



Solicitation Information
4 Jan 10

LOI # 7323375

TITLE: Engineering Services to Evaluate Opportunities for Wastewater Reuse in Rhode Island

Submission Deadline: 2 Feb 10 @ 2:00 pm (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: Yes Date: 13 Jan 10 Time: 2:30 pm Mandatory: No Location: DOA/Purchases
--

Questions concerning this solicitation may also be sent to the Division of Purchases at questions@purchasing.state.ri.us no later than **13 January 2010 at 12:00 Noon (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP/ LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

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

REQUEST FOR PROPOSALS
ENGINEERING CONSULTING SERVICES
LOI # 7323375

INTRODUCTION

Proposals are hereby solicited on behalf of the Department of Environmental Management (DEM)/Office of Water Resources (OWR), for engineering consulting services to execute a multi-phased project to identify and evaluate the feasibility of opportunities for wastewater reuse in Rhode Island, in accordance with the terms of this solicitation and the State's General Conditions of Purchase (available at www.purchasing.ri.gov).

REQUIREMENTS FOR THE PROPOSED PROJECT ARE: To serve as a consultant to the DEM Office of Water Resources to complete an engineering planning project that identifies and evaluates potential opportunities for re-use of wastewater generated in Rhode Island and to complete conceptual design work for a select number of locations. The consultant will utilize information provided by DEM, compile additional needed information from various sources and conduct preliminary evaluations of the feasibility of selected opportunities for wastewater re-use, addressing engineering and other technical constraints as well as cost effectiveness. Contingent on the results of the evaluations, DEM may task the consultant to complete a more detailed feasibility assessment including conceptual engineering design (10% design) for one or more sites. The project will result in generation of interim written work products as well as a final report documenting all work. Scope of work for this project is provided herein.

Funding for this project has been made available by the "American Recovery and Reinvestment Act of 2009", Pub. L. No. 111-5, 123 Stat.115 (ARRA). Proposals and any subsequent award are subject to the provisions and requirements of ARRA.

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

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to review all sections of this Request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals 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.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This will be a requirement only of the successful bidder (s).
- Proposals should include the offeror’s FEIN or Social Security number as evidenced by a W9, downloadable from the Division of Purchases website at www.purchasing.ri.gov.
- Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.
- 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.
- The State of Rhode Island has a goal of ten percent (10%) participation by Minority Business Enterprises in all State procurements. For further information, visit the web site at www.mbe.ri.gov. To speak with an MBE officer, please call (401) 574-8253 or cnewton@gw.doa.state.ri.us
- The purchase of services under an award made pursuant to this Request will be contingent on the availability of funds.
- Equal Employment Opportunity (RIGH 28-5.1) Declaration of Policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island State government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of State employment. This policy applies in all areas where the State dollar is spent: in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal

Employment Opportunity Office at 401-222-3090 or via email
raymond1@gw.doa.state.ri.us

- If you wish to seek to do business with the State of Rhode Island, you must register and utilize the E-Verify Program. Please refer to www.dhs.gov/E-Verify or the Division of Purchases website at www.purchasing.ri.gov for more information.
- 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
- **ARRA SUPPLEMENTAL TERMS AND CONDITIONS**
For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions For Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at www.purchasing.ri.gov.

Background:

Rhode Island has historically enjoyed abundant freshwater supplies that provide for various water uses including residential drinking water, commercial, industrial, and recreational uses, as well as base flows to rivers, streams and lakes. Over the past decade, competing water demands in certain areas of Rhode Island, along with emerging information on hydrologic stresses in selected watersheds, have highlighted the need for new and innovative approaches to water management to maintain an ample and reliable supply of water for public health, economic development, and ecological needs.

