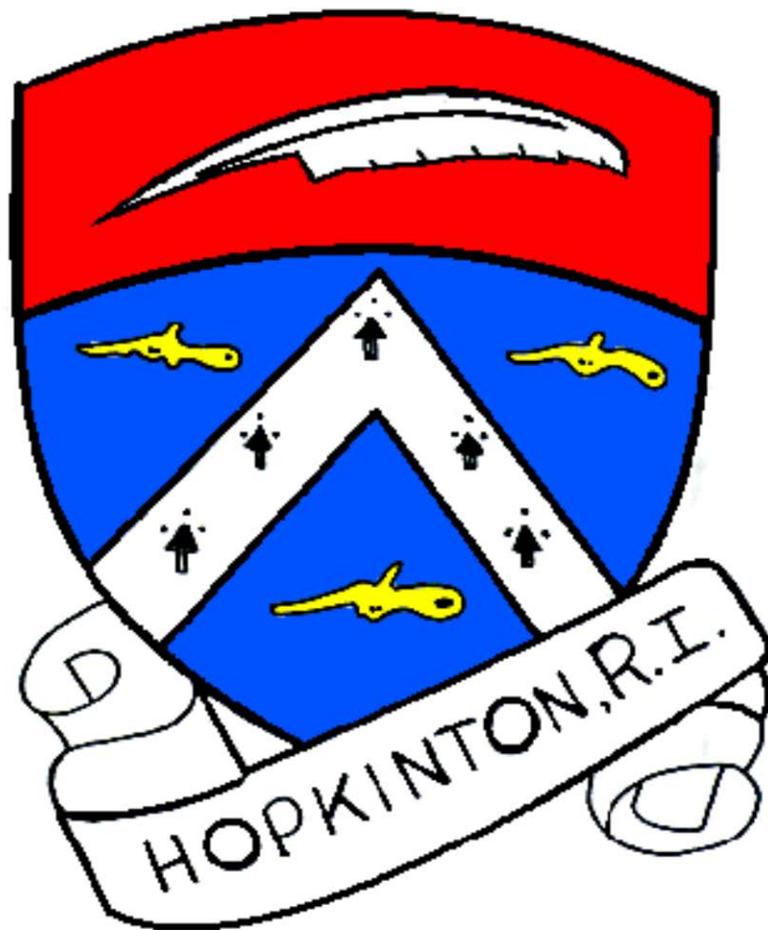


TOWN OF HOPKINTON

CONSULTING/ENGINEERING SERVICES FOR DAM EMERGENCY ACTION PLANS



2016 - 2017

BID INFORMATION, REQUIREMENTS AND SPECIFICATIONS

BID INFORMATION

BIDS DUE BY: *Wednesday, December 7th, 2016 at 3:00 p.m.*

BID OPENING DATE: *Wednesday, December 7th, 2016 at 3:15 p.m.*

BID RECEIPT LOCATION:

Town Clerk's Office
Hopkinton Town Hall
1 Town House Road
Hopkinton, RI 02833

BID OPENING LOCATION:

Town Council Chambers
Hopkinton Town Hall
1 Town House Road
Hopkinton, RI 02833

Sealed Envelopes Must Be Marked As Follows:

“DAM EMERGENCY ACTION PLANS”

The effective date of AWARD shall be on or about December 19th, 2016.

Single Point of Contact: All requests for information related to this bid package shall be directed to:

**Hopkinton Emergency Management Agency
Director Ron MacDonald
One Town House Road
Hopkinton, Rhode Island 02833
(401) 413-8861
Email Address: ema@hopkintonri.org**

