

TOWN OF HOPKINTON

HAZARD MITIGATION PLAN



2022

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BID SUMMARY

Bids Due By: Thursday, November 10th, 2022 at 2:00p.m.

Bid Opening Date: Thursday, November 10th, 2022 at 2:15 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:

“HAZARD MITIGATION PLAN”

The effective date of AWARD shall be on or about **Monday, November 21st, 2022.**

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

**Brian M. Rosso
Town Manager
1 Town House Road
Hopkinton, Rhode Island 02833**

REQUEST FOR PROPOSALS FOR **THE TOWN OF HOPKINTON RHODE ISLAND** **HAZARD MITIGATION PLAN**

SECTION 1 – OVERVIEW OF PROCESS

1.1 Background

The Town of Hopkinton is requesting Proposals from qualified planning/engineering firms to conduct a comprehensive update to the Town's Hazard Mitigation Plan. This plan aims to identify potential hazard, town-specific vulnerabilities and proposed actions to mitigate threats.

1.2 Instructions

This RFP includes a description of the scope of services, proposal requirements, and instructions for submitting your proposal. Failure to follow these instructions may result in the rejection of your proposal.

1.3 Purpose of RFP

The purpose of this initiative is to update the Town's existing Hazard Mitigation Plan. The final deliverable will be an updated Hazard Mitigation Plan for the Town of Hopkinton that will meet RIEMA and FEMA requirements. The Town has formed a Hazard Mitigation Plan Committee consisting of the Town Council President, Town Manager, Emergency Management Director, Chief of Police, Public Works Director, Town Planner, Building and Zoning Official, GIS/IT Director and the Ashaway and Hope Valley-Wyoming Fire Chiefs.

While a consultant will be solicited to assist staff in updating this document, the Committee will serve as the principal group overseeing this project. RIEMA will be notified of the Committee's progress and consulted for technical assistance. Elements of the current plan will be update to include appropriate information regarding recent natural hazard occurrences. These events, the new FIRM maps and other sources of information, such as the Hazus and Risk Map will be used to determine any changes that need to be made, regarding an inventory of areas vulnerable to natural hazards, any revisions to our risk assessment matrix, and recommended mitigation actions outline in the current plan.

This project shall be funded by grant monies awarded by the Rhode Island Department of Emergency Management Agency (RIEMA) and the Federal Emergency Management Agency (FEMA). The project must be conducted in compliance with all applicable Federal, State and local laws, and all applicable State of Rhode Island regulations and policies.

A completed draft of the updated plan will be submitted to the appropriate partnering agencies, RIEMA and FEMA, for review and comment. The proposed Hazard Mitigation Plan update will then be scheduled for a public hearing and then subsequently considered by the Hopkinton Town Council, which will vote whether to adopt the plan as updated.

The bid documents and work specifications may be accessed on the Town website: www.hopkintonri.org as of Monday October 24th, 2022.

1.4 Scope Of Work

The Consultant Shall:

- ✓ Follow the most recent FEMA guidelines to ensure that all the required revisions are incorporated into the appropriate sections of the Hazard Mitigation Plan.
- ✓ Examine the recommendations contained in the 2018 Hazard Mitigation Plan and Provide suggested amendments for incorporation into the Plan update.
- ✓ Work with the Town’s GIS/IT Department to produce a Hazus and Risk Map and confer with appropriate town staff to acquire data necessary to run the Hazus program as necessary.
- ✓ Facilitate the approval process and highlight all proposed changes to the Plan on the *FEMA Review Form*.
- ✓ Coordinate with the Hopkinton Hazard Mitigation Plan Committee, various Town Departments (especially the Planning and Public Works Departments), the Town Council, and members of the general public.
- ✓ Review FEMA plan update requirements, noting deficiencies or areas outdated or otherwise in need of improvement and present findings to the Hazard Mitigation Plan Committee to solicit their feedback.
- ✓ Complete specific tasks, as delegated by the Committee, which shall be researched and incorporated into the working draft of the update plan.
- ✓ Work with the Committee in reviewing, researching, and re-writing components of the Plan such as: identifying/updating the natural hazard profile, reviewing/updating the inventory of the most vulnerable areas, and reviewing/revising risk assessment matrix and recommended actions. The consultant will ultimately incorporate these components into the working draft of the update Plan.
- ✓ Recommend an assemble maps and other materials to incorporate into the Plan. The Town’s GIS/IT Department will assist the Consultant in creating GIS maps and other related documents
- ✓ Present progress on the working draft to the Committee, Town Departments, RIEMA, FEMA, Hopkinton Town Council or any other party deemed appropriate by the Committee.
- ✓ Assist the Committee and other staff members throughout the agency and public comment solicitation period
- ✓ Update the Plan, in accordance with the most recent applicable iteration of the FEMA mitigation policy guide. *Local Mitigation Planning Policy Guide*.
- ✓ Provide guidance and recount experience regarding this process, as requested by the committee.
- ✓ Work continuously and assiduously on the Plan until it is approved by FEMA. Upon receiving FEMA approval, the consultant will prepare and submit all deliverables as state in the Project Timetables and Deliverable section of the RFP.