The Department of Environmental Management (DEM), along with other state agencies including the Water Resources Board, has identified a number of actual and potential hydrologically stressed basins where water management is a priority. These areas include the watersheds of the Hunt River, Chipuxet River, Annaquatucket River, and Abbott Run Brook and within the watershed of the south branch of the Pawtuxet River, and water supply systems for Jamestown, Westerly, and Woonsocket. In these watersheds, the quantity of water withdrawn for commercial, industrial and residential uses from the rivers or associated groundwater aquifers either has been documented to cause significant reductions in stream flows and/or drying up of wetlands or have the potential to do so. This in turn is associated with adverse environmental impacts, including habitat alteration and loss of riverine fish communities, which directly impact ecologic health, recreational opportunities and other quality of life uses. Seasonal restrictions on the use of water may also result. As such, the DEM-Office of Water Resources (OWR) must explore

opportunities for re-use of wastewater as one means among many of restoring and maintaining a more natural “hydrologic regime” within watersheds, particularly those considered stressed due to existing or planned water withdrawals.

About 70% of Rhode Island’s population is directly serviced by public sewer systems, with the remainder using some form of on-site wastewater treatment system. The majority of the wastewater collected and treated through sewer systems is discharged directly into coastal waters, typically constituting an “out-of-basin transfer” of water from its original basin of origin. DEM has adopted a policy governing wastewater re-use that describes its appropriate applications (available on the DEM website at <http://www.dem.ri.gov/programs/benviron/water/permits/wtf/pdfs/reusegyd.pdf>). The policy provides guidance for the re-use of treated wastewater effluent for specific common uses. For the purposes of this project, wastewater re-use opportunities under consideration will include diversions of treated effluent from wastewater treatment facilities (WWTFs). In addition, where deemed feasible, the project will consider the possible diversion of untreated wastewater from a pump station coupled with necessary treatment prior to re-use, such as provided by a small-scale wastewater treatment system. The primary opportunities for re-use include irrigation of grassed areas, e.g. golf courses, parks, etc., irrigation of non-food agricultural products and industrial uses including non-contact cooling water or process water. In addition, infiltration or injection of treated wastewater for aquifer storage and recovery will be considered as a potential re-use in this project.

To date within RI, a limited number of projects or facilities have integrated wastewater re-use into their operations. Examples include the irrigation of the Jamestown Municipal Golf Course by treated wastewater effluent from the Jamestown wastewater treatment facilities (first allowed in 1995) and the use of Cranston wastewater treatment effluent for cooling water use at a natural-gas energy production facility located at the Central Landfill in Johnston. A smaller scale irrigation system using highly treated wastewater effluent from an onsite wastewater treatment system occurs at the Carnegie Abbey development in Portsmouth. In 2007, the RI Quonset Development Corporation completed a study entitled “Evaluation of the Potential Re-use of Wastewater Effluent for Irrigation Purposes” (November 1, 2007). DEM is interested in encouraging greater application of wastewater re-use. Where this occurs in a manner to improve the natural hydrologic regime, it is consistent with the goal specified by the federal Environmental Protection Agency (EPA) related to “green infrastructure”. This proposed engineering planning work is intended to spur subsequent capital projects to install modifications or new infrastructure to implement wastewater re-use.

Project Purpose:

The purpose of this project, which is supported with funds from the US EPA provided for under the American Recovery and Reinvestment Act (ARRA), is to undertake a statewide screening level analysis to identify potential opportunities to re-use wastewater in Rhode Island. This project will include further feasibility analyses and the completion of

conceptual design work for a selected number of locations deemed potentially viable given both technical, environmental benefit and cost effectiveness considerations. The project will proceed in phases with the conceptual design work contingent on identifying viable opportunities through the completion of tasks in the early phases of the project. The project is intended to identify projects that may qualify as “green infrastructure” pursuant to definitions and guidance from EPA. Additionally, the project is intended to support sound water management within watersheds by reducing the use of potable water for non-potable water purposes for commercial, industrial and agricultural uses.

The objectives of the project are as follows:

- To complete a statewide screening level analysis, using available geographic information system (GIS) data and other sources of information, to identify locations that may offer an opportunity for wastewater re-use;
- Through the application of screening criteria and input from local officials and WWTF facility operators, to complete a preliminary evaluation of the potential wastewater re-use opportunities in order to identify those locations that most likely offer an economically viable project that can also be associated with environmental results and re-use benefits (aquifer augmentation, non-contact cooling, etc.);
- To complete a more detailed, site specific evaluation of the engineering feasibility and cost effectiveness of selected wastewater re-use opportunities;
- To complete conceptual designs (minimum 10% design plans) for one or more sites as directed by DEM.

