



**Solicitation Information  
April 18, 2011**

**LOI# 7448538**

**Title: Consultant Support Services to the Rhode Island Water Resources Board for the Performance of a Detailed Assessment of Raw Water Quality from all Reservoirs and a Full Facility Assessment and Audit of the Bristol County Water Authority Treatment Plant**

**Submission Deadline: May 16, 2011 @ 2:30 PM (Eastern Time)**

**A Mandatory Pre-Submittal Meeting** will be held on **May 5, 2011 at 2:00 PM (ET)** in Room 300 at the Rhode Island Water Resources Board, Foundry Office Building, 235 Promenade St., Providence, RI. **No submittals may be made unless an authorized representative of the Proposer has registered at and attended the pre-submittal meeting.**

Questions concerning this solicitation must be received by the Division of Purchases at [gail.walsh@purchasing.ri.gov](mailto:gail.walsh@purchasing.ri.gov) no later than **Tuesday, May 3, 2011 at 12:00 Noon (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED: No**  
**BOND REQUIRED: No**

**Gail Walsh**  
**Buyer II**

**Vendors must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)**

Note to Vendors:

**Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.**

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

## **Rhode Island Water Resources Board LOI regarding Bristol County Water Authority Water Sources and Treatment Facility**

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Water Resources Board (WRB), requests qualification statements and proposals from consultants or teams of consultants (the Proposer) to provide support services for the performance of a detailed assessment of raw water quality from all reservoirs, optimization study and final evaluation, pilot studies, final design of upgrades to increase capacity of the Child Street Treatment Facility owned by the Bristol County Water Authority in accordance with the terms of this solicitation and the State's General Conditions of Purchase (available on the Internet at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).)

### **Instructions and Notifications to Proposers:**

- Potential Proposers are advised to review all sections of this request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the Proposer. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than one hundred twenty (120) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State agency locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause or reason will be determined to be late and will not be considered. **The "Official" time clock is in the reception area of the Division of Purchases.**
- **Proposals Faxed or E-Mailed To the Division of Purchases Will Not Be Considered.**
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Subcontracts are permitted, provided that their use is clearly indicated in the submitter's proposal and the subcontractor(s) proposed to be used are identified in the proposal.

**Rhode Island Water Resources Board LOI regarding Bristol County Water Authority Water Sources and Treatment Facility**

- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401 222-3040). *This will be a requirement only of the successful bidder(s).*
- Bidders are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.
- Also, Submitters should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 222-6253 or [charles.newton@doa.ri.gov](mailto:charles.newton@doa.ri.gov). Visit the website <http://www.mbe.ri.gov>.
- Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI.
- Equal Employment Opportunity (RIGL 28-5.1) § 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at (401) 222-3090 or via e-mail at [Raymond.lambert@hr.ri.gov](mailto:Raymond.lambert@hr.ri.gov).
- Subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- **Persons or firms practicing Architectural and/or Engineering Services in the State of Rhode Island must possess a proper registration and Certificate of Authorization in accordance with Rhode Island General Laws.**

A copy of the current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for the individual(s) who would perform the work must be included behind the front page of each copy of the Proposal. The Board for Design Professionals can be contacted as follows:

Board for Design Professionals  
1511 Pontiac Avenue (Bldg. 68-2)  
Cranston, RI 02920  
Tel: 401-462-9530  
Fax: 401-462-9532  
Website: [www.bdp.state.ri.us](http://www.bdp.state.ri.us)

## **Background, Purpose and Concept**

### **Water Resources Board and Water Resources Board Corporate ([www.wrb.ri.gov](http://www.wrb.ri.gov))**

The Rhode Island Water Resources Board (WRB) is the state agency with the overall responsibility “to regulate the proper development, protection, conservation and use of the water resources of the state” (Rhode Island General Law 46-15-1 (6)). RIGL 46-15.7 defines the WRB as “the state agency which manages the withdrawal and use of the waters of the state of Rhode Island.” RIGL 46-15.3 also defines the purpose of the WRB to be “to protect the quality and safety of the public drinking water supply.”

