, and if the respondent fails or refuses to satisfy fully all of the respondent's obligations hereunder, 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.

Quantity references 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 and/or services provided 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

RFP #2011-198

Engineering Services

**Including Flood Protection and Mitigation Design
at the Warwick Wastewater Treatment Facility**

I. INTRODUCTION

The Warwick Wastewater Treatment Facility (WWTF) was originally constructed in 1965 along the banks of the Pawtuxet River. Following its construction in 1965, the facility was subject to periodic flooding as water levels exceeded the river's bank. Subsequent federal flood studies concluded that the facility was within the 100 year flood zone of the Pawtuxet River. To alleviate flooding, an earthen dam was constructed in 1986 between the river and the facility. This earthen dam was constructed to provide a 3 foot vertical freeboard above the 100 year flood stage.

The existing dam is approximately 2,300 feet long and protects the WWTF on the north, south and west sides. The east side of the WWTF is protected by the natural topography and Interstate 95.

The WWTF watershed area within the dam is approximately 15 acres, and since the topography of the WWTF on the interior of the earthen dam is lower than river flood levels, the existing storm-water collection system was built with the ability of pumping storm-water out of the WWTF during flood stage. During non-flood level periods, the river elevation allows the WWTF plant effluent and storm-water to discharge by gravity through a piping system that runs beneath the earthen dam.

During periods of rising river levels, sluice gates are lowered and all storm-water is mixed with the treated effluent and pumped into the river. This pumping system includes four (4) vertical mixed flow pumps with a capacity of 5,000 gallons per minute (per pump) against a total dynamic head of 25 feet. The pump motors are 40-horsepower. During a typical year, the pumping system may operate approximately 10 times per year.

During the Spring of 2010, the Pawtuxet River experienced flood levels significantly higher than the 100 Year Flood Level which breached the levee and inundated the WWTF. This inundation severely impacted the facility and has created the need to re-evaluate the effectiveness of the existing flood protection measures and to identify cost effective alternatives to reduce the occurrence of future flooding.

II. SCOPE OF SERVICES AND QUALIFICATIONS

General Description of Proposed Services and Qualifications

Scope of Services:

The scope of services includes an Evaluation and Preliminary Design of alternatives to improve the flood protection measures surrounding the WWTF. The Preliminary Evaluation shall include, but is not limited to, an assessment of the numerous sources of flooding, including surface, subsurface and piped flow through and adjacent to the facility. For each option, the Preliminary Evaluation must provide:

- Preliminary Design of Alternatives
- Estimates of Probable Construction Cost
- Impact Assessment & required mitigation
- Permit Requirements
- Preliminary Design, Permitting and Construction Schedules

The preliminary alternatives must also include alternative protection heights and an evaluation of the statistical probability of failure. The Scope of work may include final design, the level of services and fee for which will be determined based on the recommendations contained in the Preliminary Design Report. The lump sum fee shall only include the Preliminary Design Phase. The fee for final design may be negotiated following approval of the Preliminary Design Report recommendation by the Warwick Sewer Authority. The Authority reserves the right to select another consultant for final design.

The proposal must include a detailed Project Approach and schedule which outlines their project methods and proposed tasks. As a minimum, the Evaluation and Preliminary Design tasks must include;

1. Develop preliminary conceptual alignments of alternative levee systems using available aerial photographs and topographic maps. The Warwick Sewer Authority can provide plans prepared by The Maguire Group (the Maguire plans) for the construction on the existing levee.
2. Review conceptual alignments with Warwick Sewer Authority staff.
3. Following concept review, perform a detailed topographic Survey of the WWTF levee system and adjacent areas to obtain data to be used for preliminary and final design.
4. Perform a conceptual Geotechnical Evaluation to identify the general distribution, nature, and types of subsurface soils likely to be encountered based upon available soils data. The Warwick Sewer Authority has some data in the Maguire plans but additional data may be available from other sources.
5. Following review of the conceptual Geotechnical Evaluation, perform a soil boring program, soil testing and a comprehensive geotechnical evaluation to confirm subsurface soil conditions, strengths, and permeabilities and identify subsurface issues related to future new levee(s) and expansion and/or alteration of the existing levee, including increases in hydrostatic pressure.

6. Evaluate alternative levee types including special reinforcements and seepage control and assess their probability of failure (at design storm).
7. Evaluate the existing interior drainage collection and pumping system and assess the need for improvements.
8. Prepare Preliminary Plans and Estimates of Probable Cost for the alternative levee systems including improvements to the existing interior drainage collection and pumping system.
9. Prepare an Implementation Schedule for the recommended levee system.
10. Prepare a Draft Preliminary Design Report of the evaluations, investigations, assessments, finding, maps, plans, and recommendations for a levee system to reduce the occurrence of future flooding of the WWTF. The Report shall include at least a rudimentary cost-benefit analysis of the proposed protective measures.
11. Review the Draft Preliminary Design Report with WSA staff.
12. Amend the Draft Preliminary Design Reports based upon WSA review comments.
13. Present the Draft Preliminary Design report findings and recommendations to the Warwick Sewer Authority Board of Directors and respond to comments and suggestions (anticipate 2 public meetings).
14. Prepare and submit the Final Preliminary Design Report.
15. Assist WSA staff in preparing Grant Applications.
16. Attend meetings with U.S. Army Corps of Engineers and regulatory officials to present the preliminary findings and recommendations (assume 2 meetings).