Scope of Work - Project Tasks and Deliverables:

Task 1. Statewide Spatial Screening Level Analysis: The project will be initiated with a kick off meeting with a Project Team organized by DEM. Task1 involves screening for all potential wastewater re-use opportunities within certain distances from wastewater sources. The intent is to be inclusive of all potential re-use sites and reflect the results in a map and table. The DEM will provide maps and information (in electronic form) resulting from GIS analyses of existing datasets that identify certain land uses within certain proximity to wastewater treatment facilities. The maps distinguish the location of certain types of land uses with the greater potential for wastewater re-use based on distance from the WWTF: less than 1 mile, 1- 5 miles and between 5- 10 miles. Land uses highlighted via GIS include: recreational facilities including golf courses, publicly owned areas that may offer potential for infiltration or injection, agricultural lands and industrial lands including power plant facilities, etc. In addition, DEM is providing maps and other data as applicable that provide the following information on the areas of the state targeted in this project: aquifer, groundwater classification, soil type, location of community water supply wells, location of RIPDES dischargers (major, minor, industrial), location of pump stations, and the boundary of watersheds considered stressed due to water withdrawals.

Starting with the information provided by DEM, and following an initial project kick-off meeting, the consultant will compile any other additional information needed to either (1) add another site as a wastewater re-use opportunity or (2) verify that a particular mapped location will be included in the analysis as a potential opportunity for wastewater re-use. DEM will provide an opportunity for communities to identify potential opportunities of interest. This may involve verification in the field that certain land uses or facilities are still in existence and operating. It is also expected that research on the largest water users, both self-supplied and those using public water operating in the study areas, will be completed by reviewing water supply system management plans or other sources.

Task 1 Deliverable: Initial project kick-off meeting with Project Team. Maps (GIS format) and tables with identifying information as applicable (facility name, owner, address, land use) on all locations identified as potential wastewater re-use sites. DEM will review and approve the table.

Task 2. Screening Level Evaluation and Prioritization of Wastewater Re-use Opportunities: Using the table generated in Task 1, the consultant will compile information to support an analysis that prioritizes the locations for wastewater re-use based on a proposed set of criteria. A meeting with the Project Team to discuss the criteria should be included in the proposal. The final criteria will be reviewed and approved by the Project Team. The criteria will reflect additional screening level information about the sites and shall include at a minimum:

Environmental Benefit:

- Status of the watershed with respect to hydrologic stresses related to water withdrawals (e.g. stressed)
- Potential to mitigate other known environmental impacts

Engineering Feasibility:

- General estimate of potential volume of wastewater that may get re-used
- General feasibility of piping routes to bring wastewater to the re-use location
- General engineering feasibility related to available land
- Infiltration potential (related to subsurface conditions)
- Quality of wastewater in relation to the quality needed for re-use
- Known environmental constraints

Cost Effectiveness

- Distance to wastewater source (WWTF or pumping station)
- Need for small scale wastewater treatment system to provide (additional) treatment
- Other significant cost considerations

The consultant will compile and present information related to the criteria in an acceptable table format. For planning purposes, it is assumed up to 50 locations will be evaluated under this task. It is expected that during this task, facility owners and landowners that may present opportunities will be first contacted by the State to inform them about the project. The same operators/owners may also need to be contacted by the engineering consultant to

obtain or verify information needed to complete this task. Based on the criteria, sites would be categorized in order to identify those sites that offer a potentially viable opportunity associated with environmental benefits. Priority shall be given to projects that (1) increase the volume of water retained within watersheds known to be stressed due to existing or planned water withdrawals or (2) reduce an existing discharge into surface waters that is known to be contributing to adverse environmental impact in that receiving water, or (3) have the potential to re-use large volumes of wastewater. The consultant will recommend a subset of potential locations for further engineering feasibility and analysis. The Project Team will review and approve the final list of sites, estimated to number up to 10 locations. These sites will then be subject of Task 3.