The Water Resources Board Corporate (WRB-C) created by Rhode Island General Laws 46-15.1 is “body politic and corporate and a public instrumentality of the state having a distinct legal existence from the state and not constituting a department of state government.” The WRB-C is overseen by the same Board of Directors and has the same staff as the WRB but its primary difference from the WRB is that it has the powers and duties “to establish, operate, and maintain or lease to others, or contract with others for the use of, such water supply facilities as may be reasonably required for the fulfillment of its purposes”

The WRB-C also has the ability to issue revenue bonds and borrow money for the development of water supply facilities. RIGL 46-15.3 also defines the WRB’s purpose to be “to protect the quality and safety of the public drinking water supply.” Both agencies have the authority “to construct or purchase” or “acquire the assets” and “assume the liabilities” of reservoirs, wells, well sites and other related water facilities, including existing municipal, public or private systems.

### **Bristol County Water Authority (<http://www.bcwa-ri.com/>)**

The Bristol County Water Authority (BCWA) is a public agency that provides drinking water to the people of Bristol County, RI, in the Towns of Barrington, Bristol, and Warren. The Authority serves approximately 50,648 persons (census 2000) via 16,820 service connections and supplies potable water to a 25 square mile area. The system lies southeast of the City of Providence at the northern end of Narragansett Bay. The community is largely residential in nature with some light industrial and commercial development.

Water is capable of being supplied to the system from three distinct sources: the Providence Water Supply Board’s Scituate Reservoir system, the BCWA’s reservoirs in Rhode Island and Massachusetts and a groundwater well system on Nyatt Road in Barrington, Rhode Island. The groundwater wells were capable of producing 2.0 MGD at one time but have been taken off-line as diminished capacity made operation unfeasible.

Treated water from the Scituate system has been supplied since December 1998 and is conveyed to Bristol County through the East Bay Pipeline. Water from the BCWA reservoirs is treated at the Child Street Treatment Facility in Warren. The facility has a nominal design capacity of 4.0 MGD, however, at present only about 1.0 – 1.5 mgd is able to be treated in accordance with federal drinking water quality standards.

## **Rhode Island Water Resources Board LOI regarding Bristol County Water Authority Water Sources and Treatment Facility**

### **Legal Authority**

Rhode Island General Laws 46-15.5 defines the responsibilities of the State of Rhode Island, the Water Resources Board and the Bristol County Water Authority for the operations, maintenance, construction and upgrading of the BCWA-owned water treatment and distribution facilities. The Rhode Island General Assembly has declared that the “existing Bristol County water supplies will remain an important source of water for Bristol County and the State in the future...”

As part of the plan to maintain this source of water, the State through the Water Resources Board and the BCWA agreed to share the costs and responsibilities for the planning, design and construction of the East Bay Pipeline and an emergency two-way interconnection with the City of East Providence water system. In addition, “(t)he state is mandated to upgrade the current Bristol County water system of reservoirs, wells, treatment plant, and transmission lines, with the first priority being given to the construction of a new raw water transmission line.” An upgraded Shad Factory Pipeline, the primary conduit for raw water from the Shad Factory Reservoir to the Child Street Treatment Facility is in the permitting stage. The project for which proposals are requested will be paid for by the State of Rhode Island as part of its long-term obligation to address improvements needed to the BCWA reservoirs, raw water transmission lines and water treatment facilities.

### **Project**

Under State law, the BCWA in co-operation with the WRB is required to prepare “... a plan to protect, enhance and improve its existing reservoirs, wells, well sites, transmission lines and treatment plant.” Recently (in May 2010) a report evaluating limitations to the BCWA’s Child Street WTP capacity was prepared. Although improvements to the BCWA’s Water Treatment Facility had previously been completed as required by RIGL 46-15.5-6 the plant is only able to operate at approximately 1.0 to 1.5 MGD and has difficulty meeting existing standards at greater flows especially during certain times of the year. Additionally, the Long Term 2 Enhanced Surface Water Treatment (LT2) and the Stage 2 Disinfectants and Disinfection Byproducts Rules (Stage 2) regulations have already been promulgated with requirements phased in through 2012. The LT2 Rule requires monitoring of source water for cryptosporidium through March 2009. This monitoring is currently ongoing and the possibility exists that results may mandate plant upgrades to insure adequate inactivation.