BID REQUIREMENTS

1. Sealed bids will be accepted in the Town Clerk's Office until 3:00 p.m. on Wednesday, December 7th, 2016.
2. Sealed bids will be opened in the Town Council Chambers at 3:15 p.m. on Wednesday, December 7th, 2016.
3. Sealed envelopes must be marked "***DAM EMERGENCY ACTION PLANS***" and submitted to the Town Clerk's Office.
4. Proposals shall be submitted by qualified consultants to complete Emergency Action Plans (EAP) for eight (8) dams.
5. Proposals shall be submitted on the attached bid sheet.
6. **Bid security in the amount of five percent (5%) of the total bid amount must accompany each bid.**
7. A signed copy of the Bid Instructions shall be submitted to the Town Clerk's Office at the time the bid is submitted.
8. Bids are to be submitted on or before the date and time due and signed by a person authorized to represent the bidder.
9. Bidders are required to submit five (5) copies of their bids in a sealed envelope.
10. Bids that do not meet minimum requirements may or may not be considered. All exceptions must be listed.
11. Contracts may be competitively negotiated when it is determined, in writing, by the Town Manager that the bid prices received by competitive sealed bidding either are unreasonable as to all or part of the requirements or were not independently reached in open competition.
12. The Town of Hopkinton shall award the bid to the responsible bidder whose proposal is determined, in writing, to be the most advantageous to the Town.
13. The Town specifically reserves the right to cancel the contract or any portion thereof providing, in its opinion, the services or materials supplied are not satisfactory or consistent with the terms of this Request for Proposals (RFP).
14. Bidders are required to complete an Experience Sheet, which is included in this bid packet. Any bid submitted without a fully-completed Experience Sheet will be rejected.
15. The successful bidder shall furnish a Certificate of Liability Insurance within fifteen (15) days after the Hopkinton Town Council awards the bid.

16. The successful bidder shall execute Notice of Award and Notice to Proceed forms within fifteen (15) days after the Hopkinton Town Council awards the bid.
17. The successful bidder shall execute a Contractual Agreement within fifteen (15) days after the Hopkinton Town Council awards the bid.
18. The Town of Hopkinton reserves the right to reject any or all bids and to accept the bid that is most acceptable.
19. All work must be completed in a timely, professional manner.
20. The plan update shall begin no later than thirty (30) days after the Town Council awards the bid.
21. The two (2) high hazard dam EAPs (Locustville Pond Dam and Yawgoog Pond Dam) shall be completed by June 30th, 2017.
22. The remaining six (6) significant hazard dam EAPs shall be completed by September 30th, 2017.
23. Bidders may be asked to appear before a committee comprised of Town officials to present their proposals and qualifications.
24. The Town of Hopkinton is exempt from Federal excise taxes and State sales taxes.
25. All requests for additional informational shall be directed to Hopkinton Emergency Management Agency Director Ron MacDonald at (401) 413-8861.

STANDARD INSTRUCTIONS TO BIDDERS

THESE ARE STANDARD INSTRUCTIONS FOR BIDS ISSUED BY THE TOWN OF HOPKINTON

1. Receipt and Opening of Bids

Bids will be accepted in the Hopkinton Town Hall until the time indicated on the advertisement for bids, for the commodities, equipment or services designated in the specifications and will then be publicly opened and read.

2. Form of Bids

Bids must be submitted on and in accordance with the forms attached hereto, blank places must be filled in as noted, no change shall be made in the phraseology of the proposal or in the item or items mentioned therein. Bids must contain the name and proper address of the bidding firm, and must be signed by a responsible member of the firm with his/her signature and official title. Proposals that are not complete, or contain any omissions, erasures, alterations, additions or contain irregularities of any kind may be rejected.

3. Submission of Bids

- a. Envelopes containing bids must be sealed, submitted to the Town Clerk's Office and marked "**Dam Emergency Action Plans.**"
- b. The Town Clerk will decide when the specified time has arrived to open bids, and no bid received thereafter will be considered.
- c. Any bidder may withdraw his/her bid by written request, at any time, prior to the advertised time for bid opening. Telephonic bids, amendments, or withdrawals will not be accepted.
- d. Unless otherwise specified, no bid may be withdrawn for a period of ninety (90) days after the date of bid opening.
- e. Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened.
- f. Bids received prior to the time of opening will be securely maintained by the Town Clerk. No responsibility will attach to an officer or person for the premature opening of a bid not properly addressed and identified.