Services for amending FEMA Flood Zones, if necessary for implementation, are not included in the Preliminary Scope of Work.

All work shall be performed under the guidance and supervision of a Professional Engineer licensed by the State of Rhode Island.

The engineer/consultant shall be responsive and shall be expected to attend meetings with City personnel, regulatory officials and the Sewer Authority. All documents shall be stamped and signed by a professional engineer.

Only firms with in-house capacity to complete tasks in these areas or have contracted with qualified consulting firms or appropriately licensed individuals at the time of submission shall be allowed to submit. None of the services covered by this contract shall be assigned in full or in part, or subcontracted to any firm or individual without the prior approval of the city.

III. SUBMISSION REQUIREMENTS

Format of Proposed Statement

In order to conduct a reasonable and efficient evaluation of prospective engineering firms, The City requires that firms prepare qualification statements which are clear and concise, and which follow the format outlined below. Proposals shall be bound and submitted on typewritten, one-sided, 8 ½" x 11" paper. Margins shall be no less than 1" around the perimeter of each page. Font size shall be no less than 11-point type. The proposal shall contain a Table of Contents that cross-references each requirement with specific page in the proposal.

Submittal Requirements

In addition to the Proposal and Contract Form included in this Request for Proposals (RFP), all companies shall submit one (1) original and eight (8) copies of their qualifications statements to demonstrate the extent to which the company and/or team meets the requirements of this RFP. Submissions shall follow the outline below and include, at a minimum, project approach, staff experience, including resumes of each associate or individual working under the terms of the contract, a list of any sub-consultants that the company proposes to use including resumes of key personnel, and examples of recent work similar in nature to the work described under this RFP.

The documents shall be submitted by the deadline to the Purchasing Division at Warwick City Hall, 3275 Post Road, Warwick, RI 02886. All questions pertaining to these specifications shall be referred to Janine L. Burke, Executive Director, Warwick Sewer Authority, 125 Arthur W. Devine Boulevard, Warwick RI 02886, 401-468-4700.

Qualification Statements

All qualification statements shall be organized in the following manner:

Company Profile: Provide a general description of the company, a brief history of the firm, with particular regard to the number of years in business and the number of years of specific relevant experience. Identify office locations, number and type of personnel available to serve the city. Provide the name of the principal contact person at the company to whom all questions should be addressed.

Key Personnel: Each prospective firm must submit a list of key personnel, their areas of expertise, licenses and certifications, and a description of the manner in which the engineering tasks will be organized within the firm. The lead engineer must be a Rhode Island licensed professional engineer, specializing in one or more of the required disciplines. All support personnel must be identified with their respective roles enumerated. Provide complete resumes for all key personnel. Also, provide a schedule of billing rates for all personnel classifications that will work on any project assigned to the firm.

Engineering Experience

The proposal must include examples of work for a minimum of five (5) clients which demonstrate experience with flood protection, dam projects, procedures, ordinances, related rules and regulations, and federal and state program requirements. This list should be in table format including project name, description, client name, project description and year completed.

Specific references, including client name, project description, and staff member in charge, must be included with this information and the projects must demonstrate experience in the following areas:

The firm and/or team must have at least ten (10) years experience in flood protection and dam engineering. Experience in value engineering, designing utility and drainage systems, storm-water, wastewater treatment facilities, preparation of construction bidding documents, permitting, and construction administration services is extremely desirable.

References

A minimum of five (5) references for related engineering services work shall be provided with recently verified phone numbers and addresses.

Supplemental Information

Respondents are encouraged to submit any other information which they deem useful in presenting their related abilities and qualifications.

Additional Requirements

Provide information on the firm's current professional liability insurance including name of the carrier, policy limits and policy deductible. Firms responding shall have a minimum of \$2 Million in professional liability insurance, \$1 Million dollars in general liability insurance and statutorily-required workmen's compensation and motor vehicle insurance. The City must be named as an additional insured and certified holder.

The successful Respondent must also provide the City of Warwick with an **original** certificate of insurance (faxes are not acceptable) **naming 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.

Failure to meet the above conditions may result in disqualification of the proposal.

IV. SELECTION CRITERIA

The proposals will be examined and evaluated based on the factors presented below. It is the responsibility of the engineer/consultant to provide information, evidence or exhibits which clearly demonstrate the ability to satisfactorily respond to project requirements and the factors listed below.

Company Qualifications and Experience

MAXIMUM 25 POINTS

Specialized experience is required in a series of work areas. Proposals must clearly demonstrate full knowledge, understanding, and experience in the methods, techniques, and guidelines required for the performance of the required work. All elements within this factor are of equal importance. The engineer/consultant must indicate specific experience in the required areas.

