



Solicitation Information
22 Dec 05

RFP # B05922

TITLE: Scituate Reservoir Greenspace & Water Protection

Submission Deadline: 25 Jan 06 @ 10:45 AM (Eastern Standard Time)

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than 10 Jan 06 @ 12:00 Noon (Eastern Time). Please reference the RFP / LOI number on all correspondence. Answers to questions received, if any, will be posted on the internet, as an addendum to the solicitation, at www.purchasing.ri.gov.

SURETY REQUIRED: No

BOND REQUIRED: No

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

Vendors must register on-line at the State Purchasing Website at 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

Section 1. Introduction

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Environmental Management is soliciting proposals from qualified firms to provide technical assistance for the Scituate Reservoir Watershed Greenspace and Water Quality Protection Strategy, as described elsewhere herein, and in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at <http://www.purchasing.ri.gov>.

This is a Request for Proposals, not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the proposal; there will be no public opening and reading of responses received by the Office of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

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.

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 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 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 may not be considered. The official time clock is in the reception Area of the Division of Purchases (Dept. of Administration), One Capitol Hill. Providence.

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 subcontractor(s) proposed to be used are identified in the proposal.

Offerors 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 Title 38 chapter of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request once an award has been made.

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 unit 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.*

Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI

The offeror 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 MBE Administrator, at (401) 222-6253 or visit the website <http://www.rimbe.org>

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

Section 2. Background

The Scituate Reservoir system is the principal drinking water supply for more than 60% of the population of Rhode Island. The system includes the Scituate Reservoir and five tributary reservoirs including the Ponagansett, Barden, Westconnaug, Moswansicut and Regulating Reservoirs. The watershed of the Scituate Reservoir covers an area of 93 square miles and is primarily 87% undeveloped forest land. The Providence Water Supply Board owns and carefully manages approximately 25% of the watershed. The protected property includes the reservoir, the tributary reservoirs, and the land adjacent to most of these water bodies. However, the remainder or 75% of the watershed is primarily in private ownership and is subject to development pressure. As additional growth occurs in the watershed there is the potential for new growth to impair water quality, and to irreversibly alter other natural, cultural and recreational resources.

Section 3. Purpose

The purpose of this project is to help the Scituate Reservoir watershed communities of Cranston, Foster, Glocester, Johnston, and Scituate to protect the water quality of the Scituate Reservoir Watershed by encouraging the preservation of unfragmented riparian-forested greenbelts along rivers, streams, and wetlands within the watershed. Each community including Foster, Glocester, Scituate, Johnston and Cranston will be provided assistance to identify and map their important natural, cultural, and recreational resources. Moreover, the existing and potential impervious surface percentage of each subwatershed will be determined to help to identify where priorities for land acquisition should be targeted to protect water quality. Local priorities will be identified to establish a more comprehensive land acquisition program and to encourage the use of creative land use techniques to accommodate growth while avoiding impacts to water and preserving meaningful open space to protect other community priority natural, cultural and

recreational resources. The watershed communities will be provided with a sound framework for land protection in obtaining federal, state and private land acquisition funds. The project is also designed to work directly with and use the information produced by a study funded by the Providence Water Supply Board (PWSB) that will identify and map low order streams, areas subject to storm flowage, and percent impervious surface coverage by subwatershed within the Scituate Reservoir Watershed. This is meant to be a community-based plan. As such the project includes several local and regional meetings. The project has the following objectives:

1. To assist watershed communities to inventory, map and prioritize their important natural, cultural and recreational resources. (The PWSB study will identify and map previously unmapped low order streams.)
2. To demonstrate how the preservation of riparian buffers can protect water quality and serve as links to connect local greenspace priorities that can also be linked throughout each town and the watershed to form continuous corridors of open space that protect resources that cross town boundaries.
3. To provide a basis for each town to implement conservation development to protect riparian corridors, water quality and meaningful open space as land is developed
4. To identify areas with multiple resource values and promote conservation of community character
5. To clarify priorities of key stakeholders and foster partnerships to achieve shared goals.