4. Prices

Bidders shall state the proposed price(s) in the manner as designated on the Bid Sheet. In the event that there is a discrepancy between the unit prices and the extended totals, the unit prices shall govern.

5. Rhode Island Sales Tax

The Town is exempt from the payment of R.I. Sales Tax under the 1956 General Laws of Rhode Island, 44-18-30, Paragraph 1, as amended.

6. Federal Excise Taxes

The Town is exempt from the payment of Federal excise taxes. The price bid must be exclusive of taxes and will be so construed.

7. "Or Equal" Bidding

When the name of a manufacturer, a brand name, or manufacturer's catalogue number is issued as the bid standard in describing an item this description is used to indicate quality, performance and other essential characteristics of the article required. If bidding on other than the make, model, brand or sample specified, but equal thereto, bidder must so state by giving the manufacturer's name, catalogue number and any other information necessary to prove that the intended substitution of a commodity is equal in all essential respects to the bid standard. Bidder must prove to the satisfaction of the Town Manager or by person or persons designated by him in his or their sole discretion, that his/her designated substitute is equal to the bid standard: otherwise, his/her bid will be declared "No Bid" in so far as the item in question is concerned.

8. Award and Contract

Unless otherwise specified, the Town reserves the right to make an award by item or items, or by total, as may be in the best interest of the Town. A Notice To Proceed, Notice of Award and a Contractual Agreement executed by both parties within fifteen (15) days after the Town Council awards the bid.

9. Delivery

When applicable, all prices must be on the basis of F.O.B. 1 Town House Road, Hopkinton, Rhode Island. Deliveries must consist only of new merchandise or equipment and shall be made between the hours of 8:30 a.m. and 3:00 p.m., Monday thru Friday.

10. Affirmative Action

Any firm providing services to or doing business with the Town of Hopkinton, R.I. shall adhere to the Town's Affirmative Action Plan for Equal Employment.

11. Towns Right to Reject

The Town reserves the right to reject any and all proposals, to waive any informality in the proposals received and to accept the proposal deemed to be most favorable in the best interests of the Town. The Town reserves the right to terminate the Agreement. Failure of the Consultant to perform any work under this Agreement for a period of ten (10) days following its commencement without the consent of the Town shall constitute a breach of the Agreement and the Town may at its option, by written notice, terminate his/her obligations hereunder and contract for or otherwise effect the completion of the work uncompleted by the Consultant, and may offset against the contract price herein set forth, the cost and expense of completing such work, or in the event the Town has at the time of such breach and termination paid to the Consultant an amount in excess of the fair value of the work then completed, the Consultant shall refund to the Town promptly upon demand, an apportioned amount of the total sum thereto paid by the Town.

12. Insurance/Bonds

The successful bidder shall provide the following insurances/bond:

Certificate of Liability Insurance

- Commercial General Liability Insurance in the amount of one million dollars (\$1,000,000).
- Automobile Liability Insurance in the amount of one million dollars (\$1,000,000).
- Umbrella Liability Insurance in the amount of five million dollars (\$5,000,000).
- Workers Compensation and Employers' Liability Insurance in the amount of one million dollars (\$1,000,000).

Bid Bond

- Bidders are required to furnish Bid Security with the bid proposal in the amount of five (5) percent of the total bid price. The Bid Security of unsuccessful bidders will be returned within a reasonable time after the award of the bid. Bid Security of the successful bidder will be retained until the execution of a Contract with the Town, or forfeited to the Town as liquidated damages upon failure to execute a Contract according to the bid documents. Non-compliance may result in rejection of this bid.

