



Solicitation Information
11/6/2014

RFP# 7549123

TITLE: Phase II Feasibility Assessment for a Municipal Stormwater Management District in the Town of West Warwick

SUBMISSION DEADLINE: Monday, 12/8/2014, 11:00 AM (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: YES

MANDATORY: NO

DATE: November 17, 2014, 2:00 PM ET

LOCATION: Second Floor, One Capitol Hill, Providence, RI 02908

Questions concerning this solicitation must be received by the Division of Purchases at George.welly@purchasing.ri.gov no later than **4:00 PM ET, November 20, 2014**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. 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.

SURETY REQUIRED: NO

DISK BASED MATERIALS: YES- See instruction on next page

George Welly
Interdepartmental Project Manager
Division of Purchases
RI Department of Administration

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 R.I.V.I.P. Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

DISK BASED MATERIALS INFORMATION

File Format

All disk based bid files are ZIP files that you can open using the WinZip 8.1 software. The ZIP file will contain one or more files based on the type of Bid/RPF.

Downloading the Disk Based Bid

Bids that have a file for download are marked with a "D" in the Info field of the bid search results. The zip file is listed in the search results for the associated solicitation in the search results at <http://www.purchasing.ri.gov/bidding/BidSearch.aspx>. Opening the WinZip file will download a copy to your computer's temporary directory.

Opening the Disk Based Bid

Once downloaded, you can open the ZIP file with WinZip and view the Microsoft Office files contained within the WinZip file. Immediately save (extract) the individual files to an appropriate directory on your computer, such as "Desktop" or "My Documents".

REQUEST FOR PROPOSALS (RFP) TO CONDUCT:

A Phase II Feasibility Assessment for a Municipal Stormwater Management District in the Town of West Warwick

INTRODUCTION

The Rhode Island Department of Administration's Division of Purchases, on behalf of the Rhode Island Bays, Rivers and Watersheds Coordination Team and in coordination with the Rhode Island Department of Environmental Management Office of Water Resources, is soliciting for consulting services to develop and provide expert support for a comprehensive Stormwater Utility District Feasibility Assessment for the Town of West Warwick, in accordance with the terms of this solicitation and the State's General Conditions Purchase.

REQUIREMENTS FOR THE PROPOSED PROJECT: To work with the Rhode Island Bays, Rivers and Watersheds Coordination Team (hereinafter the "Coordination Team") and a Project Steering Committee to provide consulting services needed to produce a comprehensive Stormwater Utility District (SUD) Feasibility Assessment for the Town of West Warwick. The consultant will work with a Project Steering Committee comprised of representatives from the Coordination Team, Rhode Island Department of Environmental Management Office of Water Resources (hereinafter the "DEM OWR") and the Town of West Warwick (hereinafter the "Town").

This solicitation, and any subsequent award, is governed by the State's General Conditions of Purchase, which is available at www.purchasing.ri.gov.

Firm selected or any subcontractor hired by the firm who provides services for this RFP is not eligible to bid on any underlying construction or future independent consulting services for this project.

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions2@purchasing.ri.gov 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. **No other contact with State parties will be permitted.**

STANDARD INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS

- Offerors are advised to review all sections of this RFP 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 which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as non-responsive.

- All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification, of its content shall 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 ninety (90) 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 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. **PROPOSALS EMAILED OR FAXED TO THE DIVISION OF PURCHASES WILL NOT BE CONSIDERED.** For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division of Purchases.
- It is intended that an award pursuant to this Request for Proposals will be made to prime contractor(s) who will assume responsibility for all aspects of the work. Joint ventures shall be considered, so long as the contractor's duties and responsibilities are clearly articulated in such form as acceptable to the State. Subcontractors are permitted, provided their use is clearly indicated in the offeror proposal and the subcontractor(s) to be used are identified in the proposal.
- All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at www.purchasing.ri.gov.
- In accordance with Title 7, Chapter 1.2 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 is a requirement only of the successful vendor(s).*
- Bidders are advised that all materials submitted to the State for consideration in response to this Request may be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and may be released for inspection immediately upon request, once an award has been made.
- This is a Request for Proposal (RFP), not an Invitation for Bid. In addition to price, responses will be evaluated based on a variety of criteria including, but not limited to, cost and qualifications.
- There will be no public opening and reading of responses received pursuant to this RFP, other than to name those vendors who have submitted responses.

