



TOWN OF
NORTH KINGSTOWN, RHODE ISLAND

100 Fairway Drive
North Kingstown, RI 02852-6202
Phone: (401) 294-3331
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www.northkingstown.org

REQUEST FOR QUALIFICATIONS

**RELATING TO PROFESSIONAL CONSULTING SERVICES TO
REVISE AND UPDATE EXISTING CLEAN WATER
INFRASTRUCTURE REPLACEMENT PLAN**

*Sealed proposals for the above will be accepted in the Office of the Purchasing Agent, Town Municipal Offices, 100 Fairway Drive, North Kingstown, RI 02852, until **10:00am on Wednesday, May 29, 2019**, and will then be publicly opened.

**NO QUALIFICATION WILL BE ACCEPTED AFTER THE
WEDNESDAY, MAY 29, 2019, 10:00AM DEADLINE.**

IT IS THE RESPONSIBILITY OF THE PROSPECTIVE VENDORS TO MONITOR THE TOWN'S WEBSITE FOR ANY SUBSEQUENT BID ADDENDUMS. NO ADDENDUMS WILL BE ISSUED OR POSTED WITHIN FORTY-EIGHT (48) HOURS OF THE BID SUBMISSION DEADLINE.

A Pre-Bid Conference will be held at **10:00am on Wednesday, May 8, 2019**, at the Town Municipal Offices, Conference Room, 100 Fairway Drive, North Kingstown, RI.

The bid will be evaluated as to R.I.G.L. 45-55-8.1 "Qualification based selection of architects and engineers," and the award shall be made on the basis of the lowest evaluated or responsive bid price.

Specifications may be obtained at the Purchasing Agent's Office at address listed above.

A certificate of Insurance showing \$1 million General Liability and \$1 million Any Auto, with the Town being named as an additional insured, Worker's Compensation, with a waiver of subrogation will be required of the successful bidder.

The Town of North Kingstown reserves the right to reject any or all proposals or parts thereof; to waive any formality in same, or accept any proposal deemed to be in the best interest of the Town.

The Town of North Kingstown will provide interpreters for the hearing impaired at any pre-bid or bid opening, provided a request is received three (3) days prior to said meeting by calling 294-3331, ext. 142.

***PLEASE SUBMIT ONE (1) ORIGINAL AND TWO (2) COPIES.**

SELECTION CRITERIA

The proposal will be evaluate as to R.I.G.L. 45-55-8.1 “Qualification based selection of architects and engineers.” The proposal will also be evaluated as to R.I.G.L. 37-2-64; 37-2-66; 37-2-67 and 37-2-68 and the award shall be made on the basis of the highest qualified firm.

The following factors will be considered in determining the highest qualified firms and your submission must demonstrate and include your firm's:

Competence to perform the services as reflected by technical training and education; general experience; experience in providing the required services; and the qualifications and competence of persons who would be assigned to perform the services;

Ability to perform the services as reflected by workload and the availability of adequate personnel, equipment, and facilities to perform the service expeditiously;

Past performance as reflected by the evaluation of private persons and officials of other governmental 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;

Ability to meet the proposal requirements and to demonstrate an understanding of the scope of the projects;

Experience of the Firm in similar projects;

Services offered;

Quality of the work previously performed by the Firm for the Town of North Kingstown, if any;

All documentation that must be included with the proposal to allow for the evaluation of the highest qualified firms is as follows:

- Performance Data Form, enclosed
- Qualification Statement, enclosed
- Proof of Errors and Omissions Insurance coverage as outlined in “Information to Vendors,” enclosed
- Personnel assigned to the project; resumes; qualifications; licenses and professional registration. *Note: All engineering services requiring a Professional Engineer shall be performed by a RI Licensed Professional Engineer; all architectural services shall be performed by a Rhode Island Licensed Architect; all Landscape Architecture Services shall be performed by a RI Licensed Landscape Architect; (Substitutions will not be allowed without prior approval of the awarding authority); and*
- Description of services to be provided.

**TOWN OF NORTH KINGSTOWN, RHODE ISLAND
INFORMATION FOR VENDORS**

ARTICLE 1. RECEIPT AND OPENING OF QUALIFICATIONS

Requests for Qualifications must be submitted in **SEALED ENVELOPES**, addressed to the Purchasing Agent, Town of North Kingstown Municipal Offices, 100 Fairway Drive, North Kingstown, Rhode Island 02852, and clearly marked with the name of the project. Qualifications will be received by the Purchasing Agent up to the specified time as noted on the Request for Qualifications.