Following an evaluation of the facility in June, 2001, phase 1 recommendations such as replacement of the in-line static mixer, re-location of chemical addition points, axial flow flocculator in clarifier, tube settlers installed in clarifier, new SS under drain and dual media (12 inches sand, 18 inches anthracite), new 100 HP backwash pump (4 MGD) and variable-frequency drive and controller were implemented. Additional improvements for restoration of the WTP capacity were recommended in the report completed in May 2010. Confirmation, via piloting, of these recommendations and an evaluation of the complete WTP infrastructure i.e. raw water pumps, finished water pumps, chemical feed systems (storage, containment and pumping), structural, HVAC, plumbing/fire protection and electrical equipment that may be required to support recommended process improvements and/or meet current Rhode Island State Building Codes is required to support final design recommendations. It will be required that evaluations leading to final design recommendations optimize for raw water quality and current, peak and future demands.

## **Rhode Island Water Resources Board LOI regarding Bristol County Water Authority Water Sources and Treatment Facility**

### **General Purpose and Conceptual Scope of Work**

The Bristol County Water Authority (BCWA) strives to provide a continuous, reliable, and redundant supply of high quality, safe, and aesthetically pleasing drinking water to all of its customers. To continue to provide this source of high quality water, the WRB and BCWA recently completed an evaluation of its Child Street Water Treatment Plant (WTP) to develop potential improvements to increase the reliable capacity of the plant while meeting all regulatory requirements. The plant currently has to operate below its design capacity and the BCWA and WRB now wish to proceed with the recent recommended improvements necessary to increase its available capacity taking into account raw water quality of individual sources as well as current, peak and future demands.

This recent May 2010 evaluation of the Child Street WTP recommended alternatives that would meet the objectives of reducing the DBP chlorite in the process, meet disinfection requirements, oxidize and remove manganese, improve overall plant operations, meet all regulatory requirements, and increase the reliable WTP capacity. This recent evaluation also recommended potential less costly solutions that would maximize the current treatment process while gaining a smaller, incremental increase in WTP capacity. The BCWA and WRB now wish to implement the recommendations made in the May 2010 report as well as those that will result from the requested assessment and audit to increase the WTP capacity. A staged approach is necessary to advance the evaluation and confirm which of the recommended improvements are best suited to maximize the capacity of the Child Street WTP.

### **Scope of Work**

The following provides an outline and brief description of the required services to advance the evaluation of alternative primary disinfectants, perform further facility infrastructure and code assessments to support the WTP upgrade, and, using the May 2010 report as a baseline, finalize the conceptual WTP design and then design the necessary WTP upgrades to increase the Child Street plant's reliable design capacity to a point that balances plant output with flow through the East Bay Pipeline. In responding to this RFP, furnish detailed descriptions of the services to be provided in completing the work for all tasks.

#### **Task 1 - Water Source Assessment**

- Detailed Assessment of individual water quality conditions as well as quantity (safe yield) of available raw water of each water body contributing flow to the BCWA treatment facility. At present MADEP has registered/permitted an aggregate safe yield from Massachusetts reservoirs of 2.7 MGD.
- Utilizing existing Water Treatment Facility, provide options for treatment of water from source(s) determined to contain highest quality raw water balancing plant output with flow through the East Bay Pipeline;
- Recommendations for improvement/enhancement and protection of said reservoirs;
- Identify, assess, document and address potential environmental impacts associated with improvement work;
- Identify, assess, document and address regulatory implementation issues, including any required permit applications;
- Preliminary recommendations for improvement work including cost estimates, implementation plan and proposed schedule

## Rhode Island Water Resources Board LOI regarding Bristol County Water Authority Water Sources and Treatment Facility

### Task 2 – WTP Facility Assessment & Audit

- Detailed Assessment of current mechanical equipment such as raw water pumps, finished water pumps, chemical feed systems (storage, containment and pumping), structural aspects of buildings, HVAC, plumbing/fire protection and electrical equipment elements of the facility to support long term reliability of the complete plant infrastructure as well as of the facility at a design capacity based on average, peak and future demand;
- Identify, assess, document and address potential environmental impacts associated with upgrade work;
- Identify, assess, document and address regulatory implementation issues, including any required permit applications;
- Assessment of upgraded plant's ability to treat raw water from all sources in Massachusetts and the Kickemuit Reservoir in Rhode Island including development of a strategy that balances the distribution of treated water from the facility with treated water available from the East Bay Pipeline. Operational considerations (minimum flow through East Bay pipeline, distribution system impacts to either BCWA or City of East Providence) must be taken into account
- Analysis comparing cost of recommended process improvements which reconcile/optimize source water balance to the cost of purchasing treated drinking water provided from the Scituate Reservoir System;
- Recommendations and cost estimates for all improvements identified in the facility assessment and audit that are necessary to support any upgrade of the Facility.