Section 4. Scope of Work

Project Tasks:

Phase I - Preparation for Local and Regional Workshops

1. The following maps and information will be developed by the consultants for use in this project for each watershed community including Cranston, Foster, Glocester, Johnston, and Scituate. The towns of Glocester and Johnston had the maps below developed by the Woonasquatucket Greenspace Project. However, these maps did not contain the low order stream or impervious area coverages and the project was focused on the Woonasquatucket watershed. Therefore adjustments may be needed to establish more specific priorities for the Scituate Watershed portion of these towns. The city of Cranston will only have the Scituate reservoir watershed area mapped, which is approximately 300 acres.

- Natural Resource Inventory- Map including unfragmented forestlands, wetlands, rivers, streams, ponds, natural heritage sites, aquifers, aquifer recharge areas, Scituate Reservoir watershed boundary, farmland, and a 300 foot buffer to surface waters. This map shall include the low order streams mapped by the PWSB.
- Update GIS coverages for protected open space. Identify land which is already permanently protected, starting with available data from RIGIS and the Providence Water Supply Board. This should include state ownership, Providence Water Supply Board property, local conservation land, private conservation land, and other public ownership.

- Create GIS coverage for unprotected and undeveloped parcels. Develop a GIS-based inventory of large undeveloped parcels. The Providence Water Supply Board has watershed community parcel data but the data is limited to the Scituate Reservoir Watershed boundary.
- GIS layers for development constraints. Map lands which cannot be developed due to regulatory constraints. At a minimum, these should include surface waters, wetlands, and hydric soils. The surface waters should include low order streams.
- Core Biodiversity – Map including the natural resources cited above to show the areas with the highest ecological value and the river and stream corridors that connect them.
- Recreational Coverages – Map will include hiking, biking and water trails. Utilize information from State Greenways Plan and enhance with more detailed town-scale trail information as available. Map of water-based recreation corridors, launching sites, etc. identify parks and recreation sites, public access sites and parking areas. To be used to assist in the creation of comprehensive recreational priorities plan. It should be noted that public access is not permitted on Providence Water Supply Board Property and recreation is precluded in the reservoirs.
- Cultural Inventory– Map will include historic and archaeological sites, heritage landscapes, scenic areas and special places. Scenic areas must include state and local scenic roads.
- Cultural Resource Priorities- Map will show pattern of cultural resource priorities
- Town-wide map of potential conservation lands. Prepare a map to illustrate the areas and corridors identified as the most important priorities for various resources, overlaid with the inventory of existing protected lands and large unprotected parcels. On the same map or as an overlay show lands which have already been fully developed under current zoning, as well as lands which are protected through regulations (e.g., wetlands or physical constraints of soils). The result should clearly illustrate the parcels which contain the most important resources in any one of the three themes, as well as those with multiple resource value. It will also highlight those properties that are the most important in protecting tributary streams to the Scituate Reservoir, potential greenways and town-wide open space networks. The percent impervious surface coverage should also be included to indicate which subwatersheds may already be impacted by development.

Phase II - Review GIS Information & Determine Local Resource Protection Interests

2. Begin with a kick-off meeting (first of three regional meetings) with entire regional Taskforce (made up of greenspace project committees organized by the consultant. The greenspace project committee will be comprised of watershed community residents as well as DEM, PWSB, Statewide Planning and other watershed stakeholders). The project consultant will also meet with each local committee to assemble information and determine local goals for the project and requirements for data development and mapping (this is first of four local watershed community meetings in each watershed community).

