



**Solicitation Information  
February 12<sup>th</sup>, 2020**

**RFP# 7600775**

**TITLE: Engineering Services to Bench Test Phosphorus Treatment Alternatives for the Lafayette State Fish Hatchery's Wastewater Discharge**

**Submission Deadline: March 11<sup>th</sup>, 2020 at 11:00 am (Eastern Time)**

**PRE-BID/ PROPOSAL CONFERENCE: YES  
MANDATORY: NO**

If YES, any Vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory Pre-Bid/ Proposal Conference. The representative must register at the Pre-Bid/ Proposal Conference and disclose the identity of the vendor whom he/she represents. A vendor's failure to attend and register at the mandatory Pre-Bid/ Proposal Conference shall result in disqualification of the vendor's bid proposals as non-responsive to the solicitation.

**DATE: February 24<sup>th</sup>, 2020 at 10:00 am  
LOCATION: 424 Hatchery Road  
North Kingstown. RI 02852**

Questions concerning this solicitation must be received by the Division of Purchases at [Max.Rightier@purchasing.ri.gov](mailto:Max.Rightier@purchasing.ri.gov) no later than **February 25<sup>th</sup>, 2020 at 5:00 pm (EST)**. 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 Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**BID SURETY BOND REQUIRED: No**

**PAYMENT AND PERFORMANCE BOND REQUIRED: No**

Max Righter, Senior Buyer

**Note to Applicants:**

- Applicants must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)
- Proposals received without a completed RIVIP Bidder Certification Cover Form attached may result in disqualification.

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

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## SECTION 1. INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Environmental Management (“DEM”), is soliciting proposals from qualified firms to provide Environmental Technical Assistance for bench testing of effluent testing for the DEM Lafayette State fish hatchery in North Kingstown, RI in accordance with the terms of this Request for Proposals (“RFP”) and the State’s General Conditions of Purchase, which may be obtained at the Division of Purchases’ website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

The initial contract period will begin upon award of contract. The contract period will be for approximately one and a half years (i.e. 18 months). The contracts may be renewed for up to one additional 6-month period based on vendor performance and the availability of funds.

This is a Request for Proposals, not a Request for Quotes. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to cost; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this solicitation, other than to name those offerors who have submitted proposals.

### **Instructions and Notifications to Offerors**

1. Potential vendors 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.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this RFP are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP may be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP or for providing oral or written clarification of its content, shall be borne by the vendor. The State assumes no responsibility for these costs even if the RFP is cancelled or continued.
4. Proposals are considered to be irrevocable for a period of not less than 180 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated in the proposal.
6. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Subcontracts are permitted, provided that their use is clearly indicated in the vendor’s proposal and the subcontractor(s) to be used is identified in the proposal.

7. The purchase of goods and/or services under an award made pursuant to this RFP will be contingent on the availability of appropriated funds.
8. Vendors are advised that all materials submitted to the Division of Purchases for consideration in response to this RFP may be considered to be public records as defined in R. I. Gen. Laws § 38-2-1, *et seq.* and may be released for inspection upon request once an award has been made.

Any information submitted in response to this RFP that a vendor believes are trade secrets or commercial or financial information which is of a privileged or confidential nature should be clearly marked as such. The vendor should provide a brief explanation as to why each portion of information that is marked should be withheld from public disclosure. Vendors are advised that the Division of Purchases may release records marked confidential by a vendor upon a public records request if the State determines the marked information does not fall within the category of trade secrets or commercial or financial information which is of a privileged or confidential nature.

9. 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.
10. By submission of proposals in response to this RFP vendors agree to comply with R. I. General Laws § 28-5.1-10 which mandates that contractors/subcontractors doing business with the State of Rhode Island exercise the same commitment to equal opportunity as prevails under Federal contracts controlled by Federal Executive Orders 11246, 11625 and 11375.

Vendors are required to ensure that they, and any subcontractors awarded a subcontract under this RFP, undertake or continue programs to ensure that minority group members, women, and persons with disabilities are afforded equal employment opportunities without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability.