- The State has a goal of ten percent (10%) participation by MBE's in all State procurements. For further information, visit the website www.mbe.ri.gov. To speak with an MBE officer, call (401) 574-8253.

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 222-3090.

- 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.

INSURANCE REQUIREMENTS

Vendors shall procure at their expense and maintain all insurance required in form and terms acceptable to State for the duration of the contract or as otherwise specified. Vendor shall provide State with replacement Certificate(s) and endorsements upon expiration, renewal, expiration or cancellation of the policies during the term of the contract, unless a longer period is specified. All certificates and endorsements shall reference the solicitation.

- A. **Commercial General Liability Insurance:** Commercial General Liability Insurance covering bodily injury broad form property damage, personal and advertising injury, independent contractors, products completed operations, and contractual coverage. Coverage shall be written on an occurrence basis and shall extend to an agent, independent contractor, temporary worker and a leased worker. A combined single limit of \$1,000,000 per occurrence and aggregate is required.
- B. **Auto Liability Insurance:** Auto Liability Insurance covering all owned, non-owned, or hired vehicles. A combined single limit per occurrence of \$1,000,000 will be obtained.
- C. **Workers Compensation:** Workers Compensation coverage in compliance with the workers' compensation laws of the State. Coverage shall include Employers Liability Insurance with minimum limits of \$500,000 each accident, \$500,000 disease or policy limit, \$500,000 each employee.
- D. **Alternative Employer Endorsement** shall be required for both the workers compensation and employers liability policy.
- E. **Professional Liability Insurance:** Coverage to include Errors or Omissions, Product Failure, Security Failure, Professional Liability and Personal Injury. Contractor will obtain Professional Liability Insurance with minimum limits of \$1,000,000 per occurrence and aggregate.

- F. The State will be defended, indemnified and held harmless to the full extent of any coverage actually secured by the Contractor in excess of the minimum requirements set forth above. The duty to indemnify the State under this agreement shall not be limited by the insurance required in this section or in any way limit the Contractor's liability.
- G. The Commercial General Liability Insurance, Auto Liability Insurance and the Professional Liability Insurance shall include the State, agencies, officers and employees as Additional Insured but only with respect to the Contractor's activities under the contract.

The insurance required through a policy or endorsement shall include:

- A waiver of subrogation waving any right to recovery the insurance company may have against the State, its agencies, officers and employees.
- A provision that Contractor's insurance coverage shall be primary to any insurance, self- insurance or self-insured retention maintained by the State, its agencies, officers and employees. Any insurance, self- insurance or self-insured retention maintained by the State, its agencies, officers and employees shall be in excess of the Contractor's insurance and shall not contribute.
- There shall be no cancellation, material change, potential exhaustion of aggregate limits or non-renewal without 30 days written notice from the Contractor or its insurer(s) to the Department of Administration, Division of Information Technology and to the Purchasing Agent. Any failure to comply with the reporting provisions of this clause shall be grounds for immediate termination of this contract.
- Insurance coverage required under the contract shall be obtained from insurance companies acceptable to the Purchasing Agent.
- The Contractor shall pay all deductibles, self-insured retentions and/or self-insurance included hereunder.
- The Contractor shall disclose to the State the amount of any deductible, self-insured retention and/or self-insurance. The State reserves the right to reject any such insurance as not complying based on the amount of the deductible, self-insured retention and/or self-insurance.
- The Purchasing Agent reserves the right to consider and accept alternative forms and plans of insurance or to require additional or more extensive coverage for any individual requirement.

PROJECT BACKGROUND

The Town of West Warwick, located on the banks of the Pawtuxet River in central Rhode Island, has a total area of about 8 square miles and is home to over 29,000 residents. The Town has a long history of riverfront development including many former mills, a number of which have been redeveloped. The Town is coping with an aging, undersized stormwater infrastructure system. As a result, the Town currently experiences major flooding impacts on public and private properties during significant rain events.