Qualifications submitted for a specified item must not be combined under the same cover with any other qualifications item.

It is the vendor's responsibility to see that his Qualifications Request is delivered within the time and at the place prescribed. Qualifications received prior to the deadline time will be securely kept unopened. No responsibility will attach to any officer or person for the premature opening of qualifications not properly addressed and identified.

Any Qualifications received after the time and date specified shall not be considered, by messenger or by mail, even if it is determined by the Town that such non-arrival before the deadline time set was due solely to delay in the mails for which the vendor is not responsible. Conditional or qualified Requests for Qualifications will not be accepted.

ARTICLE 2. PREPARATION OF QUALIFICATIONS

Erasures or other changes must be explained or noted over the signature of the vendor.

Each qualification must be submitted sealed, and clearly labeled, so as to guard against opening prior to the deadline time.

The Town may consider any qualifications not prepared and submitted in accordance with the provisions hereof and reserves the right to reject any or all qualifications in whole or in part, toward any item, group of items, or total qualification; to waive any technical defect or formality in same, or to accept any qualification deemed to be in the best interest of the Town.

ARTICLE 3. TELEGRAPHIC MODIFICATION

Telephonic, telegraphic or oral proposals, amendments or withdrawals will not be accepted.

ARTICLE 4. WITHDRAWAL OF QUALIFICATIONS

Qualifications may be withdrawn personally or by written request at any time prior to the time specified for the deadline. Qualifications may be modified in the same manner. Negligence on the

part of the vendor in preparing the qualifications confers no right of withdrawal or modification of his qualifications after such qualifications has past the submittal deadline.

ARTICLE 5. QUALIFICATIONS OF THE VENDOR

The Town reserves the right to request each vendor to present evidence that he is normally engaged in purveying the type of service proposed. No qualifications shall be considered from vendors who are unable to show that they are normally engaged in purveying the type of service specified in the qualification request.

To receive full consideration, the vendor must submit literature and necessary details, when applicable, on the service he proposes to furnish in order that the Town may have full information available when analyzing the qualifications.

ARTICLE 6. OBLIGATIONS OF THE VENDOR

At the time of the deadline for the request, each vendor will be presumed to have inspected the Specifications and Contract Documents (including all Addenda) which has been sent to the address given by such vendor. The failure or omission of any vendor to receive or examine any form, instrument, or document shall in no way relieve any vendor from any obligation in respect to his qualifications submittal.

Any exceptions or deviations from the provisions contained in this Request for Qualifications must be explained in detail and attached to the submittal. If such deviations do not depart from the intent of this notice and are in the best interest of the Town, the qualification request will receive careful consideration.

ARTICLE 7. PRICING (ONLY FOR HIGHEST QUALIFIED VENDOR)

Any pricing by the highest qualified vendor in regards to this qualification request shall be irrevocable for (90) ninety days, or until the qualification request is awarded by the Town Council. After award by the Town Council, said prices shall then remain firm for the duration of the Contract.

ARTICLE 8. TAX EXEMPTIONS

The Town is exempt from payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30 Para. I, as amended. The Town is exempt from payment of Federal Excise Taxes. The prices proposed must be exclusive of taxes and will be so construed. Exemption certificates will be completed as required by the successful vendor.

ARTICLE 9. CONTRACT PERIOD AND TERM OF AGREEMENT

Contract period – PER CONTRACT. If financially advantageous to the Town of North Kingstown, these contracts may be renewed or extended, from time to time, when agreed to, in writing, by both parties.

ARTICLE 10. INSURANCE

The Vendor shall assume responsibility and liability for all injuries to persons or damages to property, directly or indirectly due to, or arising out of, his operations under the contract and shall be responsible for the proper care and protection of all work performed until completion and final acceptance by the Town.

The Vendor shall also indemnify and save harmless the Town of North Kingstown against any and all claims of whatever kind and nature due to, or arising out of, his breach or failure to perform any of the terms, conditions, or covenants of the contract resulting from acceptance of his Qualifications Request.