Task 2. Deliverables: Screening criteria. Memorandum summarizing screening analysis with recommendation for sites to be considered for further feasibility and planning, supporting tables and updated map(s).

Task 3. Site-Specific Engineering Feasibility for Wastewater Re-use: This task involves site specific evaluation of the feasibility and cost effectiveness of wastewater re-use at selected locations. The purpose of this task is to confirm through engineering planning analysis that the potential opportunity for wastewater re-use is viable from both a technical engineering and cost effectiveness basis. This task will involve consultation with the site owners and verification of specific information from the affected wastewater system including evaluation of the any negative impacts to the present collection and treatment systems. This task includes assessing the potential for creating nuisance problems such as excessive odors due to inadequate flows within the existing collection system.

As directed by DEM, for each site included (up to ten (10) sites), the consultant will identify one or more options for wastewater re-use and then evaluate the feasibility of the options in the context of the specific location. Factors to be considered would include, but not be limited to, the following:

- Volume, quality, and timing of wastewater to be re-used
- Engineering feasibility of piping wastewater to the site for re-use
- General cost feasibility of piping wastewater to the site for re-use
- Adequacy of available land to support wastewater re-use
- Modifications that may be needed to current infrastructure
- Need for additional infrastructure to provide treatment if wastewater is diverted from pump stations
- General cost of any additional infrastructure improvements needed to support wastewater re-use
- Legal constraints: zoning, etc.
- Site specific environmental constraints (community wells, wetlands, contaminated land, etc.)
- Long-term operating and maintenance costs (general estimate)
- Impacts to existing wastewater collection and treatment systems

The results of the evaluation would be summarized in a report which would include all necessary tables, maps, calculations etc. The specific findings from the evaluation process would be discussed for each of the up to ten sites. The analysis would identify any significant issues adversely affecting the feasibility of the wastewater re-use opportunity including technical engineering constraints and cost factors. The report will make recommendations on the locations that offer the best opportunity for implementation.

The consultant will produce a draft final report that will be subject to the Project Team review and comments. The consultant will address any comments and produce a final version of the project report.

Task 3. Deliverable: Draft final project report that documents the work undertaken, including methods, data sources, calculations and engineering analyses, contact with communities, water users and facility operators on any significant issues. The report will incorporate the outputs of Tasks 1-3. Final project report that responds to comments from the Project Team.

Task 4. Conceptual Designs: At the sole discretion of the DEM, the consultant may be directed to conduct further detailed planning and produce conceptual engineering designs (minimum 10% complete design) for one or more of the locations evaluated under Task 3. This task being assigned will be influenced by the results of the engineering planning work completed during Task 3.

Task 4. Deliverable: Conceptual Design Report, including design plans (minimum 10% complete design) for one or more wastewater re-use locations, as specified by DEM in a manner consistent with recommendations of the Project Team.

Task 5. Project Reporting: The engineering consultant selected for this project will be required to provide quarterly progress reports to DEM to support reporting to EPA in a schedule to be specified in the contract that results from this solicitation. In addition, the selected consultant will be required to provide the State (DEM) with information that supports required reporting under American Recovery and Reinvestment Act, ARRA, within the timeframes established by State or federal law, regulation, or policy. For purposes of reporting, the consultant will be considered a “vendor” and as such will be required to no later than two business days after the end of each calendar quarter provide to the State the following data elements using a form specified by the State:

- 1.) The total number of ARRA –funded hours worked under the applicable contract
- 2.) The number of hours in a full-time schedule for a quarter
- 3.) A narrative description of the employment impact of the ARRA-funded work. This narrative is cumulative for each quarter and at a minimum shall address the impact on the Contractor’s workforce and the impact on the workforces of its subcontractors.

Task 5 Deliverables: Quarterly progress reports and spreadsheets documenting hours worked submitted in a timely manner as to be specified in contract.

Schedule: The project must be initiated promptly upon award and authorization in the form of a purchase order issued by the Rhode Island Department of Environmental Management. DEM estimates that the project may entail 12-15 months.