Vendors and subcontractors who do more than \$10,000 in government business in one year are prohibited from engaging in employment discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability, and are required to submit an “Affirmative Action Policy Statement.”

Vendors with 50 or more employees and \$50,000 or more in government contracts must prepare a written “Affirmative Action Plan” prior to issuance of a purchase order.

- a. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation.
- b. Vendors further agree, where applicable, to complete the “Contract Compliance Report” (<http://odeo.ri.gov/documents/odeo-eeo-contract-compliance-report.pdf>), as well as the “Certificate of Compliance” (<http://odeo.ri.gov/documents/odeo-eeo-certificate-of-compliance.pdf>), and submit both documents, along with their Affirmative Action Plan or an Affirmative Action Policy Statement, prior to issuance of a purchase order. For

public works projects vendors and all subcontractors must submit a “Monthly Utilization Report” (<http://odeo.ri.gov/documents/monthly-employment-utilization-report-form.xlsx>) to the ODEO/State Equal Opportunity Office, which identifies the workforce actually utilized on the project.

For further information, contact Vilma Peguero at the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail at [ODEO.EOO@doa.ri.gov](mailto:ODEO.EOO@doa.ri.gov) .

11. In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State. This is a requirement only of the successful vendor(s). For further information, contact the Secretary of State at (401-222-3040).
12. In accordance with R. I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1 it is the policy of the State to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs) and to support the fullest possible participation of small disadvantaged businesses owned and controlled by persons with disabilities (Disability Business Enterprises a/k/a “DisBE”)(collectively, MBEs, WBEs, and DisBEs are referred to herein as ISBEs) in the performance of State procurements and projects. As part of the evaluation process, vendors will be scored and receive points based upon their proposed ISBE utilization rate in accordance with 150-RICR-90-10-1, “Regulations Governing Participation by Small Business Enterprises in State Purchases of Goods and Services and Public Works Projects”. As a condition of contract award vendors shall agree to meet or exceed their proposed ISBE utilization rate and that the rate shall apply to the total contract price, inclusive of all modifications and amendments. Vendors shall submit their ISBE participation rate on the enclosed form entitled “MBE, WBE and/or DisBE Plan Form”, which shall be submitted in a separate, sealed envelope as part of the proposal. ISBE participation credit will only be granted for ISBEs that are duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity or firms certified as DisBEs by the Governor’s Commission on Disabilities. The current directory of firms certified as MBEs or WBEs may be accessed at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php>. Information regarding DisBEs may be accessed at [www.gcd.ri.gov](http://www.gcd.ri.gov).

For further information, visit the Office of Diversity, Equity & Opportunity’s website, at <http://odeo.ri.gov> and see R.I. Gen. Laws Ch. 37-14.1, R.I. Gen. Laws Ch. 37-2.2, and 150-RICR-90-10-1. The Office of Diversity, Equity & Opportunity may be contacted at, (401) 574-8670 or via email [Dorinda.Keene@doa.ri.gov](mailto:Dorinda.Keene@doa.ri.gov)

## **SECTION 2. BACKGROUND AND PURPOSE**

The Rhode Island Department of Environmental Management Division of Fish and Wildlife (DFW) operates the Lafayette Fish Hatchery in North Kingstown to raise trout species for stocking into the state’s rivers, streams, and ponds. The hatchery stocks approximately 80,000 lbs of fish annually. Built in the early 1900’s on Goose Nest Brook, the hatchery has been operated as a flow through hatchery. Water supply, approximately 1,300 gallons per minute, is obtained from three gravel packed wells located on the hatchery property. Water is pumped from the wells into a central water distribution system where it is oxygenated through aeration and allowed to flow through the hatchery’s raceways. Additional aeration is provided mechanically at various intervals within the raceways. Sumps are

designed into the raceways to collect fish waste but the valves to the sumps have not been opened in many years due to resource shortages. Prior to July of 2011, the hatchery used a wet vacuum to remove fish waste solids from the bottom of a quiescent zone adjacent to the outfall into a tanker truck. This practice has not been resumed due to resources shortages.