The Vendor shall furnish the Purchasing Agent with certificates of insurance from companies acceptable to the Town of North Kingstown. All insurance companies listed on certificates must be licensed to do business in the State of Rhode Island. The Vendor shall provide a certificate of insurance as specified in the Request for Qualifications. Contracts of insurance (covering all operations under this contract) shall be kept in force until the Vendor's work is accepted by the Town.

The limits of the insurance must be at least in the amounts specified below:*

- (R). Commercial General Liability-Occurrence Form \$1,000,000/\$1,000,000
- (R). Automobile Liability - \$ 1,000,000.
- (R). Worker's Compensation (if legally allowed and available).
- (R). Professional Liability - \$ 1,000,000.

Also: the Town shall be named as additional insured on all such certificates of insurance.

*Sample Certificate of Insurance attached

The Vendor shall require similar insurance in the above amounts to be taken out and maintained by each sub-vendor. The Vendor shall be fully responsible for the acts and omissions of his sub-vendors and of persons employed either directly or indirectly by them, as he is for the acts and omissions of persons directly employed by him. Nothing contained in the contract shall create any contractual relation between any sub-vendor and the Town of North Kingstown.

ARTICLE 11. LAWS, ORDINANCES AND CODES

All applicable Federal and State Laws, Ordinances and Codes of the Town of North Kingstown and regulations of all authorities having jurisdiction over this Project shall apply to this contract the same as though written herein in full.

The Town of North Kingstown will not award the Contract to any Vendor who is, at the time, ineligible under the provisions of any applicable regulations issued by the Secretary of Labor, United States Department of Labor, or is not qualified under applicable Ordinances of the Town of North Kingstown, or the laws of the State of Rhode Island.

ARTICLE 12. LIQUIDATED DAMAGES

Failure on the part of the vendor to complete the project within the agreed time schedule will result in a liquidated damage cost of Two Hundred Dollars (\$200.00) per day, excluding Saturdays, Sundays, and holidays, to the vendor, until completion (final acceptance), excluding warranty periods. The Town may apply liquidated damage costs to current payment requests not yet paid.

**TOWN OF NORTH KINGSTOWN
REQUEST FOR QUALIFICATIONS
RELATING TO PROFESSIONAL CONSULTING SERVICES
TO REVISE AND UPDATE THE EXISTING
CLEAN WATER INFRASTRUCTURE REPLACEMENT PLAN**

GENERAL:

The Town of North Kingstown is seeking Qualification Statements from qualified engineering consultants to prepare a Comprehensive Water System Asset Management Plan. This plan will also meet the requirements for the preparation of a Clean Water Infrastructure Replacement Plan (CWIRP) for the TOWN, in full conformance with the Rules and Regulations pertaining to that as prepared by the R.I. Department of Health and in full compliance with all sections of Chapter 46-15.6 of the R. I. General Laws.

This plan shall be used as the mechanism to assess the current condition of the system infrastructure for construction, repair, protection, improvements and project prioritization for future rehabilitation or replacement work. The consultants must be a multi-disciplined firm (architectural, structural, electrical, instrumentation, etc.) with considerable experience in all aspects of water system analysis, evaluation of existing facilities including but not limited to storage tanks, booster pumping stations, water service mains, transmission mains, longevity or life cycle of existing equipment and mains, water system operations, hydraulic analysis, management, and planning for replacement facilities.

The work consists of providing directly to the Town of North Kingstown, through their agents and assigns, professional consulting engineering services to conduct a comprehensive review of the program elements, financial component, existing infrastructure reliability and life cycle replacement needs, current system operating data and revise the existing Clean Water Infrastructure Rehabilitation Plan in compliance with the requirements of the Rules and Regulations for Clean Water Infrastructure Plans of the Rhode Island Department of Health, Chapter 46-15.6 of the Rhode Island General Laws and the vision of the Town of North Kingstown.

BACKGROUND INFORMATION

North Kingstown Water is a medium size water system consisting of eleven (11) water supply wells and pumping stations, and five (5) storage tanks with approximately 9600 service connections. Transmission and distribution system consist of approximately 175 miles of water main, constructed mainly in the 1940s and 1950s. The majority of the system consists of asbestos cement (AC) pipeline ranging in size from 6 to 16 inches. New and replacement mains consist predominantly of polyvinyl chloride (PVC) pipe.