Personnel Qualifications and Availability

MAXIMUM 20 POINTS

Specialized experience is required of the project personnel proposed to undertake the work assignments. Proposal must clearly demonstrate the capability, academic background, training, certifications and experience of the proposed personnel. The availability of the

proposed staff is also of critical importance and must be demonstrated. Specific project experience relevant to this Scope of Services must be demonstrated and project experience identified to specific company experience identified above or other projects, including specific project responsibilities, must be included.

Performance Record of Firm

MAXIMUM 15 POINTS

A list of references of at least five (5) recent contracting officers on projects of a similar magnitude and complexity is required. References must include current telephone numbers and affiliation.

Project Understanding

MAXIMUM 20 POINTS

The engineer/consultant must demonstrate an understanding of the existing flood protection measures, river systems and alternatives available.

In addition to the understanding of the Scope and approach, the engineer/consultant must demonstrate the following which will be considered in the selection:

1. Knowledge of current issues and state of the art practices and procedures in the relevant technical areas previously discussed.
2. Experience demonstrated on similar projects.
3. Working knowledge of the geographic area as evidenced by prior work experience in the region.
4. An ability to integrate and utilize interdisciplinary study teams effectively on assignments requiring a variety of skills and expertise from in-house resources and/or sub-consultants.
5. The ability to provide the necessary skills and expertise from in-house resources and/or sub-consultants.
6. Methods for assuring product quality, cost control, delivery schedule, and project oversight. A narrative description of the engineer/consultant's quality control plan must be included.

Cost Evaluation

MAXIMUM 20 POINTS

The lump sum price for the Preliminary Phase and the hourly billing rates will be considered as an independent factor. The engineer/consultant shall provide a schedule of billing rates. The City will also consider the firm's overhead rates and charges for miscellaneous items and services such as drawings/blueprints, travel, supplies, materials, etc. For outside services, the engineer/consultant will be limited to 10% markup for its work in supervising, directing, and administering the work of sub-consultants.

V. EVALUATION PROCEDURE

1. All proposals will be reviewed and rated based upon the combination of factors regarding the proposal submitted and the evaluation criteria set forth in the proposal.
2. The City may or may not conduct interviews with the top-ranked firms prior to making a selection of the most qualified and responsive firm in the best interests of the City.
3. Preference will be given to firms with Rhode Island experience and prior knowledge and work experience with the City of Warwick.
4. Based upon the results of this review process, a contract may be developed with the highest-rated engineer/consultant. If an agreement cannot be reached, negotiations with other engineers/consultants, in order of their review ranking may be conducted until an agreement can be reached.

VI. ADDITIONAL REQUIREMENTS

1. Termination: If the successful Respondent refuses or fails to perform the work, or any separable portion thereof, with such diligence as shall ensure its completion within the written contracted time frame, the City of Warwick may, upon a thirty (30) day written notice, terminate the right to proceed with the work or such portion of work which has been delayed.
2. The City of Warwick reserves the right to include additional terms and conditions during the process of contract negotiations. These terms and conditions shall be within the scope of the original RFP and contract document, and shall be limited to cost, definition, and administrative and legal requirements.
3. Sub-consultants: The engineer/consultant may use outside services of sub-consultants when specialized services are required beyond its in-house resources, subject to the approval of the City.

CITY OF WARWICK

PROPOSAL AND CONTRACT FORM

**TITLE OF SPECIFICATION: RFP #2011-198
Engineering Services
Including Flood Protection and Mitigation Design
at the Warwick Wastewater Treatment Facility**

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 and

WHEREAS, 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 and

WHEREAS, 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.

THEREFORE NOW BE IT RESOLVED, that 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 Submitted on Appendix A

APPENDIX A

LUMP SUM PRICE

Preliminary Design Phase \$ _____

SCHEDULE OF BILLING RATES

<u>Staff Position</u>	<u>Hourly Billing Rate</u>
Project Manager	\$ _____
Project Engineer	\$ _____
Staff Engineer	\$ _____
Geotechnical Engineer	\$ _____
Structural Engineer	\$ _____
Mechanical Engineer	\$ _____
Electrical/Instrumentation Engineer	\$ _____
CADD Drafter	\$ _____
Clerical Typist	\$ _____
Environmental Scientist	\$ _____
Drilling Equipment	\$ _____
Expense "Mark-Up"	_____

THIS PAGE MUST BE SUBMITTED 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.: _____

E-MAIL ADDRESS: _____*

CONTRACT COMPLETION DATE:

(In terms of calendar days after award of proposal): ____

*Please include your email address. Future proposals will be emailed, unless otherwise noted by you.

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II. AWARD AND CONTRACT:

The CITY OF WARWICK, acting as duly authorized through its Purchasing Agent, 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: _____

RFP #2011-198

PURCHASING AGENT

**CITY OF WARWICK
BIDDING PROCEDURES**

QUESTIONNAIRE & ACKNOWLEDGEMENT FORM

**RFP #2011-198
Engineering Services
Including Flood Protection and Mitigation Design
at the Warwick Wastewater Treatment Facility**

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? Yes: ____ No: ____
Explain: _____
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? Yes: ____ No: ____
(such as prevailing wages & benefits)
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: _____