In 2013, the Coordination Team provided the Town a grant to conduct an initial ‘does it make sense’ assessment of creation of a Stormwater Management District (SMD), including establishment of a stormwater utility or enterprise fund (hereinafter the “DIMS Study”). **Note: The DIMS study is available as a “disk-based” zip file attachment to this solicitation. See page 2 above.** The DIMS Study reviewed the basic features of an SMD, and surveyed 27 stormwater conveyance system sites around the Town that require immediate renovations.

The Town submitted a proposal in the spring of 2014 to the Coordination Team, seeking funding for a more comprehensive Phase II SMD Feasibility Assessment that would build directly upon the findings of the DIMS Study. At its April 2014 meeting, the Coordination Team reviewed and approved this proposal for funding in FY 2015.

The West Warwick Stormwater Management Program

The Town operates a municipal separate storm sewer system (MS4) and is implementing a mandated Stormwater Management Program Plan consistent with the Rhode Island Pollutant Discharge Elimination System (RIPDES) General Permit (known as the MS4 Phase II stormwater permit). Under the General Permit, MS4 operators establish programs to protect the quality of surface waters by controlling pollution from stormwater discharges. Required program elements include: public education and participation; controls on stormwater runoff from new development both during and after construction; ongoing detection and elimination of illicit discharges into storm sewers; and prevention programs such as catch basin cleaning and street sweeping. These MS4 program elements are collectively referred to as the “*six minimum measures.*”

The West Warwick Stormwater Management Program reviews development and redevelopment projects for consistency with soil erosion and sediment control ordinances, and post-construction stormwater requirements; conducts site inspections of construction sites and best management practices; and conducts street-sweeping, catch basin cleaning, and other stormwater infrastructure maintenance. The Program also offers public education via workshops and informational mailings.

The Town experiences significant flooding, even during moderate rainfall events. A primary cause of these flooding incidences is the “high density of impervious area and an outdated storm sewer system” (Fuss & O’Neill, 2013). The Town is responsible for addressing three water bodies designated as impaired under state water quality standards due in part to stormwater discharges: the Hardig Brook, the Pawtuxet River South Branch, and the Pawtuxet River Main Stem. Water Quality Restoration Plans (TMDLs) for bacterial contamination have been approved by DEM for Hardig Brook and its tributaries, Meshanticut Brook, and Pawtuxet River South Branch.

The Town is also responsible for incorporating updated state stormwater management requirements into town ordinances and into local development review and permitting. Additionally, new land development and certain redevelopment projects must follow the 2010 RI Stormwater Design and Installation Standards Manual requiring the use of low impact development (LID) techniques for stormwater control and detailed performance standards for stormwater management practices and facilities. Compliance with these new standards will result in ground infiltration of a significant portion of the stormwater generated on a particular site.

In sum, the Town needs to respond to TMDL water quality requirements and address flooding problems by replacing under-sized and obsolete stormwater infrastructure and implementing enhancements to its stormwater management program.

Maintaining and enhancing the Town's stormwater infrastructure, treatment systems, and MS4 stormwater program will entail significant future investments in infrastructure rehabilitation and the Town's stormwater management program. The Town's stormwater program relies presently upon funds designated for the Department of Public Works from the Town General Fund, and funds obtained for project-specific work from the Capital Improvement Project budget and grants.

In 2013, Fuss and O'Neill completed a "does it make sense" Stormwater Management District Feasibility Study (hereinafter "DIMS Study") for the Town, utilizing funding from the Coordination Team. This study gathered data about the Town's stormwater program, including operational and administrative costs, stormwater treatment and flooding concerns, current and future capital improvement projects and needs, and other anticipated future expenses (e.g., new MS4 permit and TMDL implementation requirements). It surveyed and briefly characterized 27 stormwater infrastructure and/or flooding locations deemed to have the most urgent repair/upgrade needs.

This next phase of the Stormwater Management District (SMD) feasibility assessment (hereinafter "Phase II Assessment") will build upon the DIMS Study by, among other tasks, collecting more detailed information on the most urgently needed stormwater infrastructure repair and rehabilitation projects, including design and construction costs.