The hatchery raises fish from early life stages (fry) to stockable adult size. The majority of the stocking is done in March, April, and May with supplemental stocking in the fall. As a result of the stocking schedule, the hatchery holds the greatest biomass during January and February.

The hatchery's discharge is regulated by a Rhode Island Pollution Discharge Elimination System (RIPDES) permit which sets limits on the amount of nutrients that the hatchery is allowed to discharge. Until 2010, effluent phosphorus levels were not regulated at the facility, however due to a Total Maximum Daily Load (TMDL) calculation for Belleville Pond completed by the DEM Office of Water Resources (OWR), the hatchery has been identified as a source of phosphorus discharge to Belleville Pond which exceeds the allocation of the TMDL. The hatchery's 2010 RIPDES permit sets a monthly average limit of 0.025 mg/L for Total Phosphorus, consistent with the TMDL. The RIPDES permit also requires monthly monitoring and quarterly reporting of phosphorus levels in the effluent. Based on this monitoring data, it has been determined that the hatchery cannot comply with its total phosphorus limit using their existing processes and equipment.

This proposed Bench Test Study will evaluate the ability of selected treatment alternatives to meet the Lafayette State Trout Hatchery's RIPDES permit's Phosphorus limit and evaluate the technical feasibility of scaling technologies which could meet the Phosphorus limit to full-scale.

In support of the project the DEM has provided electronic access to the following Reference Documents as part of this solicitation:

1. RIPDES Permit issued in September of 2010
2. Final TMDL Document for Belleville Pond
3. Feb. 2018 Alternatives Assessment report completed by Fuss and O'Neill
4. Excel spreadsheet summarizing effluent and well data from 2009-2010 and 2012- late 2013, with additional effluent data sampling through September 2019. The spreadsheet is entitled "RIDEM Lafayette hatchery water quality data for consultant.xls".
5. Excel spreadsheet containing Discharge Monitoring Report (DMR) effluent data from 1/1/09-9/30/19. This includes data for all parameters monitored in the permit.
6. Engineering drawings of the hatchery. These documents are comprised of 9 separate files in pdf format.
7. Excel cost proposal spreadsheet form which firms must complete and submit with proposals. The purpose of the form is to ensure that cost breakdowns for proposals are evaluated by DEM on a consistent and comparable basis.

## **SECTION 3: SCOPE OF WORK AND REQUIREMENTS**

### **General Scope of Work**

The purpose of this Scope of Work is to procure Environmental Technical Assistance to complete a Bench Testing Study of phosphorus treatment technologies identified in a previous Engineering Feasibility Study (submitted to DEM in February of 2018). The engineering consulting firm selected for this RFP will complete a Bench Testing Study to evaluate which technologies can lead the facility to achieve its goal of allowing the hatchery to comply with its effluent permit limit of 0.025 mg/L.

The objectives of the project are for the Engineering Consultant to:

- Complete bench testing of the following technologies (identified in a previous consulting study completed in 2018) to determine whether the Phosphorus level of 0.025 mg/L can be met:
  - Two different continuous backwash filtration system technologies:
    - Blue Water Blue Pro®
    - Parkson DynaSand®
  - Two different ballasted flocculation system technologies:
    - Veolia Actiflo®
    - Evoqua CoMag®
- Document the findings of the Bench Test Study in a preliminary report for DEM review.
- Collaborate with DEM on an assessment of the alternatives weighing the advantages and disadvantages of each bench tested technology.
- Assess the feasibility and cost of scaling the bench-tested technologies to full-scale, using a 10% design-level analysis.
- Make a final recommendation(s) on the preferred engineering alternative(s) to reduce total phosphorus to 0.025 mg/L.