13. Labor Regulations

The following paragraphs regarding nondiscrimination in employment shall be included and become part of these Specifications:

- A. The successful bidder shall not discriminate in employment practices and conform with Executive Order No. 11246.
- B. Bidders must, if required, submit a compliance report concerning their employment practices and policies to maintain their eligibility to receive the award.
- C. Successful bidders shall submit to the Hopkinton Town Manager a list of all subcontractors who will perform work on the project, and written signed statements from authorized agents of labor pools with which they will or may deal with for employees on the work, together with any information to the effect that such labor pools practices or policies are in conformity with Executive Order No. 11246; that they will affirmatively cooperate in or offer no hindrance to the recruitment, employment, and equal treatment of employment, and equal treatment of employees seeking employment and performing work under this contract; or a certification as to when such agents or labor pools have failed or refused to furnish them, prior to award of the contract. If the successful bidder uses any subcontractors, the bidder shall provide the Town with a Labor and Materials Payment Bond.

14. Wage Rates

In conformity with the provisions of Chapter 13 of Title 37, General Laws, Rhode Island, 1956, as amended, the minimum wages for a days work paid to craftsmen, teamsters and laborers shall be not less than the customary and prevailing rate of wages for a day's work in the locality where the work is undertaken. Such a schedule of wages has been established on a minimum hourly basis and is on file in the office of the State Department of Labor and Training.

15. Remedies

Except as may be otherwise provided, all claims, counterclaims, disputes and other matters in question between the Town and the successful bidder arising out of or relating to this agreement or the breach thereof will be decided in a court of competent jurisdiction within the State of Rhode Island.

16. Indemnity

The successful bidder shall at all times indemnify and save harmless the Town, its servants and agents, from any and all claims and from any suits, litigation, damages, losses or the like arising out of injuries sustained or alleged to have been sustained by any persons or damage to property in connection with the contract work, caused in whole or in part by acts or omissions of the successful bidder, his subcontractors, material persons, or anyone directly or indirectly connected with the contract work.

17. Claims for Adjustments and Disputes:

If the vendor deems additional compensation is due for work or material not clearly covered in the Contract, the Consultant shall notify the Hopkinton Town Manager, in writing, of its intention to make claim for such additional compensation before beginning or continuing the affected work. Also, the Consultant shall proceed diligently with the performance of the contract, pending the final resolution of any request for relief, payment, claim, appeal or action arising under the contract, and comply with any decisions of the Engineer. If such notification is not given, or the Consultant does not afford the Town Manager proper facilities for keeping strict account of the actual costs, the Consultant thereby waives any claim for additional compensation. Notice by the Consultant, and the fact that the Town Manager has kept account of the actual costs, shall not be construed as substantiating the validity of the claim.

18. Methods of Payment

A. Request(s) for Payment(s)

The Consultant shall submit any and all requests for payment to the Town of Hopkinton's Finance Office.

B. Payments

1. Upon completion of all work and final approval by Town officials, the Town will pay one hundred percent (100%) of the cost. Payment shall be net thirty (30) days.

I hereby certify that I have read and agree with these Bid Instructions.

A signed copy of the Bid Instructions shall be submitted to the Town Clerk's Office at the time the bid is submitted.

Date

Name

Company Name

Company Street Address

City/Town/State

INTRODUCTION

The Town of Hopkinton, Rhode Island is soliciting proposals from qualified consulting/engineering firms to complete Emergency Action Plans (EAP) for eight (8) dams within the Town of Hopkinton. All EAPs shall be in accordance with the Rhode Island Emergency Management Agency (RIEMA) and Rhode Island Department of Environmental Management (RIDEM) Dam Emergency Plan Template and should otherwise conform to the guidelines outlined in the publication, FEMA 64 Federal Guidelines for Dam Safety, Emergency Action Planning for Dams (July 2013).

Rhode Island General Law § 46-19-9 requires each city and town wherein a dam lies to prepare an EAP for each high and significant hazard dam. The purpose of the EAP is to identify areas, structures, facilities and roads that could be affected by dam failure. It establishes a monitoring system which can activate the plan. The plan also identifies the corresponding officials, organizations, and agencies along with their responsibilities in regard to implementing the plan.