Concurrently, the Town is working on several stormwater management projects that it expects will be financed through state and federal grants and other financing opportunities. These projects include upgrading the Main Street storm drainage system, stormwater abatement feasibility assessments for the Hardig Brook watershed, and the drainage system on Prospect Hill, characterized as "out-of-date, undersized and deteriorating" (Fuss & O'Neill, 2013).

PROJECT PURPOSE

The goals for the Phase II SMD Feasibility Assessment for the Town are to:

- Facilitate local and regional stakeholder understanding and support for enhanced stormwater management
- Thoroughly assess West Warwick's stormwater management needs, current and future level of stormwater services, stormwater infrastructure upgrades, replacements, and equipment, the costs of expanded services, infrastructure and other capital expenditures, and financing options
- Provide detailed guidance and tools for the Town to establish an SUD designed to serve as an important (but not sole) basis for fairly and adequately financing the Town stormwater management program

To achieve these goals, the consultant(s) will undertake and complete the following tasks.

PROJECT OVERSIGHT AND SCOPE OF WORK

PROJECT STEERING COMMITTEE

The Town will partner with the Coordination Team and the DEM OWR on this project, (and intends to engage the Rhode Island Department of Transportation at the conclusion of the Phase II Assessment). A project steering committee will be established, consisting of the Town Manager, Town Planner, Director of Public Works, representatives of DEM OWR and the Coordination Team, and the project consultant. Other experts and organizational representatives may join the steering committee as appropriate.

SCOPE OF WORK

The Phase II assessment will examine four key elements of a SMD, detailed below in four distinct but concurrent tasks:

- Rate setting
- Capital improvements
- Operational costs
- Billing and administration

Review and discussion of these four parts of the assessment with the project steering committee and possibly other town officials will take place during four meetings across the course of the project (Table 1).

Task 1. Rate Setting

DEM has finalized for the Town an equivalent rate unit (ERU) estimation by overlaying parcel data on a 2011 impervious surface geographic information system (GIS) datalayer. This analysis estimates the approximate amount of impervious cover for each town parcel. Impervious surface area correlates closely to stormwater flow and therefore presents a good unit of measure for stormwater utility rate setting.

For a future SMD, the Town currently anticipates establishing four billing tiers (i.e., rates or rate formulae) corresponding to different types of development:

- Small single-family lots
- Large single-family lots
- Multifamily (e.g., 2 – 12 dwelling units) lots
- Apartments (e.g., larger than 12 units) and nonresidential properties

The project consultant will conduct a statistical analysis of property and impervious data provided by the Town and DEM OWR to develop approximate definitions for the four proposed billing tiers. The project consultant will also evaluate whether adjustments to the four tiers, or adding additional tiers, is merited. Finally, the project consultant will prepare a brief technical report to document these findings. The technical report will be the basis for presenting and describing a recommended rate setting approach during Meeting 2 (see Table 1 below) with the project steering committee and possibly other Town officials.

Using input from Meeting 2, the project consultant will adjust the proposed rate setting approach as needed and develop a set of proposed rates. The project consultant will then prepare a brief report of the rate setting process for review by the project steering committee and the Town during Meeting 3. The consultant will then finalize the report for posting on the Town's website.

Task 2. Capital Improvements

In the Town's 2013 DIMS study, the Town identified 27 locations within its borders that pose significant flooding risk and contribute to water quality impairments. The Town recognizes that these sites need to be addressed (over some period of years since the cost to address them will be significant -- on the order of \$10 to \$40 million). The Town also recognizes that efforts to improve stormwater management will need to be prioritized to achieve a pragmatic approach that is equitable and provides the most benefit at reasonable cost.

This task will help the Town address the flood risks and water quality impairments posed by these 27 sites. The overall approach is to:

- Characterize more fully the 27 locations (building upon the DIMS Study) **Note: The DIMS study is available as a "disk-based" zip file attachment to this solicitation. See page 2 above.**
- Prioritize the 10 most critical sites in terms of flood risk and water quality impairments identified in the relevant TMDLs
- Identify possible solutions (structural or non-structural BMPs) for those 10 locations, and
- Select the top five and bottom five locations based on benefit and expected cost of the solution

Characterize Locations. The 27 locations identified in the DIMS Study will be further characterized in terms of their watershed characteristics (soils groups, impervious cover, and topography) and stormwater infrastructure utilizing desktop evaluations and site visits. These site characterizations will include a review of the location's receiving waters. In addition, the reason that each location was identified as an area of concern in terms of flood risk or water quality will be defined more specifically to assist with prioritization.