3. Facilitate community review of comprehensive GIS data and maps. Conduct four workshops per community for a maximum total of 20 work shops with each town greenspace committee to establish local priorities for natural, cultural and recreational resource protection. It should be noted that four workshops are not likely to be needed in Cranston since only 300 acres of this community is within the watershed. Moreover, Glocester, and Johnston have had their natural, cultural and recreational resources mapped via the Woonasquatucket Watershed Greenspace Plan. Adjustment will need to be made to include the low order stream and impervious surface coverages and more emphasis will be needed within the Scituate Reservoir Watershed. Work with local greenspace committees to add natural, recreational and/or cultural sites of local importance to the coverages prepared in Phase I. Assess the resource protection priorities of each town. Determine where community priorities are consistent with the RI Greenspace Plan and protection priorities of other towns, federal and state resource agencies, the Providence Water Supply Board and other stakeholders such as, The Pawtuxet River Watershed Council, the RI Audubon Society, and local land trusts. Add to and/or subtract from the preliminary GIS data to create local resource protection and restoration priorities. Consultants will need to digitize into GIS layers any site/information identified in the workshops that are not currently available in the RIGIS system. This will likely include but not be limited to historic cultural sites, and town protected sites which are currently lacking in the RIGIS database. It should be made clear to watershed communities that the resource protection priorities are in two categories. Those that the town believes are important for them to purchase and those that can be protected by conservation development and other creative land use techniques.
4. Synthesize local information into watershed-wide resource protection map. Organize workshops to present local and watershed-wide protection priority information to local and regional interests as well as local councils and boards. Use workshops to create regional resource protection priorities map based on local priorities and the goal of creating contiguous greenspace linkages between towns to protect water quality and other resources.
5. Consultant must meet and work with DEM, the Providence Water Supply Board as well as community planners. The purpose of this task is to create a regional umbrella for the proposed Greenspace strategy and foster coordinated, regional adoption and implementation of strategies devised under this project.
6. Prepare a regional Greenspace and Watershed Protection Strategy. The Greenspace Protection Strategy should provide assistance to the watershed communities on the development of land acquisition strategies priority resource protection through creative land use techniques and greenspace restoration where needed. It should be noted that under a separate contract the watershed communities will be provided assistance with adoption and implementation of Conservation Development. At a minimum the Greenspace and Watershed Protection plan should discuss the value of conservation development as well as other creative land use techniques, to implement the land protection priorities identified in the town wide and watershed wide

maps. Coordinate local resource protection priorities with on-going resource protection efforts of other project partners such as, RI Statewide Planning (i.e. Greenspace Plan), the Providence Water Supply Board, The Audubon Society of Rhode Island, and RIDEM - Planning & Development and Division of Forest Environment. The watershed-wide protection strategy shall include, but not be limited to:

- Maps of local and watershed-wide natural, cultural and recreational resource protection priorities and composite resource priorities.
- Specific priorities and actions for each community and project partners for resource protection and restoration within the watershed. These priorities can be for land acquisition as well as protecting land with land use techniques such as Conservation Development.
- List of applicable funding sources for land acquisition and restoration (federal, state & private).

Deliverables:

1. A final Regional Greenspace Protection Strategy document as described in Task #6 – One (1) offset original and 250, color copies (digital printing) with full color cover (#65 opaque cover stock) and an electronic version CD or Zip disk, formatted for World Wide Web publishing [on the RIDEM WWW site] (Adobe Acrobat format (.pdf) and MSWord (doc.)).
2. Town-wide and regional work groups as described in Task #2.
3. Town and regional resource maps as described in Task 1 Two (2) copies of Phase I and Phase II maps per town. Two (2) copies of the parcel level impervious surface cover maps. One (1) copy each of final Greenspace maps, hardcopy and digital copies on CD-ROM and/or Iomega Zip disks, to RIDEM, Statewide Planning – RI Greenways Council and the Providence Water Supply Board
4. 2- Digital copies (Delivered on CD) of all GIS data created for this project to include satellite photography and impervious surface cover data.
5. Assistance and outreach to project communities to help them implement a town-wide as well as a Regional Greenspace Project.

Section 5. Budget and Timeline

A. Budget

1. Bid proposals should provide a **firm fixed cost (including expenses)** for the work required of the Contractor, as described above. Bid proposals should also provide a cost breakdown for each task in Section 4, in the instance that time or cost constraints cause the state to proceed with a more limited scope project. Each bid should identify an hourly rate for each task as an estimate for the number of hours required to complete that task. Bid proposals shall include a proposed payment schedule.

2. The contractor is responsible for incurring all expenses related to overhead, research, data collection, travel, etc. necessary to complete the scope of work including all tasks and deliverables described in Section 4. All anticipated expenses must be detailed in the cost proposal. A total budget of \$50,000 is available for this project.

B. Timeline

1. Bid proposals shall include a schedule of all work necessary to complete tasks and deliverables as described in Section 4.
2. The project must be completed and accepted by the Project Task Force and RIDEM by 12-31-06. RIDEM has final approval on all work and performance.
3. Bid proposals shall include a reporting and meeting schedule, which demonstrates the ability to work on an interactive and timely basis with RI DEM and review committees.
4. Bid proposals shall discuss any potential difficulties, delays, or variances in carrying out the work.

