

TOWN OF SMITHFIELD

State of Rhode Island

Terms and Requirements for Request for Qualifications

Item Description: Water Storage Rehabilitation and Recoating – Inspection Services

Date and Time to be **OPENED: Friday, December 13, 2019, at 10:00 AM**

Proposals may be submitted up to **10:00 AM** on the above meeting date at the **Purchasing Agent's Office**, 64 Farnum Pike, Smithfield, RI 02917, during normal business hours, 8:30 AM through 4:30 PM. All proposals will be publicly opened and read at the Town Hall Council Chambers, second floor, Town Hall.

INSTRUCTIONS

1. Qualified Statements must be sealed proposals in an envelope clearly labeled with the above-captioned item description of work. The separate sealed Proposal Fee envelope and any information relative to the Qualification Statement must be addressed to the **Purchasing Agent's Office**, 64 Farnum Pike, Smithfield, RI 02917. The proposal fee envelope shall be sealed and indicate "Fee Proposal" on the outside of the separate envelope. Any communications that are not competitive sealed proposals (i.e., product information or samples) should have "**NOT A BID**" written on the envelope or wrapper.
2. Qualification Statements must meet the attached specifications. Any exceptions or modifications must be noted and fully explained.
3. Qualification Statement responses must be in ink or typewritten.
4. The price or prices in the separate Fee Proposal envelope should be stated both in **WRITING** and in **NUMERALS**, and any proposal not so stated may be rejected.
5. Fee Proposals **SHOULD BE TOTALED** WHEN APPLICABLE. Do not group items: price each item individually as instructed herein.
6. Each responder is required to state in their Qualification Statement their full name and place of residence/business; and must state the names of persons or firms with whom he/she is submitting a joint proposal. All Statements and Proposals **SHOULD BE SIGNED IN INK**.
7. One original Qualification Statement and **four copies** shall be submitted.

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NOTICE TO QUALIFIED VENDORS

1. The Town of Smithfield, Rhode Island (“the Town”) reserves the right to waive any and all informalities and to award the contract on the basis of the most qualified proposal statement in the best interest of the Town.
2. No qualification statement will be accepted if made in collusion with any other responder.
3. A responder who is an out-of-state corporation shall qualify or register to transact business in this State, in accordance with R.I. Gen. Laws, as amended, Sections 7-1.1-99, 7-1.1-105, 7-1.1-106.
4. The Town of Smithfield reserves the right to reject any and all qualification statements.
5. Qualification Statements shall be evaluated in accordance with Section VIII, Evaluation Criteria of the Request for Qualifications, attached hereto.
6. The Town of Smithfield reserves the right to award to one responder, or to split the award.
7. All Qualification Statements will be disclosed at the formal opening. After a reasonable lapse of time, tabulation of statements may be seen on the Town’s website (www.smithfieldri.com/bids).
8. As the Town of Smithfield is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted in the separate Fee Proposal are not to include these taxes.
9. The proposer will not be permitted to either assign or underlet the contract, nor assign legally or equitably any moneys hereunder, or its claim thereto without the previous written consent of the Town Manager.
10. Delivery dates must be shown in the Qualification Statement. If no delivery date is specified, it will be assumed that an immediate delivery from stock will be made.
11. A certificate of insurance shall be required of a successful bidder within five (5) days of contract award. The Town of Smithfield shall be an *additionally named insured* in the title holder box of said certificate.

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12. Qualification Statements may be submitted on an “equal” in quality basis. The Town reserves the right to decide equality. Responders must indicate brand or make offered and submit detailed specifications if other than the brand requested.
13. For contracts involving construction, alteration and/or repair work, the provisions of State Labor Law concerning payment of prevailing wage rates apply (See R.I. General Law Sec. 37-13-1 et seq. as amended).
14. No goods should be delivered or work started without Notice from the Town.