Prioritize Locations. Once the 27 locations are characterized, the project steering committee will meet (Meeting 2) to review and agree upon the 10 sites of greatest importance for remediation and rehabilitation and that will be subject for further analysis. Criteria for the site prioritization process may include: opportunity for pollution control, flood control benefits, anticipated cost, infiltrative capacity of soil, available land in low-lying areas and areas contiguous to areas of stormwater management concern, and the contribution to advancement toward the Town's stormwater management goals. The 10 most important sites will then be investigated further for possible solutions.

Identify Possible Solutions. For each of the 10 selected sites, potential BMP alternatives for water quality and quantity control—utilizing the *Rhode Island Stormwater Design and Installation Standards Manual*—will be identified. The range of possible structural and non-structural BMPs for each location will be described along with the potential advantages and disadvantages of each BMP relative to individual sites and the Town's stormwater management goals. Conceptual designs of the structural BMPs will be prepared to allow for order of

magnitude cost estimating. When appropriate, initial hydraulic and hydrologic analysis using a Stormwater Management Model (SWMM) analysis will be performed by the project consultant to determine the effect of proposed site solutions on drainage, flooding, and receiving water quality.

Select Locations and Solutions. Using BMP conceptual designs, and order-of-magnitude cost estimates described above, the project steering committee will meet to review the possible solutions and select five location and solution combinations that best meet the Town's management goals and provide the most benefit in terms of reducing flood risk and water quality impairments. These selections will be reviewed and discussed during Meeting 3.

These five locations will be advanced into a Phase III Assessment (beyond this project's scope of work). In Phase III, the remaining 22 locations will be reprioritized and a similar process of identifying and ranking solutions will be performed to select the next set of locations for improvement. Phase III assessment tasks will be reviewed and agreed upon on Meeting 4 of the project steering committee.

Task 3 Stormwater Management Program Operational Costs

The Town approximated its operational costs in its 2013 DIMS study. The cost and extent of the Town's operational activities must be confirmed to assure their reliability for the first five years of utility implementation to facilitate accurate rate setting. Confirmation of operational costs will include the following steps:

The project consultant will conduct a meeting with the Town and DEM OWR to review the Town's expected requirements under the upcoming *General Permit for the Rhode Island Pollutant Discharge Elimination System Storm Water Discharge from Small Municipal Separate Storm Sewer Systems and from Industrial Activity at Eligible Facilities Operated by Regulated Small MS4s* (MS4 General Permit). Although DEM OWR has yet to release a draft revised permit updating the state's 2003 MS4 General Permit, DEM OWR will be able to provide guidance and insights regarding likely requirements, level of effort, and milestone dates.

The project consultant will conduct a meeting with Town staff to review existing operations and anticipated needs such as catch basin maintenance and repair, snow removal, street sweeping, etc. The consultant will also include the anticipated cost of BMP maintenance for the five primary alternatives selected in Task 2. The project consultant will document the results of the analysis in a brief technical report that will be reviewed with the Town and the project steering committee in Meeting 3. The consultant will incorporate comments and updates from the Town and the project steering committee and the final report will be posted on the Town's website.

Task 4. Billing and Administration

Communities commonly consider three approaches for billing stormwater utility fees to rate payers: (a) add the stormwater fee to property tax billing; (b) add the stormwater fee to an existing utility or other enterprise fee (e.g., sewer bills); (c) create a stand-alone billing process.

The project consultant will conduct an initial analysis of these three billing and administration options for the Town and propose which options to consider during Meeting 1.