## Specific Activities / Tasks

### Water Testing

#### **Task 1. Complete bench testing of Phosphorus treatment alternatives**

Bench test the following technologies recommended for further evaluation in the Feb. 2018 consultant Final Treatment Alternatives Report:

- Continuous backwash filtration technologies:
  - Blue Water Blue Pro®
  - Parkson DynaSand®
- Ballasted flocculation technologies:
  - Veolia Actiflo®
  - Evoqua CoMag®

This bench testing study process will start with a kick-off meeting attended by the Consultant, OWR, and DFW. To perform the bench testing, the consultant will be expected to:

- a) Review the February 2018 Final Treatment Alternatives Report from the Evaluation of Phosphorus Treatment Alternatives Study.
- b) Familiarize itself with the requirements of the facility's RIPDES permit.
- c) Inspect the facility and interview hatchery staff to familiarize itself with how the facility is operated on a daily and seasonal basis, including the methods and chemicals used by the hatchery to treat groundwater influent.
- d) Collect effluent samples from the facility at different times of the year, and at different production levels. The goal of this sampling will be to collect samples that are representative of the annual range of Phosphorus levels present in the effluent, including worst case scenarios of maximum effluent Phosphorus levels. There are three times of the year that span the range of production levels:
  - a. The biomass is lowest in the months of June and July. (Samples should be taken at this time).
  - b. The growing season is April-October. (Samples should be taken at the end of the growing season in September/October).
  - c. The biomass is highest in January-February – the time of maximum growth and maximum food consumption. (Samples should be taken at this time).
  - d. In addition, the consultant should consider gathering samples of well water and/or surface water downstream of the facility within the receiving water (Hatchery Brook,

a.k.a. Goose Nest Brook) if the consultant identifies any data gaps in the data sampled by the facility in the 2009-2013 timeframe mentioned above in Reference 4.

- e) Perform bench testing on effluent samples to assess which of the above-referenced technologies would be best able to meet Phosphorus limits. The bench testing must control for water temperature to ensure that the treatment processes tested are evaluated at actual water temperatures experienced by the facility.

### **Task 1 Deliverables. Bench Testing Report and meeting with RIDEM**

- a) The consultant shall summarize its findings into a Draft Bench Testing Report, submit the draft Draft Bench Testing Report to RIDEM-OWR. The Draft Bench Testing Report shall include a matrix comparison between the technologies evaluated scoring each technology on comparison criteria including treatment efficiency, meeting effluent criteria, cost of treatment, operational / operator cost, operator / staff training cost, low temperature operation, beneficial reuse (including cost of beneficial reuse), solids production, water conservation, and compatibility with existing operations.
- b) The consultant shall meet with RIDEM-DFW and RIDEM-OWR to discuss the findings of the Draft Bench Testing Report.
- c) The consultant shall document the meeting and its outcomes in meeting minutes that will be circulated for review and comment to DEM and finalized by the consultant.
- d) The consultant shall revise the Draft Bench Testing Report in response to DEM feedback in order to create a Final Bench Testing Report which shall be submitted to DEM. The revised Final Bench Testing Report shall identify the 2 preferred options to be considered for further evaluation in Task 2.

### **Task 2. Scale the results of the bench testing to implementation at full-scale**

- a) Review all available as-built records and drawings made available by DEM.
- b) Evaluate site-specific constraints (presence of wetlands, footprint, temperature, etc.).
- c) Review conceptual drawings in the Feb. 2018 Final Treatment Alternatives Report completed by the consultant.
- d) Review research gathered by Division of Fish and Wildlife staff related to low-cost filtration technology for the removal of solid Phosphorus (such as bag filters and screening systems) to determine if such technologies would be appropriate to include in the 10% design drawing as a pretreatment step to enhance Phosphorus removal.
- e) Create 10% design drawings for technologies which are most likely to meet Phosphorus limits. Evaluate technical feasibility and cost of implementing preferred technologies at full scale. Create 10% design drawings for preferred technologies from Task 1 which are most likely to meet Phosphorus limits and are technologically feasible to be implemented at full scale.
- f) Evaluate beneficial reuse opportunities for sludge generated in treatment processes, including the benefits and disadvantages of reusing sludge for each technology deemed to be effective at both meeting permit limits and potentially scalable to full-scale.