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PROFESSIONAL SERVICE PROPOSAL TERMS

1. It is hereby mutually understood and agreed that no payment for extra work shall or will be claimed or made unless ordered in writing by the Town Manager or his designee prior to work being performed.
2. Selection shall be made in accordance with Section VIII, Final Selection, of the Request for Qualifications, attached hereto.
3. Failure to deliver within the time quoted or failure to meet specifications may result in default action in accordance with the general specifications. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents and Acts of God.
4. Only one shipping charge will be applied in the event of partial deliveries for blanket purchases or term contracts.
5. The successful responder shall, prior to commencing performance under the contract, attach and submit evidence that they have complied with the provisions of the Rhode Island Worker's Compensation Act Title 28, Section 1, et seq (R.I.G.L.). If the successful responder is exempt from compliance under the Worker's Compensation Act, an officer of the successful responder shall so state by way of sworn Affidavit which shall accompany the signed contract.
6. The successful responder shall, prior to commencing performance under the contract, attach and submit a certificate of insurance, in a form satisfactory to the Town, by which the successful responder will indemnify and hold harmless the Town during the term of the contract from claims for personal injury or damages to property sustained by third person, or their agents, servants and/or claimed under them.

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REQUEST FOR QUALIFICATIONS

Water Storage Rehabilitation and Recoating – Inspection Services

I. INTRODUCTION

The Town of Smithfield is soliciting Qualification Statements from firms for professional inspection services relating to Rehabilitation and Recoating of Public Water Storage Tanks. Resident inspection services during the proposed cleaning and painting Project shall include one full time inspector for the duration of field activities.

II. BACKGROUND

The Town of Smithfield Water Supply Board presently owns and is responsible for the maintenance of three water storage tanks. The Island Woods 4 million gallon, the Rocky Hill 1 million gallon, and the Burlingame 300,000 gallon tanks. The Town is seeking to make certain improvements to the steel tanks and to remove the existing coating and install new coatings.

III. INTENT

The Town is interested in retaining a professional inspection services relating to Rehabilitation and Recoating of Public Water Storage Tanks. Resident inspection services during the proposed cleaning and painting Project shall include one full time inspector for the duration of field activities.

IV. SCOPE OF SERVICE

The scope of service for this request for qualifications is to provide the Town with professional inspection services for tank rehabilitation and recoating work on three Town owned steel water storage tanks. The following tasks shall be considered in the firm's Qualification Statement to the Town:

The resident inspector's duties shall consist of:

- Liaison between the Owner, Engineer, and contractor to clearly define the intent of the specifications and coordinate job progress.
- Review all submitted change orders from the contractor, and make recommendation to the owner and engineer on their merits.
- Monitoring and approval of structural repairs, modifications and other changes for conformance to the specifications.
- Inspection of the abrasive blasting materials, procedures and equipment for conformance with the specifications.
- Inspection and approval of surface preparation, blast quality, mil profile and all critical aspects of painting of steel structures.
- Monitoring paint removal and abatement for conformance to the specifications and environmental regulations.

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- Monitoring ambient conditions to ensure a suitable atmosphere for preparation and application of coatings.
- Monitoring the Contractor's mixing and application of the coatings in accordance with the specifications.
- Determination of both wet and dry film thicknesses of each coating and total coating system applied.
- Evaluation of cure, re-coating and all critical aspects of painting of steel structures (including holiday and adhesion testing).
- Recording the contractor's progress for adherence to the construction schedule, and authorization of progress payments.
- Submittal of detailed daily and weekly inspection reports, including progress, equipment, manpower, weather and ambient condition logs, with detailed photographs documenting work.
- Final inspection including determination of punch list items and coordinating subsequent corrective action by the contractor.
- Final inspection and acceptance of the Project as well as establishment of a warranty date.

The inspection services are expected to be broken into three (3) phases of work:

Phase I – Rocky Hill Tank – 1,000,000 gallons - fall of 2019

Phase II – Island Woods Tank – 4,000,000 gallons – spring of 2020

Phase III – Burlingame Tank – 300,000 gallons – fall of 2020 (optional bid depending on funding)

The inspector shall be experienced in the different degrees of surface preparation and coating application techniques as outlined by the Steel Structures Painting Council (SSPC) and the American Water Works Association (AWWA). The resident inspector shall be capable of climbing structural steel and maintaining quality control along all accessible areas.