Subsequent to Meeting 1, the consultant will conduct an analysis of selected alternatives, including a general description of each alternative, their advantages and disadvantages. Based upon this analysis, the consultant will recommend a particular approach for review by the project steering committee during Meeting 2. Subsequent to Meeting 2, the consultant will conduct additional analysis of the recommended approach(s) in order to provide an initial estimate of fee rates. The results of this additional analysis will be discussed with the project steering committee and the town in Meeting 3. Finally, the consultant will document the entire analysis in a letter-style report. The consultant will submit a draft of this report to the project steering committee and incorporate comments and updates received from the Town and the project steering committee, to complete the report, and develop a summary of the report suitable for posting on the Town’s website.

Upon completion of this four-part technical assessment, the project consultant will assist the project steering committee in engaging with other West Warwick officials to review the findings of the assessment regarding proposed stormwater infrastructure improvements, enhancement of the Town’s stormwater management program, and the establishment of a SMD for the Town.

Table 1 summarizes the agendas of four meetings of the project steering committee and possibly other participants. These meetings will facilitate the collection of required data, review technical analyses, and support Town decision making regarding goals and plans for its stormwater management program and stormwater infrastructure rehabilitation.

Table 1: Technical workshops and project meetings

Meeting	Agenda Items	Project Month
<ul style="list-style-type: none"> • Meeting 1 (Kickoff) 	<ul style="list-style-type: none"> • Review expected scope of work, schedule, data production and project deliverables • Collect Town GIS data • Confirm 27 locations of concern on draft base map • Review potential BMP strategies • Discuss likely MS4 General Permit requirements • Review three billing and administrative alternatives for analysis • Review likely rate tiers and initial ERU analysis by DEM 	Month 1
<ul style="list-style-type: none"> • Meeting 2 	<ul style="list-style-type: none"> • Review initial rate setting analysis and determine preferred rate setting approach • Review results of billing and administrative analysis • Review characterization of 27 areas and select ten most critical sites for conceptual design analysis • Review Town stormwater management program operational cost data 	Month 3

Meeting	Agenda Items	Project Month
• Meeting 3	<ul style="list-style-type: none"> Review proposed rates Review conceptual BMP designs for ten most critical sites Review hydrologic and hydraulic analysis to confirm priority BMPs 	Month 5
• Meeting 4 (Project Summation)	<ul style="list-style-type: none"> Review final deliverables Discuss next steps for Phase III 	Month 8

The Coordination Team estimates a contract period of sixto eight months. The following project schedule is contemplated:

November 2014	Request for Proposals Issued
December	Responses to RFP Due
December	Interviews Scheduled as Necessary
January 2015	Consultant Selected and Notified
3 months from project start date	Meeting 2-Task 1 Completed
5 months from project start date	Meeting 3- Task 2 Completed
8 months from project start date	Meeting 4- Project completion review

RESPONSE CONTENTS

Responses shall be submitted to:

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

And shall include the following:

1. One 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. One only completed and signed W-9 Form downloaded from the RI Division of Purchases at <http://www.purchasing.ri.gov/bidinfo/geninfo/standard.aspx>, or accessed by clicking on Bidding Information, then General Information and then Standard Forms.
3. **In a sealed envelope, marked Technical Proposal, RFP 7549123, an original and ten (10) copies of the Technical Proposal** as described, above.
4. **In a separate sealed envelope, marked Cost Proposal, RFP 7549123, an original and four copies of a separate, signed and sealed Cost Proposal**, reproduced on Attachment A below clearly marked "Cost Proposal." Attachment A shall not be included in the Technical Proposal.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their technical proposal only in **electronic format (CD-Rom, or disc)**. PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked

“original”. Do not include form W-9 in the electronic copy,

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

PROPOSALS SHOULD INCLUDE THE FOLLOWING:

1. A Fixed Cost Proposal on the form provided at Attachment A below, organized by the four major tasks and their stated deliverables and services as outlined in this RFP and, in addition, a cost proposal reflecting the hourly rate for each proposed staff member, or other fee structure, proposed for this scope of services.
2. A *separate* Technical Proposal describing the qualifications and background of the applicant and experience with similar programs, as well as the work plan or approach proposed for this requirement.