To encourage and facilitate development of EAPs of all high and significant hazard dams in Rhode Island, RIEMA, in coordination with RIDEM, developed the Rhode Island Dam EAP Template. Bidders may access this document at the website listed below:

<http://www.riema.ri.gov/planning/damsafety/index.php>

Federal Guidelines for Emergency Action Planning for Dams (FEMA Publications No. P-64) may be accessed at the website listed below:

<https://www.fema.gov/media-library/assets/documents/3357?id=1672>

Bidders may access Rhode Island General Law § 46-19-9 at the website listed below:

<http://webserver.rilin.state.ri.us/Statutes/TITLE46/46-19/46-19-9.HTM>

Bidders should carefully examine the specifications and fully inform themselves of all language that could in any way affect the cost. Should the bidders find discrepancies or omissions in the specifications, or question their interpretation, they should notify the EMA Director to obtain clarification, prior to submitting any proposal. Failure to obtain clarification of any issue does not relieve the bidder from any responsibility in the bidding of the Dam Emergency Action Plans, which meets the needs of the Town of Hopkinton.

This project shall be funded by grant monies awarded by Rhode Island Emergency Management Agencies.

The following are a list of dams requiring an EAP within the Town of Hopkinton:

STATE ID	DAM NAME	CITY/TOWN	RIVER/STREAM	HAZARD	LONGITUDE	LATITUDE
247	ALTON POND	HOPKINTON / RICHMOND	WOOD RIVER	SIGNIFICANT	-71.7214966	41.43777466
227	ASHVILLE POND	HOPKINTON	BLUE POND BROOK	SIGNIFICANT	-71.75112154	41.49976351
229	BLUE POND	HOPKINTON	BLUE POND BROOK	SIGNIFICANT	-71.74725341	41.50568773
274	HARRIS POND	HOPKINTON	TOMAUAG BROOK-TRIB	SIGNIFICANT	-71.7559128	41.46131133
285	LANGWORTHY POND	HOPKINTON	BRUSHY BROOK-TRIB	SIGNIFICANT	-71.71837617	41.50828552
262	LOCUSTVILLE POND	HOPKINTON	BRUSHY BROOK	HIGH	-71.71644591	41.50851442
225	WINCHECK POND	HOPKINTON	MOSCOW BROOK	SIGNIFICANT	-71.76230622	41.52031327
226	YAWGOOG POND	HOPKINTON	WINCHECK BROOK	HIGH	-71.78054581	41.5170951

SCOPE OF WORK

The scope of work includes the most recent and currently available information, reports and mapping from RIDEM. These documents may include, but are not limited to: Hazard Classification Reports, Dam Failure Inundation Mapping and Dam Inspection Reports. Dams within the Town of Hopkinton may be owned by the State, Town or by private parties. The consultant, on behalf of the Town, will coordinate with the current property owner(s) to provide access to the site to complete the EAPs, as required.

Task 1: Introduction, Planning and Responsibilities

The consultant shall complete the introduction section of the plan and all data required in the planning section, including current photographs of the dam. The consultant shall also perform a thorough investigation of pertinent downstream features, such as buildings, homes, bridges, roads, railways, critical infrastructure, and high hazard facilities, such as: group homes, campgrounds, etc. for each dam. The consultant shall prepare a determination of responsibility for EAP related tasks to be made during an event and incorporate this information into the EAP. The EAP shall specify the dam owner's responsibilities to ensure that effective and timely action is taken should an emergency occur at the dam. The EAP will be site-specific, based on the conditions at each of the dams and impact areas downstream of the dams.

Task 2: Incident Detection, Evaluation, and Emergency Level Determination

The consultant shall develop recommendations for the early detection and evaluation of the condition or event that initiates or requires an emergency action for each significant and high hazard dam. The establishment of procedures for the reliable and timely classification of an emergency situation will be discussed with the Town to ensure that the appropriate course of action is taken based on the nature of the situation. Conditions, events or measures for detection of an existing or potential emergency will be listed. Data and information collection systems such as early warning devices, water level monitoring, visual methods, and information related to abnormal reservoir levels, etc. will be presented. Procedures, aids, instruction, and provisions for evaluation of information and data to assess the severity and magnitude of any existing or potential emergency will be incorporated into the EAPs.