### **Task 2 Deliverables. 10% Design Report and meeting with DEM**

- a) The consultant shall summarize its findings into a Draft 10% Design Report, submit the Draft 10% Design Report to RIDEM-OWR.
- b) The consultant shall facilitate a meeting with RIDEM-DFW and RIDEM-OWR to discuss the findings of the Draft 10% Design Report.
- c) The consultant shall document the meeting and its outcomes in meeting minutes that will be circulated for review and comment to DEM and finalized by the consultant.
- d) The consultant shall revise the Draft 10% Design Report in response to DEM feedback in order to create a Final 10% Design Report which shall be submitted to DEM.



The Vendor will be responsible for all costs associated with postage, client invoices and other related forms and/or correspondence.

## **SECTION 4: PROPOSAL**

### **A. Technical Proposal**

Narrative and format: The proposal should address specifically each of the following elements:

1. **Quality of Proposal** - Overall quality of the proposal and responsiveness to the Request including description of each task; This element relates to the Respondent providing the appropriate level of detail in describing its proposal, and in accurately and completely addressing the Tasks and Task Deliverables described in Section 3 of this RFP.
2. **Capability** - Competence and relevant experience of the Respondent to provide the required services; 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. Respondents are to describe their prior experience in wastewater re-use, wastewater engineering, wastewater infrastructure planning as well as experience with fish hatchery wastewater topics. A representative list of projects completed involving such work should be provided as an attachment to the Proposal, along with a selection of any relevant case studies. Respondents should describe their capacity to add this project to their existing workload within the timeline expressed. A list of relevant client references must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided.
3. **Staff Qualifications** - Qualifications and relevant experience of the personnel assigned to the project. - 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. Prior experience with engineering topics pertaining to hatchery effluent should be described, as applicable. 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 request for quote. 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.
4. **Capacity and Workplan** – Demonstration of a managerial approach that will result in the successful and timely completion of the project; including an ability to meet deadlines; Respondents are to provide a detailed technical synopsis of their proposed services 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 of this RFP will be rejected and considered non-responsive. 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 will be completing. Vendor must provide a project manager to serve as the main interface with the DEM. Project must be managed by a person of adequate expertise in engineering planning projects and preferably with experience in wastewater re-use. The project manager must have experience with projects that are comparable in size and scope. 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. The State and the Contractor must mutually agree upon any alternative electronic formats. Respondents are encouraged to submit any other information deemed useful to provide DEM with sufficient relevant information to evaluate the consultant's qualifications and approach to the project.

5. Staff allocation - Allocation of staff effort to each task is acceptable and reasonable. The Respondent should provide preliminary estimates how much staff time would be expended on each task and subtask. These estimates should be broken down by staff roles and hourly rates for those staff roles.

## **B. Cost Proposal**

Detailed Budget and Budget Narrative:

The contract awarded from this solicitation will be a fixed price. DEM estimates a project period of 18-24 months with additional time included in the contract for making final payment. The separately sealed cost proposal must identify costs for each project deliverable/service and will be inclusive of all costs and expenses.

Provide a proposal cost proposal to include the following information in Attachment 7: Costs should be itemized by major tasks and sub-tasks. Personnel costs should be detailed in hourly rates and the hours estimated for each task or sub-task. Contractors must also identify any assumptions made when developing their cost proposal.

Estimated hours and rates submitted in Attachment 7 are for informational purposes only and the cost of the work shall not exceed the lump-sum, fixed fee submitted by the vendor.

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 1.06.

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 User Agency (DEM) and the Contractor during Contract negotiations prior to purchase order award.

The DEM'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.

## C. ISBE Proposal

See Appendix A for information and the MBE, WBE, and/or Disability Business Enterprise Participation Plan form(s). Bidders are required to complete, sign and submit these forms with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.

### SECTION 5: EVALUATION AND SELECTION

Proposals shall be reviewed by a technical evaluation committee (“TEC”) comprised of staff from State agencies. The TEC first shall consider technical proposals.