INSTRUCTIONS FOR PROPOSAL CONTENT AND FORMAT:

Technical Proposal - Consistent with the Project Tasks and Deliverables described above, the Technical Proposal content must include, at a minimum, the following information for the Project Steering Committee to review:

BACKGROUND AND PREVIOUS EXPERIENCE:

- ❖ **Company Introduction:** Respondents are to include a complete description and other relevant information documenting organizational structure and the agency’s expertise and length of experience relative to the service requested.
- ❖ **Relevant Experience:** Respondents are to describe their prior experience in strategic planning and consulting in support of the evaluation, design, and adoption of stormwater management districts by municipalities either in Rhode Island or elsewhere in New England, including a representative list of completed projects involving such work.
- ❖ **Existing Workload:** Respondents should describe their capacity to add this project to their existing workload within the timeline expressed.

ORGANIZATION AND STAFFING:

- ❖ **Staff Qualifications:** Respondents are to include an overview of experienced personnel presently on staff, prior experience and/or qualification of key personnel to be assigned to the project. Staff assignments and concentration of effort for each staff member are to be addressed. Respondents must demonstrate that staff has appropriate knowledge and depth of experience to execute the tasks.
- ❖ **Sub-Consultants:** As applicable, disclosure of any sub-consultant agencies’ organizational structure and business background as well as the type of work they will perform must be

documented in response to this RFP. The qualifications of subcontractors to perform tasks must be documented. Full disclosure of the proposed team to be assigned to this project is required in the Technical Proposal.

PROJECT WORK PLAN:

- ❖ **Project Approach:** Respondents are to provide a detailed technical synopsis of their proposed services based on the Project Tasks and Deliverables requested by the Coordination Team, including any technical or personnel issues that will or may be confronted at each stage of the project. Proposals that depart from or materially alter the terms, requirements or Project Tasks and Deliverables as defined by this RFP will be rejected and considered non-responsive.
- ❖ **Work Plan:** Proposals must include a project plan including a statement of scope (both what is in-scope and any exceptions which the vendor proposes are out of scope), identification of all roles and responsibilities for the project, proposed staffing plan, key risks, a schedule, and detailed budget along with any other related documentation the vendor feels is relevant to the project plan. Project plans must include a deliverables based work breakdown structure identifying all top level deliverables, all work to be completed by vendor, and any work the vendor assumes the state or Town of West Warwick will be completing.
- ❖ **Project Manager:** Vendor must provide a project manager to serve as the main interface with the Project Steering Committee and the Coordination Team Chair. Project must be managed by a person of adequate expertise in stormwater utility district development and implementation. The project manager must have experience with projects that are comparable in size and scope.
- ❖ **Reporting Requirements:** Any reports generated will be submitted both in hard copy and electronically (Microsoft Word) for ease of review. The successful respondent will be prepared to discuss and review findings in a coordinated team meeting environment should this be required and consistent with the Project Tasks and Deliverables. The Project Steering Committee and the Contractor must mutually agree upon any alternative electronic formats.
- ❖ **Supplemental Information:** Respondents are encouraged to submit any other information deemed useful to provide the Project Steering Committee with sufficient relevant information to evaluate the consultant's qualifications and approach to the project.

COST PROPOSAL

The Cost Proposal, located at Attachment A below, must identify costs for each project task and its specified deliverables and services and will be inclusive of all costs and expenses. Personnel costs should be detailed in the hours estimated for each task or sub-task. Contractors must also identify any assumptions made when developing their cost proposal. The State reserves the right to eliminate certain tasks from the final contract award pending funding availability.

The contract awarded from this solicitation will be a lump-sum fixed fee price for each of four tasks, and a total for all four tasks. The State will reimburse the Contractor in accordance with the agreed upon deliverable price. All invoices should reflect actual work done. Specific details of invoices and payment will be agreed upon between the State and the Contractor after the

proposed Contract Agreement has been signed and accepted by both the Contractor and the State's Chief Purchasing Officer. This activity will occur only upon the specific written direction from the Rhode Island Division of Purchases.

The State's designee will review all work for acceptance within a mutually agreed upon timeframe from completion and/or receipt. The Contractor will not be paid for any costs attributable to corrections of any errors or omissions that have been determined by the State to be occasioned by the Contractor. Payments will not be made until work is accepted.

The Coordination Team estimates a contract period of twelve months.