Task 3: Notification Flowcharts

The consultant shall develop the notification flowcharts for each significant and high hazard dam indicating who, and in what priority, must be notified. The information contained within the notification flowcharts is necessary for the timely notification of persons responsible for making emergency responses.

Task 4: Emergency Actions, Termination and Follow Up

The consultant shall develop preparedness actions to be taken to moderate or alleviate the effects of a dam failure or operational spillway release and to facilitate response to emergencies occurring as a result of dam failure. Specific actions to be taken before an emergency occurs will be identified.

Task 5: Inundation Maps

The consultant shall coordinate with RIDEM to obtain the most current Inundation Map for each dam, which shall delineate the areas that would potentially be flooded as a result of dam failure. The Inundation Map will be used by the dam owner and emergency management officials to facilitate timely notification and evacuation of areas affected by a dam failure or flood condition. The maps will graphically display areas that would potentially flood and show travel times for wave front and flood peaks at critical locations. The available RIDEM inundation mapping shall be compared against published Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps (FIRMs), if available, to ensure that the 100-year floodplain has been captured by the dam failure modeling. The inundation limits shall be plotted on the most current aerial photography mapping available on the RIGIS web site or other source. Printed inundation maps should be at a scale that is sufficient to clearly show the downstream inhabited areas within the inundation zones. Street names and addresses shall be visible to easily locate an affected structure. The size of the inundation maps shall not exceed 11 x 17 inches.

Task 5: Appendices

The consultant shall provide the appendices that will contain information that supports and supplements the material used in the development of the EAP. An Evacuation Map, as required by the plan, shall be included and show the location of the regional American Red Cross shelters as well as main evacuation routes out of the hazard area. Special notations of any critical infrastructure or high hazard facility will be noted on each map.

Task 6: GIS Shapefiles for Emergency Notification System

A separate GIS shapefile for each dam inundation zone shall be created and formatted to properly import into the town's CodeRed emergency notification system to alert anyone within the inundation hazard area they may be affected by a dam failure.

Task 7: Draft EAPs and Final Deliverables

The consultant shall create a draft EAP for each dam using the most current RIEMA template for

submittal to the Town's EMA Director, RIEMA and RIDEM for approval. Any required edits shall be completed by the consultant and resubmitted to the above for final approval.

Final deliverables shall include a RIEMA-and RIDEM-approved EAP for each dam -- one electronic copy in PDF form, one electronic copy in Word form and any associated GIS shapefiles required in the EAP. Three bound hard copies of each completed EAP certified by a registered professional engineer (including all mapping) shall also be included.

Please note the Alton Pond dam is jointly located in the Town of Richmond, and the consultant shall communicate/coordinate with Richmond, when preparing this particular EAP.

QUALIFICATIONS

All work is to be performed by firms or individuals within firms having established experience in public emergency management planning, analysis, and design. Firms and/or individuals must have detailed and relevant experience with applicable Federal and State regulations and programs, as well as professional organization standards and criteria.

A Statement of Qualifications must be submitted as a part of the respondent's proposal, including a listing of key personnel to be assigned to this project (organizational chart and resumes), relevant experience of the firm, key personnel, and other pertinent information which identifies the respondent's ability to perform the work elements listed in the scope of work. A separate list of all intended sub-consultants must also be provided, identifying the tasks for the sub-consultant and the (proposed) relationship between the respondent and the sub-consultant (i.e. joint venture, straight sub-consultant basis, etc.). Similar qualifications information is to be supplied for each proposed sub-consultant.

PROJECT TIMETABLES AND DELIVERABLES

Solicitation of Proposals:	November 13, 2016
Submission of Proposals:	December 7, 2016
Selection of Consultant/Award:	December 19, 2016

The two (2) high hazard dam EAPs (Locustville Pond Dam and Yawgoog Pond Dam) shall be completed by June 30th, 2017.

The remaining six (6) significant hazard dam EAPs shall be completed by September 30th, 2017.