Section 6. Proposal Questions and Submission Requirements

Questions concerning this solicitation may be e-mailed, in a **Microsoft Word Format**, to the Division of Purchases at questions@purchasing.state.ri.us no later than the time and date indicated on page 1 of this solicitation. Please reference the LOI / 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. For computer technical assistance, call the Help Desk at 401 222-2142, ext 134.

Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time indicated on page 1 of this solicitation. Proposals received after this time and date may not be considered.

Proposals must include the following:

1. An R.I.V.I.P. generated bidder certification cover sheet, downloaded from the R.I. Division of Purchases Internet home page at www.purchasing.ri.gov
2. A signed, sealed, and separate Cost Proposal reflecting the hourly rate, fixed fee, or other fee structure, proposed for this scope of services.
3. A *separate* Technical Proposal describing the background, qualification, and experience with and for similar programs, as well as the workplan or approach proposed for this requirement.
4. A completed and signed W-9 taxpayer identification form, downloadable from the Division of Purchases website

5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format. Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested. CDRom or Disk.

The Technical Proposal must 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.

- Offeror's Organization and Staffing

This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each (as well as resumes, curricula vitae, or statements of prior experience and qualification).

- Workplan/Approach Proposed

This section shall describe the offeror's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or methodology to be employed, and a workplan for accomplishing the results proposed. The description of approach shall discuss and justify the approach proposed to be taken for each task, and the technical issues that will or may be confronted at each stage on the project. The workplan description shall include a detailed proposed project schedule (by task and subtask), a list of tasks, activities, and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and the attributable deliverables for each.

- Previous Experience and Background

This section shall include the following information:

A comprehensive listing of similar projects and undertaken and/or similar clients served, including a brief description of the projects,

A description of the business background of the offeror (and all subcontractors proposed), including a brief description of their financial position, history of the firm. and

The offeror's status as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Administration, and/or a sub contracting plan which addresses the State's goal of ten per cent (10%) participation by MBE's in all State. For information contact MBE OFFICER, at 401 222-6253.

Proposals (an original plus six copies of the Technical Proposal and an original and one copy of the Cost Proposal) should be mailed or hand delivered in a sealed envelope

marked “RFP (see page one) #: Scituate Reservoir Watershed Greenspace and water Quality Protection Strategy to:

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

NOTE: Proposals received after the above-referenced due date and time will 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.

Section 7. Evaluation and Selection

The State will commission a Technical Review Subcommittee, which will evaluate and score all proposals. The following criteria will be used to evaluate and score proposals:

- ◆ (25 points) Must be able to demonstrate through examples of previous work and/or projects the ability to effectively run and facilitate meetings & presentations to the public and town councils & boards and to synthesize and incorporate local feedback from these meetings into the project. Must demonstrate ability to coordinate multiple stakeholders to achieve common goal.
- ◆ (50 points) – Demonstrated ability to prepare clear written findings and recommendations, along with supporting illustrations in a comprehensive report to guide communities in appropriate strategies for greenspace preservation and water quality protection.
- ◆ (25 points) Must be able to demonstrate through examples of previous work and/or projects the ability to utilize, display, edit and create the GIS data layers described in the Scope of work.
- ◆ (50 points) – Demonstrated experience and expertise in regional greenspace planning to identify natural, cultural and recreational resources.

Total Points: 200 points

Offeror must score a minimum of 150 points (of the maximum 200) as a sum of number 1 to be considered further.

1. Ability to perform the services as reflected by workload and the availability of adequate personnel, equipment, and facilities to perform the services expeditiously. Include a list of hours of percentage of time that all staff or sub consultants will spend on the project by task. Must demonstrate ability to complete project by December 31, 2006. 5 points
2. Past performance as reflected by the evaluation of private persons and officials of other government entities that have retained the services of the firm with respect to such factors as control of costs, quality of work, and an ability to meet deadlines. 15 points

3. Cost – calculated as (lowest responsive cost proposal ÷ this cost proposal) x 5 points
5 points

Notwithstanding the above, the State reserves the right to award on the basis of cost alone, to accept or reject any, or all, options, bids, proposals and to act 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 may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The Technical Review Sub-Committee will present written findings, including the results of all evaluations, to the State's Architect/Engineer and Consultant Services Selection Committee, which may recommend up to three finalists to the Director of the Department of Administration, who will make the final selection for this requirement.

END