V. INQUIRIES

Any questions regarding this project can be directed to the Purchasing Agent at cdorazio@smithfieldri.com.

VI. FORM OF QUALIFICATION SUBMISSION

1. A total of (4) four copies of the Qualifications Statement and (1) one copy of the Fee Proposal (in separate sealed envelope) are to be submitted on letter size sheets (8½" by 11") in recommended size 12-font. Any smaller font size or any oversized submissions will not be accepted.
2. Proposers wishing to respond to the RFQ must supply the following information in the order listed below:

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- a **Title page** - legal name of the proposer, address, telephone number, year firm was established (if applicable), type of organization, and date of submittal.
- b **Purpose & Project Understanding** - brief statement of the proposer's philosophy, interests, and goals with regard to the project and an in-depth understanding of this Request for Qualifications along with the proposer's method of approach and staffing for this project. Specific description shall be provided for the Scope of Services and then the firm shall elaborate on the remaining tasks with sufficient detail to provide the Town with a solid representation of the firm's understanding of the overall goal of the Town.
- c **Organization** - brief description of the organization and services offered.
- d **Relevant Experience** - list of similar, nearby projects completed by the proposer. Include client name and contact information; project name; total project cost; cost of proposer's contract; description of services rendered.
- e **List of References** – provide a list of contact name(s), position of reference, organization name and telephone number.
- f **Staff Qualifications** - include the proposed staff to be assigned to this proposal, include resumes for each, and identify their qualifications of similar projects and any applicable professional registration and certifications. Provide an organization chart indicating roles of all individuals involved in this project. Resident inspection services during the proposed cleaning and painting project shall include one full time inspector for the duration of field activities. The inspector shall have a NACE CIP Level 3 with at least five years' experience in similar coating applications, be experienced in the different degrees of surface preparation and coating application techniques as outlined by the Steel Structures Painting Council (SSPC) and the American Water Works Association (AWWA). The resident inspector shall be capable of climbing structural steel and maintaining quality control along all accessible areas.
- g **Financial stability** - statement of proposer's financial stability.
- h **Fee Proposal** – Include with the QUALIFICATION STATEMENT, a separately sealed envelope labeled "FEE PROPOSAL." The Fee proposal shall include the following information at a minimum:
 - i. A completed Attachment A, hereto
 - ii. Hourly fee for the professional inspection services
 - iii. Itemization of tasks
 - iv. Employee classification and hourly rate

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- v. Unit Costs for necessary tests, employee rates and fee structure
- vi. Delivery charges with travel time and cost (if applicable)
- vii. Incidental items – copies, reproduction, photo-documentation, digital reproductions, etc.
- viii. All hours shall be summated and the rates, markup, and contingency shall equal the fee proposal.
- ix. Include the firm's fee structure of the employees scheduled to potentially work two shifts if required to meet tank back-in-service deadlines. Itemized listing of anticipated tasks, man-hours associated with each task per employee and estimated fee.
- x. Fee shall be summarized per Phases I, II and III.

VII. EVALUATION CRITERIA

The method of evaluation and selection criteria of a qualified firm will be in accordance with the Brooks Law, Public Law 92-582, for Qualifications Based Selection (QBS), see attachment C.

1. A Selection Committee will be appointed by the Town Manager to evaluate proposals and recommend selection to the Town Council.