BID SHEET

Dam Emergency Action Plans

**Bid Price for the completion of
Eight (8) Dam Emergency Action
Plans:**

\$ _____

Any Additional Fees:

\$ _____

TOTAL BID PRICE:

\$ _____

PROPOSAL BY:

(Company Name)

(Street Address)

(City/Town) (State) (Zip)

Name

Title

Date

NOTICE TO PROCEED

TO: _____ DATE: _____

Dam Emergency Action Plans

You are hereby notified to commence work on or after _____.

Work shall begin no later than thirty (30) calendar days after the Town Council awards the bid.

TOWN OF HOPKINTON, RHODE ISLAND

BY: _____
William A. McGarry

TITLE: _____
Town Manager

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE TO PROCEED is hereby acknowledged on this _____ day
of _____, 2016.

BY: _____

TITLE: _____

COMPANY NAME: _____

CONTRACTUAL AGREEMENT

THIS CONTRACTUAL AGREEMENT, made and executed this ____ day of _____, 2016 by and between the Town of Hopkinton, a municipality located within the State of Rhode Island, by its Town Council duly constituted, and without personal liability for the individuals signatory hereto, herein termed the TOWN, and _____ doing business as a corporation, hereinafter termed the Consultant.

WITNESSETH: That the parties to this Contract have agreed, and by these presents do hereby agree, the TOWN, for itself, and the Consultant for himself/herself and his/her heirs, executors, administrators, successors, and assigns, as follows:

That the Consultant has informed himself/herself fully in regard to all conditions pertaining to the place where the work is to be done and other circumstances affecting the work;

That the Consultant has obtained all the information he/she needs to enable him/her to estimate fully and fairly the costs of the work herein contemplated.

That the Consultant shall furnish all plant, labor, materials, supplies, tools, equipment, and other facilities and things necessary to commence work within the time interval stated in the bid proposal, provided he/she shall have been notified by the Town to do so, and complete everything required of him/her under the Contract no later than the time stated in the bid proposal.

That the Consultant agrees to accept all of the terms and conditions incorporated into this Invitation to Bid, Bid Information and Requirements, Standard Instructions, Specifications, Summary of Work, and all other related information and requirements identified in the bidding documents.

That the TOWN shall pay and the Consultant shall receive, as full compensation for fulfilling everything required of the Consultant under the Contract, the total price submitted on the Bid Sheet.

That the Consultant shall give to the TOWN, as liquidated damages, for each day lost by the Consultant in the completion of the Work of the Contract after the time herein stipulated, the sum of five hundred dollars (\$500.00), per day.

Signed, sealed and delivered in **duplicate** on _____ of _____, 2016.

TOWN:

Town of Hopkinton, Rhode Island

By: _____

Title: _____

Date: _____

CONSULTANT:

Name: _____

Address: _____

By: _____

Title: _____

Date: _____

EXPERIENCE OF CONTRACTOR

The following experience sheet must be completed by each bidder. Any bid submitted without a fully-completed Experience Sheet will be rejected. Contractors may attach supplemental experience sheets at their option.

What four (4) similar projects has your company completed within the last five (5) years?

<u>Type of Work</u>	<u>Contract Amount</u>	<u>Year Completed</u>	<u>Name & Address of Owner</u>
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1.

2.

3.

4.

CONSULTING/ENGINEERING SERVICES FOR
DAM EMERGENCY ACTION PLANS

The Town of Hopkinton, RI is soliciting proposals from qualified consulting/engineering firms to complete Emergency Actions Plans (EAP) for eight (8) dams within the Town.

A complete document package containing bid information, instructions, requirements, and specifications may be obtained at the Town Clerk's Office, 1 Town House Road, Hopkinton, RI 02833 from 8:30 a.m. - 4:30 p.m., M-F, and is available on the Town's website www.hopkintonri.org.

Sealed bids will be accepted at the Clerk's Office until Wednesday, December 7, 2016, at 3:00 p.m. and opened at 3:15 p.m.

William A. McGarry
Town Manager
One Town House Road
Hopkinton, Rhode Island 02833