Technical proposals must receive a minimum of 60 (85.7%) out of a maximum of 70 points to advance to the cost evaluation phase. Any technical proposals scoring less than 60 points shall not have the accompanying cost or ISBE participation proposals opened and evaluated. The proposal will be dropped from further consideration.

Technical proposals scoring 60 points or higher will have the cost proposals evaluated and assigned up to a maximum of 30 points in cost category bringing the total potential evaluation score to 100 points. After total possible evaluation points are determined ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

The Division of Purchases reserves the right to select the vendor(s) or firm(s) (“vendor”) that it deems to be most qualified to provide the goods and/or services as specified herein; and, conversely, reserves the right to cancel the solicitation in its entirety in its sole discretion.

Proposals shall be reviewed and scored based upon the following criteria:

<b>Criteria</b>	<b>Possible Points</b>
Quality of Proposal - <i>Overall quality of the proposal and responsiveness to the Request including description of each task;</i>	17 Points
Capability - <i>Competence and relevant experience of the organization to provide the required services;</i>	13 Points
Staff Qualifications - <i>Qualifications and relevant experience of the personnel assigned to the project.</i>	13 Points
Capacity and Workplan - <i>Demonstration of a managerial approach that will result in the successful and timely completion of the project; including an ability to meet deadlines;</i>	10 Points
Staff allocation - <i>Allocation of staff effort to each task is acceptable and reasonable</i>	17 Points
<b>Points</b>	<b>70 Points</b>

Cost proposal*	30 Points
<b>Total Possible Evaluation Points</b>	<b>100 Points</b>
ISBE Participation**	6 Bonus Points
<b>Points</b>	<b>Total Possible 106 Points</b>

**\*Cost Proposal Evaluation:**

The vendor with the lowest cost proposal shall receive one hundred percent (100%) of the available points for cost. All other vendors shall be awarded cost points based upon the following formula:

$$(\text{lowest cost proposal} / \text{vendor's cost proposal}) \times \text{available points}$$

For example: If the vendor with the lowest cost proposal (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly costs and service fees and the total points available are thirty (30), Vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 \times 30 = 19.5$$

**\*\*ISBE Participation Evaluation:**

a. Calculation of ISBE Participation Rate

1. ISBE Participation Rate for Non-ISBE Vendors. The ISBE participation rate for non-ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of non-ISBE vendor's total contract price that will be subcontracted to ISBEs by the non-ISBE vendor's total contract price. For example if the non-ISBE's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs, the non-ISBE's ISBE participation rate would be 12%.
2. ISBE Participation Rate for ISBE Vendors. The ISBE participation rate for ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of the ISBE vendor's total contract price that will be subcontracted to ISBEs and the amount that will be self-performed by the ISBE vendor by the ISBE vendor's total contract price. For example if the ISBE vendor's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs and will perform a total of \$8,000.00 of the work itself, the ISBE vendor's ISBE participation rate would be 20%.

b. Points for ISBE Participation Rate:

The vendor with the highest ISBE participation rate shall receive the maximum ISBE participation points. All other vendors shall receive ISBE participation points by applying the following formula:

$$(\text{Vendor's ISBE participation rate} \div \text{Highest ISBE participation rate}$$

$$\times \text{Maximum ISBE participation points})$$

For example, assuming the weight given by the RFP to ISBE participation is 6 points, if Vendor A has the highest ISBE participation rate at 20% and Vendor B's ISBE participation rate is 12%,

Vendor A will receive the maximum 6 points and Vendor B will receive  $(12\% \div 20\%) \times 6$  which equals 3.6 points.

### General Evaluation:

Points shall be assigned based on the vendor's clear demonstration of the ability to provide the requested goods and/or services. Vendors may be required to submit additional written information or be asked to make an oral presentation before the TEC to clarify statements made in the proposal.

## SECTION 6. QUESTIONS

Questions concerning this solicitation must be e-mailed to the Division of Purchases at [Max.Rightier@purchasing.ri.gov](mailto:Max.Rightier@purchasing.ri.gov) no later than the date and time indicated on page one of this solicitation. No other contact with State parties is permitted. Please reference **RFP # 7600775** on all correspondence. Questions should be submitted in writing in a Microsoft Word attachment in a narrative format with no tables. Answers to questions received, if any, shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases website for any procurement related postings such as addenda. If technical assistance is required, call the Help Desk at (401) 574-8100.