The proposals will be evaluated and will be based upon the following criteria:

- a. Proposer's thorough and in-depth understanding of this RFQ (10 points)
 - b. Demonstrated experience and expertise with similar local projects as evidenced by FIRM'S apparent ability to supply qualified staff and demonstrated accuracy in reporting documentation for a range of different project management, testing and inspection assignments performed simultaneously. (10 points)
 - c. Method of approach and assignment of staff (tiered chart of staff?) (15 points)
 - d. Staff qualifications and certifications as applicable (10 points)
 - e. Form of Qualification Statement (items a-h) (30 points)
 - f. Organization, thoroughness and proposal presentation as submitted (10 points)
 - g. Firm's current workload (5 points)
 - h. Value Added Performance: Respondents that can demonstrate a value added performance measure that makes their qualification package unique, including but not limited to in-house ability to provide inspection services, materials collection or any other unique elements or added characteristics that improves the overall qualification proposal. (10 points)
2. The Selection Committee will review and rank the Qualification Statements received. The consultants from the top (3) three ranked Statements may be invited to an interview by the Selection Committee. A maximum of 30 minutes will be allowed for any oral interview.

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3. The Town Manager and the Selection Committee may conduct negotiations with the highest ranked Consultant. At the time of negotiations, the selected Consultant's Fee Proposal shall be used for the basis of negotiations. The Fee Proposal shall include the following information at a minimum:

- See Sec. VI.2.h. above.

If an agreement cannot be reached with the highest ranked Consultant, the Town may negotiate with the second most qualified Consultant. In the event an agreement cannot be reached with the second most qualified Consultant, then Town may negotiate with the third most qualified Consultant and so on until the list is exhausted. Once negotiations have ceased with a Consultant, this Consultant will not be reconsidered for this master agreement.

VIII. FINAL SELECTION

1. The Selection Committee will review and score Qualification Statements received. The consultant from the top ranked proposals *may* be invited to an interview by the Selection Committee or Town Manager. A maximum of 30 minutes will be allowed for any oral interviews, if required.
2. The Selection Committee will select the best qualified firm based on the evaluation criteria above, in Sec. VI. Once the selected firm is chosen, the FEE PROPOSAL shall be evaluated for compliance with the specifications herein.
3. The Smithfield Town Council will select a firm after taking into account the recommendation submitted by the Selection Committee. Following the notification of the firm selected, it is expected a contract will be executed by the parties.
4. A firm's submission of a Qualification Statement indicates acceptance of all the conditions contained in this RFQ unless clearly and specifically noted in the Qualification Statement & Fee Proposal submitted.

IX. INSURANCE REQUIREMENTS

Prior to entering into a contract, the selected consultant will be required to obtain a Certificate of Liability Insurance as required below and maintain current insurance coverage throughout the contract duration.

1. **Commercial General Liability:** The limits of coverage shall be no less than \$2,000,000 per occurrence.
2. **Professional Liability Insurance Covering Errors and Omissions:** The limits of coverage shall be no less than \$5,000,000 per occurrence/aggregate. The principal Firm may not disclaim responsibility for the acts or omissions of its subcontractor or other professional engineer.
3. **Statutory Workers Compensation and Employers' Liability Insurance:** The limits of coverage shall be no less than \$500,000 per occurrence. This will include all of his/her employees to be engaged in work on the project under this agreement, and in case any such work is sublet, the

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CONSULTANT shall require the sub-CONSULTANT similarly to provide Workers Compensation and Employers' Liability Insurance for all of the latter's employees to be engaged in such work.

X. PAYMENT TO CONSULTANT(S)

Consultants will be paid monthly for associated work on each Phase in accordance with the Scope of Services.

Any extra work, which is outside the scope of this proposal, will be subject to review and approval by the Town Manager and the execution of appropriate contract documents prior to performance of that work. Any work outside the scope of this proposal, which is performed prior to approval, may not receive compensation.

XI. SCOPE REVISIONS

In the event that project requirements change or unforeseen conditions are encountered which require additional work beyond the agreed scope of services, the Consultant will bring those items to the attention of the Town before proceeding and obtain an addendum to the scope of services and cost. Additional services and/or deviations from the scope of service outlined herein may warrant modifications to the total fee. The Consultant will provide approved additional services and/or out-of-scope activities in accordance with the mandates, rules and regulations, as approved and authorized by the Town.