### Task 3 – Simulated Distribution System (SDS) Testing

As recommended in the May 2010 report, SDS testing is required to confirm if an alternative primary disinfection method should be utilized at the Child Street WTP by determining the TTHM formation potential using sodium hypochlorite. Determine the feasibility of a new clearwell to provide primary disinfection (virus and *Giardia*) with sodium hypochlorite, to meet the Stage 2 D/DBP Rule. In addition, determine the TTHM formation potential for disinfection of virus only in the event that a clearwell option is not feasible and UV disinfection is used for *Giardia* inactivation.

The results of this testing shall be used to determine which alternative primary disinfection identified in the May 2010 report (sodium hypochlorite, ultraviolet light or chlorine dioxide) is feasible for upgrading the Child Street WTP and increasing its reliable capacity. If it is determined that sodium hypochlorite for primary disinfection of virus and *Giardia* is not feasible then conduct a tracer test of the existing WTP clearwell and filters to determine if "CT" can be achieved for virus inactivation only if combined with UV disinfection. If sodium hypochlorite is found to not be viable for either alternative, conduct a tracer test of the primary clarifier to confirm baffling factors to continue use of chlorine dioxide as primary disinfectant.

Evaluate and discuss findings with the Rhode Island Department of Health (HEALTH) and obtain approval for any proposed change in the primary disinfection employed at the Child Street WTP.

**Rhode Island Water Resources Board LOI regarding Bristol County Water Authority Water Sources and Treatment Facility**

**Task 4 – Solids Handling at Increased WTP Capacities**

Evaluate solids handling to determine if thickening can optimize solids discharge or if a new dewatering facility or other solids processing facility is needed. Determine and recommend the necessary upgrades and improvements for solids handling at the Child Street WTP necessary to support the proposed increase in reliable WTP capacity.

**Task 5 – Cost of Required Improvements including Complete Design Documents**

Based on the results of Tasks 1, 2, 3 and 4, advance the recommendations of the assessment/audit and develop a capital cost estimate for the selected improvements. Prepare summary report for review and approval by WRB and BCWA.

**Task 6 – Preliminary Design Services for Required WTP Improvements**

Scope of services shall advance the recommendations of the assessment/audit report as defined in Tasks 1, 2, 3, 4 and 5 above and, at minimum, should include:

- Optimized chemical application points and dosages;
- Evaluating if PAC is required for taste and odor mitigation; locating and sizing a new PAC contact tank if required;
- Locating, sizing and design of potential new disinfection facilities (new clearwell for primary disinfection with sodium hypochlorite and supporting systems and/or new UV building, if required);
- Upgrading the sedimentation basin with new mixers, inlet connections, compartments, tube settlers, effluent troughs, automatic sludge collection and removal equipment, and structural upgrades to support these improvements, if the existing process is utilized instead of an alternate primary disinfectant;
- Design of improvements necessary for solids handling;
- Construction cost estimates for all required WTP improvements, including facility upgrades and site work;
- Identification of permits required to the appropriate agencies for the necessary WTP upgrades.

**Task 7 – Design Services for Required WTP Improvements**

Detailed design cost to be negotiated after completion of Task 6. Scope of services, at minimum, should include:

- Completed, stamped drawings and specifications including cost estimate/budget utilizing 90 percent design submittal;
- Permit applications;
- Anticipated schedule for implementation of authorized improvements

**Progress and Coordination Meetings**

- Submit monthly progress reports and participate in progress meetings with the WRB and the BCWA as needed.
- Schedule and conduct additional meetings as necessary at points where BCWA, WRB or Health approvals are required.
- Attend a public meeting to present final recommendations to the WRB, the BCWA and any other interested parties.