## SECTION 7. PROPOSAL CONTENTS

A. Proposals shall include the following:

1. One completed and signed RIVIP Bidder Certification Cover Form (included in the original copy only) downloaded from the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). *Do not include any copies in the Technical or Cost proposals.*
2. One completed and signed Rhode Island W-9 (included in the original copy only) downloaded from the Division of Purchases website at [/documents/Forms/Misc Forms/13 RI Version of IRS W-9 Form.docx](#). *Do not include any copies in the Technical or Cost proposals.*
3. Two (2) completed original and copy versions, signed and sealed Appendix A. MBE, WBE, and/or Disability Business Enterprise Participation Plan. Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation. *Do not include any copies in the Technical or Cost proposals.*
4. Technical Proposal - describing the (1) Proposal, (2) Capability (3) Staff Qualifications (4) Capacity and Workplan, and (5) Staff Allocation and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The technical proposal is limited to twelve (12) pages (this excludes any appendices, references, case studies, and as appropriate, resumes of key staff that will provide services covered by this request).
  - a. One (1) Electronic copy on a CD-R, marked "Technical Proposal - Original".
  - b. One (1) printed paper copy, marked "Technical Proposal -Original" and signed.

- c. Four (4) printed paper copies
5. Cost Proposal - A separate, signed and sealed cost proposal reflecting a fixed price cost structure proposed to complete all of the requirements of this project.
- a. One (1) Electronic copy on a CD-R, marked “Cost Proposal -Original”.
  - b. One (1) printed paper copy, marked “Cost Proposal -Original” and signed.
  - c. Four (4) printed paper copies
- B. Formatting of proposal response contents should consist of the following:

- A. Formatting of CD-Rs – Separate CD-Rs are required for the technical proposal and cost proposal. All CD-Rs submitted must be labeled with:
- a. Vendor’s name
  - b. RFP #
  - c. RFP Title
  - d. Proposal type (e.g., technical proposal or cost proposal)
  - e. If file sizes require more than one CD-R, multiple CD-Rs are acceptable. Each CD-R must include the above labeling and additional labeling of how many CD-Rs should be accounted for (e.g., 3 CD-Rs are submitted for a technical proposal and each CD-R should have additional label of ‘1 of 3’ on first CD-R, ‘2 of 3’ on second CD-R, ‘3 of 3’ on third CD-R).

Vendors are responsible for testing their CD-Rs before submission as the Division of Purchase’s inability to open or read a CD-R may be grounds for rejection of a Vendor’s proposal. All files should be readable and readily accessible on the CD-Rs submitted with no instructions to download files from any external resource(s). If a file is partial, corrupt or unreadable, the Division of Purchases may consider it “non-responsive”. USB Drives or any other electronic media shall not be accepted. Please note that CD-Rs submitted, shall not be returned.

- B. Formatting of written documents and printed copies:
- a. For clarity, the technical proposal shall be typed. These documents shall be single-spaced with 1” margins on white 8.5”x 11” paper using a font of 12 point Calibri or 12 point Times New Roman.
  - b. All pages on the technical proposal are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not include the cover page or table of contents) through to the end, including all forms and attachments. The Vendor’s name should appear on every page, including attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to.
  - c. Printed copies are to be only bound with removable binder clips.

**SECTION 8. PROPOSAL SUBMISSION**

Interested vendors must submit proposals to provide the goods and/or services covered by this RFP 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, shall not be accepted.

Proposals should be mailed or hand-delivered in a sealed envelope marked “**RFP# 7600775**” 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 shall not be accepted. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time shall be determined to be late and shall not be accepted. Proposals faxed, or emailed, to the Division of Purchases shall not be accepted. The official time clock is in the reception area of the Division of Purchases.