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SCOPE OF WORK:

**Preparation of a Comprehensive Water System Asset Management Plan/Clean Water
Infrastructure Replacement Plan**

Revise and update the Town of North Kingstown Department of Water Supply's existing Clean Water Infrastructure Replacement Plan dated November, 2011. The ability to make informed decisions to rehabilitate or renew facilities and equipment cost effectively before water quality or performance becomes adversely impacted is a critical component of the plan. The revised plan shall be used as the mechanism to assess the current condition of the system infrastructure for construction, repair, protection, financing improvements, establishing future water rates and project prioritization for future rehabilitation or replacement work. The revised and updated plan shall be prepared for the TOWN, in full conformance with the Rules and Regulations pertaining to that as prepared by the Rhode Island Department of Health and in full compliance with all sections of Chapter 46-15.6 of the R. I. General Laws.

The work consists of providing directly to the Town of North Kingstown, through their agents and assigns, professional consulting engineering services to conduct a comprehensive review of the program elements, financial component, existing infrastructure reliability and life cycle replacement needs, current system operating data and revise the existing Clean Water Infrastructure Replacement Plan in compliance with the requirement of the Rules and Regulations for Clean Water Infrastructure Plans of the R. I. Department of Health and Chapter 46-15.6 of the R. I. General Laws.

The selected consultant is required to provide all field services and office services in performing the Inspection and Evaluation of the system and all other appurtenant services to complete the requirements of the Project. Town of North Kingstown shall provide all existing information and other equipment records to the selected consultant for review.

Evaluation of Water Department Buildings

North Kingstown Water's infrastructure included ten (10) buildings that are of sufficient age to warrant a full evaluation of their overall structural integrity. These buildings consist of eight well stations (wells 1, 2, 3, 4, 5, 6, 9, 10 and 11) constructed of brick or concrete block, and one maintenance garage constructed of steel sheathing over a steel framework. This evaluation should include, but not be limited to, detailed analysis of the integrity of building's footings, walls, roofing, windows and doors. Results of the evaluation of each of these buildings should include a cost estimate based upon current and anticipated costs for each building broken out by building component type. In the event that a critical structural deficiency is identified during these

evaluations the selected consultant should immediately notify the Director of Water Supply and be prepared to provide a detailed scope of work to the Director. All costs for this emergency scope of work will be negotiated at that time and should not be a consideration in this Request for Qualification proposal. The "Evaluation of Water Department Buildings" should be structured so that it will be a valid as both a stand-alone document and a section of the overall Clean Water Infrastructure Replacement Plan.

GIS-Based Pipeline Replacement Program

North Kingstown Water is interested in developing a program for long and short-term pipe replacement and rehabilitation. The selected consultant will gather existing information, regarding water pipeline (location, material, size, age) and other available factors relative to pipeline failure to develop a GIS-based asset management program for the purpose of prioritizing pipeline repair/replacement based on risk ranking.

Accurate and complete real-time pipeline data is critical for successful design, reporting and analysis of pipeline integrity. Industry standard GIS mapping should be used to manage pipeline assets and operations to effectively reduce problems associated with pipeline management. The ability to use the data in a mobile GIS application to allow for field GPS units to collect data and capture inspection is also required.

Identify structural, hydraulic, water quality and hazard assessment factors that are important in deciding whether repair, replacement, or rehabilitation of water mains is the most beneficial option.

Scope of work is to include developing practical procedures for collection and interpretation of data relating to distribution system replacement/rehabilitation and to provide guidelines for decision making.

All results should be captured in an industry standard shapefile/geodatabase that provides quality control fields in the attribute table, to be used to track all data in our ESRI GIS system.

Quality control fields should include but not be limited to: pipeline sizes, pipeline condition, risk rating, projected costs, replacement projections, man hole/pit data, and Water system nodes such as valves, tees, crosses, wyes, etc.

QUALIFICATIONS

The selected consultant shall have the ability and demonstrated experience in the performance of relevant consulting services in accordance with the Rules and Regulations for Clean Water Infrastructure Plans. A minimum of ten (10) years experience in all aspects of water system infrastructure analysis, evaluation of existing facilities including but not limited to storage tanks, booster pumping stations, water service mains, transmission mains, longevity or life cycle of existing equipment and mains, water system operations, hydraulic analysis, management, and planning for replacement facilities is required.