## **Instructions to Proposers and Proposal Expectations**

Using this and other provided and available information and general knowledge, the Proposer will define a comprehensive approach and scope of work to accomplish the objective.

Existing reference material includes:

- December 2010 Draft Water Supply System Management Plan,
- December 2010 Report of Potential Impacts of BCWA Withdrawals on Flow in the Palmer River,
- May, 2010 Evaluation of the BCWA Sources, Interconnections and Treatment Plant,
- December 2007 MADEP Registered Withdrawal,
- October 2007 Clean Water Infrastructure Replacement Plan,
- October 2006 Additional Plant Operations Data,
- August 2005 Health Sanitary Survey,
- June 2001 Child Street Water Treatment Plant and Shad Factory Pipeline evaluations,
- December 1988, BCWA Water Supply and Transmission Study

These documents are available for review (no copies can be made) at the offices of the Rhode Island Water Resources by appointment only (see section on Additional Information). Proposers may complete the required assessment/audit in part by using relevant material from the referenced documents or other plans/studies and using same as the starting point for their evaluation. Proposers will use their technical expertise, experience and knowledge of existing required public water system evaluation submittals to define what they believe is necessary to complete the assessment/audit.

## **Proposal Structure & Requirements**

1. Proposals are to consist of the following:
  - a. Description of methodology (technical proposal) to be followed to accomplish the required tasks.
  - b. Description of the business and financial aspects of the proposal.
  - c. Each Proposer must submit **one original and 7 copies** of their proposal clearly addressing all of the requirements outlined herein.
2. Respondents to this RFP shall follow the proposal format as outlined in this section. Failure to adhere to the prescribed format may result in finding the proposal non-responsive.
3. Exceptions to any part of this RFP's requirements shall be fully noted and explained as well as referenced in a section titled "Exceptions."
4. The Technical and Business/Financial Proposals must contain the following:

### **Technical**

- Approach to the Project
- Scope of work
- Schedule of Work
- Management and Project Team Support Services
  - Project Team Organizational Chart
  - Relationship of Team Members
  - Description of the background and experience of the major project personnel proposed to perform work in association with this contract. The proposal shall

## Rhode Island Water Resources Board LOI regarding Bristol County Water Authority Water Sources and Treatment Facility

include resumes for all personnel proposed for performing work under this contract. If awarded the contract, any substitution of personnel named in the proposal must have prior written approval from the WRB.

- Description of any additional staff or services as may be available through services subcontractors, subsidiaries, corporate partners that the Proposer feels are necessary or required to deliver the project in a complete, timely and quality fashion.
- Provision of, at minimum, five references of current or former clients of the firm, including the name, title and phone number of the contact person. References shall include projects that are similar to the one proposed herein. Describe the nature of the services performed, the level of complexity and any unique problems or change orders associated with the work.
- Any other information that is believed would be helpful in evaluating the Proposer's qualifications and proposal.

### Business & Financial

- A cover letter signed by an officer authorized to bind the respondent to the terms and conditions of this RFP.
- A brief history of the firm, organization, and appropriate business registration numbers.
- The principal or officer of the firm who will be the primary point of contact during negotiations.
  - The individual must have authority to negotiate all aspects of the scope of services and provisions on behalf of the firm.
- Proof must be provided that the successful Proposer is registered to do business in Rhode Island in accordance with RI General Laws (as amended) Sections 7-1.1-99, 7-1.1-105, 7-1.1-106. (Applies to out of state corporations).
- A detailed Fee Proposal to be used for invoicing of specific work elements throughout the duration of the project. The fee proposal must include a comprehensive price list for all services including fully absorbed billing rates for all members of the proposed project team as follows:
  - **Fixed Hourly Rates:** Provide a schedule of **fixed** hourly rates for professional, sub-professional, support, and clerical level positions. The hourly rates shall be a **fixed singular** figure for the duration of the project; ranges will not be accepted. The positions listed (i.e. project manager, project engineer, etc.) shall cover all disciplines required. Documentation that the Proposer is capable and can provide all disciplines required shall be provided.
  - **Direct Costs:** Provide a detailed schedule of fees for all possible direct costs such as copying, travel, printing, etc. The Consultant will be required to provide all documentation requested by the Owner to invoice direct costs. Only costs specifically noted in the Proposer's schedule of fees will be reimbursed unless prior written approval is received from Owner.
  - **Subcontractor Markup:** Provide a percent of markup, including overhead and profit, for any work performed by a subcontractor throughout the project.