## **SECTION 9. CONCLUDING STATEMENTS**

Notwithstanding the above, the Division of Purchases reserves the right to award on the basis of cost alone, to accept or reject any or all proposals, and to award in the State's 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.

If a Vendor is selected for an award, no work is to commence until a purchase order is issued by the Division of Purchases.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded for this RFP. The State's General Conditions of Purchases can be found at the following URL: <https://rules.sos.ri.gov/regulations/part/220-30-00-13>

## **APPENDIX A. PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM**

### **A. Proposer's ISBE Responsibilities (from 150-RICR-90-10-1.7.E)**

1. Proposal of ISBE Participation Rate. Unless otherwise indicated in the RFP, a Proposer must submit its proposed ISBE Participation Rate in a sealed envelope or via sealed electronic submission at the time it submits its proposed total contract price. The Proposer shall be responsible for completing and submitting all standard forms adopted pursuant to 105-RICR-90-10-1.9 and submitting all substantiating documentation as reasonably requested by either the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to the names and contact information of all proposed subcontractors and the dollar amounts that correspond with each proposed subcontract.
2. Failure to Submit ISBE Participation Rate. Any Proposer that fails to submit a proposed ISBE Participation Rate or any requested substantiating documentation in a timely manner shall receive zero (0) ISBE participation points.
3. Execution of Proposed ISBE Participation Rate. Proposers shall be evaluated and scored based on the amounts and rates submitted in their proposals. If awarded the contract, Proposers shall be required to achieve their proposed ISBE Participation Rates. During the life of the contract, the Proposer shall be responsible for submitting all substantiating documentation as reasonably requested by the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to copies of purchase orders, subcontracts, and cancelled checks.
4. Change Orders. If during the life of the contract, a change order is issued by the Division, the Proposer shall notify the ODEO of the change as soon as reasonably possible. Proposers are required to achieve their proposed ISBE Participation Rates on any change order amounts.
5. Notice of Change to Proposed ISBE Participation Rate. If during the life of the contract, the Proposer becomes aware that it will be unable to achieve its proposed ISBE Participation Rate, it must notify the Division and ODEO as soon as reasonably possible. The Division, in consultation with ODEO and Governor's Commission on Disabilities, and the Proposer may agree to a modified ISBE Participation Rate provided that the change in circumstances was beyond the control of the Proposer or the direct result of an unanticipated reduction in the overall total project cost.

### **B. MBE, WBE, AND/OR Disability Business Enterprise Participation Plan Form:**

Attached is the MBE, WBE, and/or Disability Business Enterprise Participation Plan form. Bidders are required to complete, sign and submit with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.





**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
DEPARTMENT OF ADMINISTRATION  
ONE CAPITOL HILL  
PROVIDENCE, RHODE ISLAND 02908**

**MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN**

Bidder's Name:

Bidder's Address:

Point of Contact:

Telephone:

Email:

Solicitation No.:

Project Name:

This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE and/or Disability Business Enterprise subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Office of Diversity, Equity and Opportunity MBE Compliance Office and all Disability Business Enterprises must be certified by the Governor's Commission on Disabilities at time of bid, and that MBE/WBE and Disability Business Enterprise subcontractors must self-perform 100% of the work or subcontract to another RI certified MBE in order to receive participation credit. Vendors may count 60% of expenditures for materials and supplies obtained from an MBE certified as a regular dealer/supplier, and 100% of such expenditures obtained from an MBE certified as a manufacturer. This form must be completed in its entirety and submitted at time of bid. **Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.**

Name of Subcontractor/Supplier:

Type of RI Certification:     MBE     WBE     Disability Business Enterprise

Address:

Point of Contact:

Telephone:

Email:

Detailed Description of Work To Be Performed by Subcontractor or Materials to be Supplied by Supplier:

Total Contract Value (\$):

Subcontract Value (\$):

ISBE Participation Rate (%):

Anticipated Date of Performance:

I certify under penalty of perjury that the forgoing statements are true and correct.

**Prime Contractor/Vendor Signature**

**Title**

**Date**

**Subcontractor/Supplier Signature**

**Title**

**Date**