



Solicitation Information
19 Dec 11

RFP # 7449336

TITLE: Small Water System Engineering Assistance

Submission Deadline: 23 Jan 12 @ 11:00 AM (Eastern)

Pre-Bid Conference: No

Questions concerning this solicitation must be received by the Division of Purchases at questions@purchasing.ri.gov no later than **4 January 2012 at 12:00 Noon (Eastern Time)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# 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

Jerome D. Moynihan, C.P.M., CPPO
Assistant Director for Special Projects

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

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

SECTION 1 - INTRODUCTION

The Rhode Island Department of Administration, Division of Purchases, on behalf of the State of Rhode Island, Department of Health, is requesting Letters of Interest from qualified vendors to provide assistance to small public drinking water systems with the production of system specific engineering design plans and specifications for infrastructure improvements, in accordance with the terms of this solicitation, and the State's General Conditions of Purchase (available at www.purchasing.ri.gov). Qualified vendors are encouraged to submit Letters of Interest in response to this Request

The purchase will provide for the award of one 12-month contract for a total of up to \$75,000.00 which is available through federal funds. The estimated start date will be September 1, 2011 and should funding be available is renewable at the exclusive option of the State of Rhode Island for two (2) additional twelve (12) month periods.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors 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.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals that 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 should be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) 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 locations or those 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, Department of Administration, One Capitol Hill, Providence, RI.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign 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 is a requirement only of the selected applicant(s).*
- Proposals should include the offeror's FEIN or Social Security number as evidenced by a W9, downloadable from the Division of Purchases website at www.purchasing.ri.gov.
- Bidders are advised that all materials submitted to the State for consideration in response to this Request for Proposals will be considered to be public records, as defined in RIGL Title 38, Chapter 2, and will be released for inspection immediately upon request, once an award is made.
- 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. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal and the proposed subcontractor(s) are identified in the proposal.
- The State of Rhode Island has a goal of ten percent (10%) participation by Minority Business Enterprises (MBE) in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or visit the MBE website <http://www.mbe.ri.gov>.

- The purchase of services under an award made pursuant to this Request will be contingent on the availability of funds.
- 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.

SECTION 2 - BACKGROUND AND PURPOSE

Small Community and Non-Transient Non-Community water systems (populations under 3,300) have a small user base for distribution of the costs of operation, and are generally operated by volunteers or non-industry professionals. These systems carry a higher burden, per capita, with regard to maintaining compliance with state and federal drinking water regulations.

In RI, the Department of Health maintains a capacity development strategy and plays a key role in helping small water systems understand and evaluate the many approaches to protecting public health and ensuring safe drinking water. We are responsible for contracting the help of technical assistance providers and industry professionals to work with small water systems to review their operations keeping in mind the systems' financial and technical limitations.

The purpose of the Small Water System Engineering Assistance Program is to provide engineering services to assist small drinking water systems with the implementation of solutions to special situations occurring within their systems, particularly public health and safety concerns. The engineering contractor will complete final plans and specifications for water system improvement projects needed to comply with state and federal standards to protect public health. Eligible water system projects are varied and include but are not limited to new construction, renovation or replacement, or consolidation of systems.

SECTION 3 - SCOPE OF WORK

The engineering contractor will assist systems by following a three-step process:

Step I – meet with HEALTH to identify and prioritize system assistance;

Step II – meet with system owners to assess and prioritize system improvements, determine project qualification, and develop a project definition document to be approved by HEALTH;

Step III – Complete final construction grade engineering project plans and specifications and an application for approval.

REQUIREMENTS:

Listed below are the specific requirements:

Task 1. The contractor will meet with HEALTH to discuss targeted small systems and to gather pertinent information about each system.

Task 2. The contractor will meet with system personnel to review the project and develop a project definition and evaluation memo to be approved by health.

Task 3. The contractor will complete a set of construction grade engineering project plans and specifications, and submit to HEALTH with an application for approval signed by system personnel. If revisions are requested by HEALTH, the contractor will revise the plans and submit to HEALTH with an electronic copy for final approval.

DELIVERABLES

1. The contractor shall provide HEALTH with a project definition and evaluation memo to be approved by health.
2. The contractor will submit a set of construction grade engineering project plans and specifications, to HEALTH with an application for approval signed by system personnel. If revisions are requested by HEALTH, the contractor will revise the plans and submit to HEALTH one (1) hard copy paper original, stamped as required, and one (1) electronic copy for final approval.

SECTION 4 – PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than the date and time indicated on page one of this solicitation. Please reference RFP # on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to 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. If technical assistance is required to download, call the Help Desk at (401) 574-9709.