**Rhode Island Water Resources Board LOI regarding Bristol County Water Authority Water Sources and Treatment Facility**

- Under no circumstances shall any hourly rates, direct costs or mark up figures provided in the fee proposal be increased throughout the duration of the project.
- Any other information that is believed would be helpful in evaluating the firm's qualifications and proposal

**Project Contract Requirements and Information**

- Proposers must provide any and all necessary documentation of experience and qualifications requested by the Rhode Island Water Resources Board to confirm meeting the herein stated requirements.
- The successful Proposer will be under contract to the State of Rhode Island Water Resources Board and the State of Rhode Island.
- The State reserves the right to make an award or to reject any and all offers based upon what it considers to be in its best interest.
- The Rhode Island Water Resources Board reserves the right to ask firms to attend a meeting with its representatives, prior to award, to help in determining Proposer's qualifications.
- Upon seven days written notice to the Proposer, the Owner may, without cause and without prejudice to any other right or remedy of Owner, elect to terminate the Contract. In such case, the Consultant shall be paid (without duplication of any items) for:
  - Completed and acceptable Work executed in accordance with the Contract prior to the effective date of termination, including fair and reasonable sums for overhead and profit on such Work;
  - Expenses sustained prior to the effective date of termination in performing services and furnishing labor, materials or equipment as required by the Contract in connection with uncompleted Work, plus fair and reasonable sums for overhead and profit on such expenses;
  - Amounts paid in settlement of terminated contracts with Subcontractors, Engineers, Suppliers and others (including but not limited to all fees and charges of engineers, architects, attorneys and other professionals and all court or arbitration or other dispute resolution costs incurred in connection with termination of contracts with Subcontractors, Engineers and Suppliers); and
  - Reasonable expenses directly attributable to termination.
- The Proposer shall not be paid on account of loss of anticipated profits or revenue or other economic loss arising out of or resulting from such termination
- Upon termination of the Contract, the Owner will have rights to all materials researched and developed throughout the course of the study up to the effective date of termination, and reserves the right to award continuation of the study including any remaining scope of work items or individual work elements considered necessary to fulfill the intent of the study to one or more alternate Consultants.
- The following outlines the invoicing process that will be used as part of the contract for this project:

**Rhode Island Water Resources Board LOI regarding Bristol County Water Authority Water Sources and Treatment Facility**

- Total invoicing for each individual element shall be based on actual time expended and contractual hourly rates, but shall in no case extend beyond the quoted not-to-exceed fee proposal.
- Invoicing shall occur no more frequently than monthly.
- Hourly rates, subcontractor markup and direct costs used for invoicing these elements will be those quoted by the Proposer in their fee proposal, and no adjustment for changes in rates will be allowed for the duration of the project.
- By submittal of a proposal, it is understood that the Proposer agrees that any outside services that he/she might need to secure for the performance of any assigned work beyond those originally proposed in the work element will be invoiced at their actual cost to the Proposer plus the quoted markup percentage unless they had been included in the element's Level of Effort fee quotation.
- Awards resulting from this Request will be subject to the State's General Conditions of Purchase that is available from the Internet at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

**Proposer's Qualifications**

1. It is expected that individual as well as teams of consultants will submit proposals. The following **experience at the project management level** is required whether the proposal comes from an individual consultant or a group of consultants:
  - A minimum of ten (10) years combined experience and demonstrated ability performing water supply planning, design and construction, feasibility/evaluation studies, facility audits and regulatory audits.
  - The ability to demonstrate experience in providing services including:
    - A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects,
    - A description of the business background of the Proposer (and all subcontractors proposed), including a description of their financial position, and
    - The Proposer's status as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Administration, and or a subcontracting plan which addresses the State's goal of ten percent (10%) participation by MBE's in all State procurements.
    - The ability to conduct a comprehensive technical evaluation.