Consultant shall have the ability and demonstrated experience with the preparation and updating of Clean Water Infrastructure Replacement Plans or similar plans for other communities. A minimum requirement for submission on this proposal shall be the development or update of no less than 5 CWIRP in accordance with RIDOH regulations.

Consultant shall have a minimum of ten (10) years experience in all aspects of water system infrastructure analysis, evaluation of existing facilities including but not limited to storage tanks, booster pumping stations, water service mains, transmission mains, longevity or life cycle of existing equipment and mains, water system operations, hydraulic analysis, management, and planning for replacement facilities is required.

Consultant shall have the demonstrated capabilities to complete the financial aspects of the CWIP update including assessing the impacts the Infrastructure Replacement Fund on the Town's current rate structure. As such the consultant shall have at least 10 years water utility rate setting experience.

Consultant must be familiar with Rhode Island Department of Health Water Supply Regulations and Clean Water Infrastructure Plans, Federal, State and local laws as well as all other documents, regulations, publications and guides necessary, to complete the work proposed including all applicable AWWA publications.

Must be experienced in the design and implementation of web-based and desktop GIS application/database. GIS experience with ESRI suite of GIS solutions; experience in design, implementation and development of web-based GIS applications.

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PERFORMANCE DATA FORM

The undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading.

RESPONDENT: _____

Experience of the firm in **like projects completed**. Please provide a listing of at least three (3) references pertaining to like projects completed. If more space is required, please attach additional sheets.

Project/Description/Cost	Status/ When completed	Name/Address Of Owner	Name & Phone # of Contact at Owner

Listing of references pertaining to like projects **currently in progress**, which you feel will qualify you for this work. If more space is required, please attach additional sheets.

Project/Description/Cost	Status	Name/Address Of Owner	Name & Phone # of Contact at Owner

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QUALIFICATION STATEMENT

The undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading.

1. Respondent: _____

Address: _____

2. Submitted to: _____

Address: _____

3. Name of Project: _____

4. Organization: _____

4.1: The submitting company is a () Corporation () Individual
() Partnership () Joint Venture () Other _____

4.2: If your firm is a corporation, answer the following:

4.2.1: Date of Incorporation: _____

4.2.2: State of Incorporation: _____

4.2.3: President's Name: _____

4.2.4: Vice President's Name: _____

4.2.5: Secretary's Name: _____

4.2.6: Treasurer's Name: _____

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4.3: If your firm is a partnership, answer the following:

4.3.1: Date of Organization: _____

4.3.2: Name of General Partners: _____

4.4: If your firm is individually owned, answer the following:

4.4.1: Date of Organization: _____

4.4.2: Name of Owner: _____

4.5: How many years has your firm been in business and how many years of experience does your firm have with similar projects? _____

5 EXPERIENCE:

5.1: Claims and Law Suits: (If the answer to any of the following questions is YES, please attach details.)

5.1.1: Has your firm ever failed to complete any work awarded to it? _____

5.1.2: Are there any judgments, claims, arbitration proceedings or suits against your firm, its principals or officers? _____

5.1.3: Has your firm filed any lawsuits or requested arbitration with regard to any contracts within the last five years? _____

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5.2: List the people that will be assigned to this project and indicate their specialties. Attach their resumes and field experience. Identify their experience and relation to your firm.

Name:

Specialty:

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SUBMITTED this _____ day of _____, 2017

NAME OF FIRM: _____

SIGNED BY: _____ **TITLE:** _____

PRINT NAME: _____

Subscribed and sworn to before me this _____ **day of** _____, 2017

Notary Public

My commission expires _____

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The undersigned hereby authorizes any person, firm or corporation to furnish information requested by the Town of North Kingstown, Rhode Island in verification of the recitals comprising this Statement of Qualifications and Performance Data form.

FIRM NAME: _____

BY: _____

NAME/TITLE: _____

(Please Print)

DATE: _____

TELEPHONE NO: _____

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A. TERMINATION, SUSPENSION OR ABANDONMENT

This Agreement may be terminated by either party upon not less than thirty days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

This Agreement may be terminated by the Owner upon not less than fourteen days' written notice to the Consultant in the event that the Project is permanently abandoned. If the project is abandoned by the Owner for more than 90 consecutive days, the Consultant may terminate this Agreement by giving written notice.

Failure of the Consultant to provide the required services in the defined time frame shall be considered substantial nonperformance and cause for termination.