Proposers are advised that reimbursable expenses, to include sub-consultant services, that may be included in the contract award resulting from this solicitation shall not exceed architect/engineer's actual cost incurred x 1.04.

Total funding available for this project is \$40,000.

COMPLETION AND ACCEPTANCE CRITERIA

The following criteria will be used by the State to determine Acceptance of the Services and/or Deliverables provided under this RFP.

Document Deliverables

1. Documents include, but are not limited to, memos, reports, maps, plans, electronic presentations, review documents, project schedules, and status reports.
2. Draft documents are not accepted as final deliverables.
3. Each deliverable will be complete within itself and will be consistent with previously produced deliverables.
4. The Project Steering Committee will review and approve each deliverable. If a deliverable is determined to be unacceptable, the Project Steering Committee will identify the deficiencies in writing to the Contractor. The Contractor will be required to correct identified deficiencies to the satisfaction of the Project Steering Committee.

The following criteria will be used by the Project Steering Committee to determine Final Acceptance under this award.

1. All documents and services are delivered and accepted by the Project Steering Committee in accordance with the requirements of this contract and the accepted Contractor's proposal.
2. All bills related to this contract have been submitted and approved for payment.

AWARD PROCESS

Method of Evaluation

All proposals received by the submission deadline will be evaluated by a Project Steering Committee. This committee will evaluate and score each respondent on the selection criteria described in this solicitation and a formal written evaluation, with an award recommendation,

will be provided to the State Purchasing Agent, or his designee, who shall make the final award determination.

Evaluation Criteria

The following criteria will be used to score proposals:

1. (20 points) - Overall quality of the proposal and responsiveness to the Request including description of each task
2. (12 points) - Competence and relevant experience of the organization to provide the required services;
3. (18 points) –Qualifications and relevant experience of the personnel assigned to the project;
4. (20 points) – Demonstration of a managerial approach that will result in the successful and timely completion of the project; including ability to meet deadlines;
5. (10 points) – Allocation of staff effort to each task is acceptable and reasonable
6. (20 points) Project Cost – calculated as the ratio of lowest responsive cost proposal to this cost proposal, multiplied by 20 points. The cost recognized for this calculation will be the lump-sum price for all four tasks. Personnel cost components are required for comparison purposes, but will not be considered in cost proposal scoring.

Total: 100 points

Only those proposals receiving 60 (or greater) of 80 possible technical points will be considered for award consideration.

Oral Presentation

Bidders who submit proposals may be required to make oral presentations of their proposals to the State. These presentations provide an opportunity for the Bidders to clarify the proposals through mutual understanding. Purchasing Operations will schedule these presentations, if required.

CONCLUDING STATEMENTS

Notwithstanding anything above, the Division of Purchases reserves the right to unilaterally: 1) accept or reject any, or all, bids, proposals, and award on cost alone; 2) cancel the solicitation at any time; 3) waive any technicality in order to act in the best interests of the State; and 4) to conduct additional negotiations as necessary.

Proposals found to be technically or substantially non-responsive, at any point in the evaluation process, will be rejected and not be considered further. The State, at its sole option, may elect to require presentation(s) by bidders in consideration for the award. An award will not be made to a contractor who is neither qualified nor equipped to undertake and complete the required work within the specified time.

The Division of Purchases reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Attachment A Cost Proposal Form,

**Phase II Feasibility Assessment for a Municipal Stormwater Management District in the
Town of West Warwick**

(Submit Cost Proposal in a separate, sealed and clearly marked envelope)

Firm Name: _____

Cost Proposal Amounts:

Lump sum fixed-fee costs for services described in the Scope of Work:

Task 1. Rate Setting..... \$ _____

Task 2. Capital Improvements..... \$ _____

Task 3. Operational Costs\$ _____

Task 4. Billing and Administration. ..\$ _____

Total Price for all four tasks..... ..\$ _____

Estimated Staffing Hours by Task

Task 1. Rate Setting..... _____ hours

Task 2. Capital Improvements..... _____ hours

Task 3. Operational Costs _____ hours

Task 4. Billing and Administration.... _____ hours

Authorized Representative: _____

_____ Date