Offerors are encouraged to submit written questions to the Division of Purchases. No other contact with State parties will be permitted. Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (an original plus three copies) should be mailed or hand-delivered in a sealed envelope marked “**RFP # 7449336 “Engineering Assistance Services Program.”**”

RI Department of Administration
Division of Purchases
PO Box 6528
Providence, RI 02940-6528

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

PROPOSAL CONTENTS

Proposals shall include the following:

1. A completed and signed three-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
3. A *separate* Technical Proposal describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. As appropriate, resumes of key staff that will provide services covered by this request.
4. A *separate*, signed and sealed Cost Proposal, in two-parts, reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.

5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CD, flash drive). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested. This CD or flash drive should be included in the proposal marked "original"

TECHNICAL PROPOSAL

The Technical Proposal shall contain the following sections:

➤ Executive Summary

The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide State evaluators with a broad understanding of the offeror's technical approach and ability, including prior experience with similar projects.

➤ Offeror's Organization and Staffing

This section shall include identification of all staff and/or subcontractors proposed as members of the project team, their duties, responsibilities, and concentrations of effort, resumes/curricula vitae, and statements of prior experience and qualifications. Include a description of the business background and financial position of your organization, demonstrating stability and effective management and administrative performance.

➤ Work Plan/Approach

This section shall describe the offeror's understanding of the State's requirements, including the results intended and desired, the approach and or methodology to be employed, and a work plan for accomplishing the results proposed.

➤ Previous Experience

This section shall include a comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of each item.

COST PROPOSAL

This component consists of two parts:

Part 1 is a financial budget summary (see attached Cost Proposal Form) that lists allowable expenses over a 12-month period.

Part 2 is a Budget Narrative that consists of a description of each budget line item entry with a by-task breakdown of costs. The budget narrative must also include the personnel hourly wage for all personnel expected to be involved in this project.

Applicants will be scored according to the overall soundness of the proposed budget and accompanying budget narrative, including the extent to which costs reflect direct services vs. administrative costs.

SECTION 5 - EVALUATION AND SELECTION

A Technical Review Committee, consisting of staff from the Depart will evaluate and score all proposals, using the following criteria:

Scoring Criteria

Proposals must score a minimum of 60 out of 80 points during the technical review based on an average of

scores awarded by individual review committee members to warrant further evaluation for cost considerations. Proposals meeting that requirement will be evaluated for cost and assigned a maximum of 20 points in that category, bringing the potential maximum score to 100 points. Applicants may be required to submit additional written information or be asked to make an oral presentation before the Technical Review Committee to clarify statements made in their proposal. The Department of Health reserves the right not to fund any proposal(s).

EVALUATION CRITERIA

- **Vendor Qualifications** Knowledge of Rhode Island state and federal rules and regulations pertaining to public drinking water systems and the Ten (10) State Recommended Standards for Water Works 2007 are clearly demonstrated; (0-25 points);
- **A comprehensive listing of similar projects undertaken and an evaluation of references** demonstrating knowledge and experience in public water system design and specification and infrastructure replacement particularly for small watsre systems serving populations less than 10,000; (0-30 points);
- **Quality of the work plan** and the results intended and desired under this contract have been demonstrated by the offeror (0-25 points);
- **Cost, [calculated as the lowest responsive cost proposal divided by this cost proposal x 20 points]** (20 points).

A Selection Committee will evaluate submitted proposals on the basis of the above criteria items. Consultant Teams may be invited to appear before the Committee for in-person presentations. The Committee will then make a qualifications based recommendation for final selection to the Rhode Island State Purchasing Agent, or her designee, who will make the final award decision.

Notwithstanding the above, 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 responses, and to award in its best interest.

Responses 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 responses submitted and to waive any informalities in any vendor's submission

COST PROPOSAL SUMMARY

OFFEROR _____

COMPONENT / YEAR _____

STAFF AND CONSULTANTS

NAME	TITLE	HOURS	HOURLY RATE	TOTAL
				\$
				\$
				\$
				\$
				\$
				\$

TOTAL STAFF: \$ _____

OPERATING EXPENSES

_____ \$ _____

_____ \$ _____

OTHER REIMBURSIBLE COSTS

_____ \$ _____

_____ \$ _____

TOTAL DIRECT COSTS \$ _____

TOTAL INDIRECT COSTS \$ _____

TOTAL BUDGET REQUEST \$ _____

NOTE:

1. Provide components of the fully absorbed hourly rates in the budget justification, where required.
2. If including indirect charges in your budget, a copy of your federally approved indirect rate must be attached.

END