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ATTACHMENT A

(Enclose in sealed envelope titled: Fee Proposal)

Fee Proposal Form

Item Description: Water Storage Tank Rehabilitation - Inspection Services

Date and Time to be **OPENED: Friday, December 13, 2019, at 10:00 AM**

VENDOR NAME:	
VENDOR ADDRESS:	
CITY, STATE, ZIP:	
Soc. Sec. # or Fed. ID #	

Fee Proposal:

Phase I – Rocky Hill Tank \$ _____

(In Words)

Phase II - Island Woods Tank \$ _____

(In Words)

Add Alternate #1 - Phase III – Burlingame Tank \$ _____

(In Words)

Total Project Cost \$ _____

(In Words)

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(Attachment A) Page 2 of 3

List the Officers of your Corporation or Principals of your LLC. Award cannot be done without the attachment.

PHONE _____ FAX _____

EMAIL _____

_____	_____
CONTACT PERSON NAME	TITLE

CONTACT PERSON SIGNATURE

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(Attachment A) Page 3 of 3

Employee Title/Classification	Hourly Rate	Hours Phase I	Hours Phase II	Hours Add Alternate I	Summary of Hours	Extended Cost
President						
Vice President						
Senior VP						
Project Manager						
Lead Inspector						
Junior Inspector						
Administrative						
Copies						
Mileage						
Other:						
TOTALS						

Note: Additional information as it relates to the Fee Proposal may be attached to this form as necessary.

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ATTACHMENT “B”

Please refer to the Project Manual and Specifications for the Smithfield Water Supply Board Tank Rehabilitation Project associated with this RFQ prepared by Pare Corporation, 8 Blackstone Valley Place, Lincoln, RI 02865.

ATTACHMENT C

2017 -- S 0925

LC002715

STATE OF RHODE ISLAND

IN GENERAL ASSEMBLY

JANUARY SESSION, A.D. 2017

A N A C T

RELATING TO TOWNS AND CITIES -- AWARD OF MUNICIPAL CONTRACTS

Introduced By: Senators Lombardi, Lynch Prata, McCaffrey, Goodwin, and Gallo

Date Introduced: May 30, 2017

Referred To: Senate Housing & Municipal Government

It is enacted by the General Assembly as follows:

1 SECTION 1. Section 45-55-8.1 of the General Laws in Chapter 45-55 entitled "Award of
2 Municipal Contracts" is hereby amended to read as follows:

3 **45-55-8.1. Qualification based selection of architects and engineers.**

4 (a) When the purchasing agent determines that the city or town needs the services of a
5 professional architect or engineer, the purchasing agent shall follow the qualification based
6 selection process for the procurement of architectural and engineering consulting services.

7 (b) Federal requirements. In the procurement of architectural, engineering, and consulting
8 services and in the awarding of contracts, the city or town shall comply with federal law and
9 regulations including, but not limited to, Pub. L. 92-582 (Federal Architect-Engineer Selection
10 Law, Brooks Law, 40 U.S.C. 541) and take all necessary steps to adapt its rules, specifications,
11 policies, and procedures accordingly to remain eligible for federal aid.

12 (c) Prequalification. Cities and towns may establish procedures to prequalify firms
13 seeking to provide architectural, engineering, and consultant services or may use prequalification
14 lists from other state agencies to meet the requirements of this section.

15 (d) No city or town, prior to selecting a firm for negotiation during procurement under
16 this section, shall seek formal or informal submission of verbal or written estimates of costs or
17 proposals in terms of dollars, hours required, percentage of construction cost, or any other
18 measure of compensation.

1 **SECTION 2. This act shall take effect upon passage.**

LC002715

EXPLANATION
BY THE LEGISLATIVE COUNCIL
OF
A N A C T
RELATING TO TOWNS AND CITIES -- AWARD OF MUNICIPAL CONTRACTS

1 This act would include certain federal requirements within the selection criteria for cities
2 or towns hiring architects or engineers, and would permit cities or towns to prequalify firms
3 selecting architecture, engineering and consulting services.

4 This act would take effect upon passage.

LC002715