## **Evaluation Criteria**

While funding for this project is available, the WRB and/or the State of Rhode Island is under no obligation to award a contract, but may do so based upon the analysis of submitted proposals, subsequent interviews and negotiations with the best-qualified proposer(s). The WRB and/or the State of Rhode Island will make an award(s) as it deems such award(s) to be in the best interest of the WRB and/or the State of Rhode Island. The award will be made to the proposer deemed most responsive and qualified based on the following evaluation criteria categories:

- a. Qualifications and Experience on similar projects (Weight: 15%);
- b. Staffing Resources and Project Team Quality/Organization/Management (Weight: 20%);
- c. Proposed Approach to the Project and Project team's demonstrated understanding of BCWA needs and overall State objectives (Weight: 30%)
- d. Financial Proposal: Total team effort versus cost (Weight: 25%)
- e. Project Schedule (Weight: 10%)

## **Pre-Submittal Meeting, Questions, Additional Information & Proposal Submission**

### **Pre-Submittal Meeting**

A **Mandatory Meeting** will be held on the date and time indicated on Page 1 of this solicitation.

### **Questions**

Questions concerning this solicitation and the terms and details of the RFP may be e-mailed to the Division of Purchases at the following address: [gail.walsh@purchasing.ri.gov](mailto:gail.walsh@purchasing.ri.gov) in accordance with the instructions on Page 1 of the solicitation.

### **Additional Information**

Previously listed references are available for review at the WRB Offices by appointment ONLY. To do so, please contact Mr. Romeo Mendes, P.E. Supervising Civil Engineer at the WRB at 401-222-1450. Additional contact with other WRB Board or staff members is strongly discouraged. All questions arising from review of any WRB information provided must be in writing as noted above. Answers provided to questions not in writing by anyone should not be considered an official response or communication regarding the requirements of the RFP.

**Rhode Island Water Resources Board LOI regarding Bristol County Water Authority Water Sources and Treatment Facility**

**Proposal Submittal**

Interested parties may submit proposals to provide the services covered by this Request by the date and time indicated on Page 1 of the solicitation. For the purpose of this solicitation, the official time clock is in the Division of Purchases Reception Area. Proposals received after this time and date will not be considered.

Responses (an original plus seven (7) copies) should be mailed or hand-delivered in a sealed envelope marked “LOI # 7448538: **Consultant Support Services to the Rhode Island Water Resources for the performance of a detailed assessment of raw water quality from all reservoirs and a full facility assessment and audit of the Bristol County Water Authority Treatment Plant, with the date and time of the submission deadline to:**

**RI Dept. of Administration  
Division of Purchases, 2<sup>nd</sup> floor  
One Capitol Hill  
Providence, RI 02908-5855**

*In addition to the multiple hard copies of proposals required, offerors are requested to provide their proposal in electronic format (CDRom). Microsoft Word / Excel OR PDF format is preferable. **Only 1 electronic copy is requested and it should be placed in the proposal marked “original”.***

The Proposer assumes responsibility for proposals submitted by mail or commercial delivery service. Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening, for any cause, will be determined to be late and will not be considered. The “official” time clock is located in the reception area of the Division of Purchases. Faxed proposals will not be considered.

**Responses must include the following:**

1. A completed and signed R.I.V.I.P. generated bidder certification cover form (Downloaded from the R.I. Division of Purchases Internet home page at <http://www.purchasing.ri.gov>)
2. A statement of experience describing the Vendors background, qualifications, and experience with and for similar projects, and all information described earlier in this solicitation.
3. A comprehensive price list for services as previously described.

Notwithstanding the information contained within the solicitation, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all proposals submitted and to waive any informality in any Proposer’s proposal.

The State may, at its sole option, elect to require presentation(s) by Proposers clearly in consideration for award. A Technical Review Sub-Committee (the WRB Ad Hoc Committee) will conduct oral interviews with Proposer finalists.

**Rhode Island Water Resources Board LOI regarding Bristol County Water Authority Water Sources and Treatment Facility**

The Technical Review Sub-Committee will present written findings, including the results of all evaluations, to the Division of Purchases.

The successful bidder will, prior to the issuance of a purchase order, be required to provide proof of Professional Liability Insurance as per the following:

1. Limits
  - a. \$1,000,000 per occurrence
  - b. \$1,000,000 per aggregate
2. Coverages issued on a claims-made basis should stipulate uninterrupted coverage for the length of the agreement and at least three years thereafter.
3. Self Insured retentions in excess of \$10,000 require prior State approval