OFFER SUBMISSION AND DUE DATE

The letter of transmittal and proposals (**an original plus five (5) copies**) should be mailed or hand-delivered in a sealed envelope marked “**LOI # 7323375 Engineering Services to Evaluate Opportunities for Wastewater Reuse in Rhode Island**” by the date and time listed on page 1 of this solicitation.

**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 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 will 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:

A completed and signed three-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov.

1. A Fixed Cost Proposal based on deliverables 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.
3. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at www.purchasing.ri.gov.
4. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CDRom, Diskette, flash drive). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested. This CD or diskette should be included in the proposal marked “original”.

INSTRUCTIONS FOR PROPOSAL CONTENT AND FORMAT:

Technical Proposal - Consistent with the Scope of Work (SOW) described in this proposal the Technical Proposal content must include, at a minimum, the following information for RIDEM to review:

BACKGROUND AND PREVIOUS EXPERIENCE:

- ❖ **A Completed and signed three-page RIVIP bidder certification cover form.** Form is downloadable from www.purchasing.ri.gov.
- ❖ **A Completed and signed W-9 Taxpayer Certification Form,** downloadable from www.purchasing.ri.gov
- ❖ **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 wastewater re-use, wastewater engineering and wastewater or water infrastructure planning projects and include a representative list of projects completed 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 Scope of Work (SOW) requested by RIDEM, 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 SOW 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 will be completing.
- ❖ **Project Manager:** Vendor must provide a project manager to serve as the main interface with the RI 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.
- ❖ **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 Scope of Work. The State 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 RIDEM with sufficient relevant information to evaluate the consultant's qualifications and approach to the project.

COST PROPOSAL

The contract awarded from this solicitation will be a fixed price. 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 separate cost proposal must identify costs for each project deliverable/service and will be inclusive of all costs and expenses. 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.

For purposes of the bidding, the following assumptions should be used:

1. Task 2 includes data compilation for up to 50 sites that will be identified via Task 1;
2. Task 3 involves further engineering and feasibility analysis of up to 10 sites;
3. Task 4 would involve conceptual designs for up to 3 sites.

Up to \$100,000 may be available for this project. DEM estimates a contract period of 12-15 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 1.06.

ADDITIONAL REQUIREMENTS SPECIFIC TO THIS RFP

Persons or firms practicing Architectural and/or Engineering Services in the State of Rhode Island must possess a proper registration and Certificate of Authorization in accordance with Rhode Island General Laws.

A copy of the current Rhode Island registration(s) and current Certificate of Authorization(s) must acknowledge non-compliance with this requirement and confirm in writing that, if selected for the project, will expedite acquisition of a Rhode Island registration (s) and Certificate of Authorization(s), the attainment of which will be required before an award will be made. The letter of acknowledgement must be included behind the front page of each copy of the proposal.

The Board of Design Professionals can be contacted as follows:

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

The offeror's Proposal will be disqualified and removed from consideration if the Proposal fails to include the required current Rhode Island registration(s) and current Certificate of Authorization(s), or, in absence of these documents, to acknowledge need to acquire them prior to award if selected.

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 solicitation

Document Deliverables

1. Documents include, but are not limited to, memos, reports, maps, plans, 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 State will review and approve each deliverable. If a deliverable is determined to be unacceptable, the State will identify the deficiencies in writing to the Contractor. The contractor will be required to correct identified deficiencies to the satisfaction of the State.

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

1. All documents and services are delivered and accepted by the State 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 State Technical Review 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. (15 points) - Competence and relevant experience of the organization to provide the required services;
3. (15 points) –Qualifications and relevant experience of the personnel assigned to the project;
4. (10 points) – Demonstration of a managerial approach that will result in the successful and timely completion of the project; including ability to meet deadlines;
5. (20 points) – Allocation of staff effort to each task is acceptable and reasonable
6. (20 points) Project Cost – calculated as the lowest responsive cost proposal/this cost proposal multiplied by 20 points

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.

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, to make multiple awards, and to award in its best interest.

Responses found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all responses submitted and to waive any informalities in any vendor's submission