1.5 RFP Schedule

Bid documents and specifications are accessible Monday October 24, 2022
Non-Mandatory pre-bid meetingThursday November 3, 2022
Sealed bids will be accepted 2:00pm on November 10, 2022

Sealed bids will be opened at 2:15pm on November 10, 2022

1.6 Selection Criteria

This will be a “Qualifications Based Selection (QBS)” process. Proposals will be examined and technically evaluated based on the five criteria listed Section 3.3 *Section Criteria and Evaluation*. Costs will be evaluated separately. It is the responsibility of the Consultant to provide information, evidence or exhibits which clearly demonstrate the ability to satisfactorily respond to the project requirements and the factors listed below. The Town will select the top ranked firm based on the criteria herein as it may apply to specific Scope of Work.

1.7 Project Schedule

The proposed project completion is expected to take approximately 12 months with plans to begin the plan update no later than thirty (30) days after the Town Council awards the bid. However, the reporting requirements will continue after the completion of the fund administration. Firms are expected to provide reports to the town as specified by the U.S. Department of Treasury requirements. Additionally, all ARPA funds are subject to regulatory requirements under Uniform Guidance (2 CFT Part 200).

1.8 Questions and Inquiries

Prior to the acceptance of bids, a Non-mandatory pre-bid meeting will take place to answer any and all questions by potential bidders. This will take place November 3rd, 2022. Throughout the process, all questions and inquiries can be directed to the Town Manager’s office via (401) 377-7761 or via email at brian.rosso@hopkintonri.gov.

SECTION 2 – SUBMITTAL REQUIREMENTS

2.1 Proposal Format Requirements

Bids must be submitted on and in accordance with the bid sheets attached in Section 5, Form 5.1 *Bid Sheet*, blank places must be filled in as noted, and 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 irregularities of any kind may be rejected.

- a. Envelopes containing bids must be sealed, submitted to the Town Clerk’s Office, and marked “**HAZARD MITIGATION PLAN**”
- b. Proposals shall be submitted on the attached Bid Sheet found in Section 5, Form 5.1 *Bid Sheet*.
- c. All bidders are required to complete an Experience Sheet which is included in this bid packet; Section 5, Form 5.2 *Experience of Contractor*. Any bid submitted without a

fully completed Experience Sheet may be rejected. Bidders may substitute their own Experience Sheet with their bid documents.

- d. Bidders are required to submit three (3) copies of their bids.
- e. A signed copy of the Bid Instructions shall be submitted to the Town Clerk's office at the time the bid is submitted, see Section 5, Form 5.3 *Bid Instructions*.
- f. Bids are to be submitted on or before the date and time due and signed by a person authorized to represent the bidder.
- g. Bids that do not meet minimum requirements may or may not be considered. All exceptions must be listed.

2.2 Statement of 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.

2.3 Prices

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

2.2.a 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.

2.2.b Federal Excise Tax

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

2.4 Delivery

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

2.5 “Or equal” bidding

When the name of a manufacturer, a brand name, or a 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, the 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 a 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.

SECTION 3 – EVALUATION OF RESPONSES

3.1 Receipt, opening, and withdrawal 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.

The Town Clerk will decide when the specified time has arrived to open bids, and no bid received after the posted deadline will be considered.

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.

Unless otherwise specified, no bid may be withdrawn for a period of ninety (90) days after the date of bid opening.

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.

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.

3.2 Town’s 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 Contractor 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 or otherwise effect the completion of the work uncompleted by the Contractor, 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 Contractor an amount in excess of the fair value

of the work then completed, the Contractor shall refund to the Town promptly upon demand, an apportioned amount of the total sum thereto paid by the Town.

3.3 Selection Criteria and Evaluation

This will be a “Qualifications Based Selection (QBS)” process. Proposals will be examined and technically evaluated based on the five criteria listed below. Costs will be evaluated separately. It is the responsibility of the Consultant to provide information, evidence or exhibits which clearly demonstrate the ability to satisfactorily respond to the project requirements and the factors listed below. The Town will select the top ranked firm based on the criteria herein as it may apply to the specific Scope of Work.

3.3a Technical Evaluation

1. Company Qualifications and Experience (Maximum 25 points)

Specialized planning experience is required of the company in a series of work areas – proposals must clearly demonstrate full knowledge, understanding and experience in the methods, techniques, and guidelines required for the performance of the required work:

- i. Experience demonstrated on similar projects.
- ii. Knowledge of current issues and state of the art techniques in the relevant technical areas.
- iii. The ability to provide the necessary skills and expertise from in-house resources.
- iv. Methods for assuring product quality, cost control, delivery schedule, and project oversight (a narrative description of the quality control plan must be included).
- v. The Consultant shall address the proposed level of effort by task for each employee category.

2. Personnel Qualification and Availability (Maximum 20 points)

Specialized experience is required of the project personnel proposed to undertake the work assignments – proposal must clearly demonstrate the capability, academic background, training, certifications and experience of the proposed personnel:

- i. Availability of the proposed staff must be demonstrated.
- ii. A demonstrated expertise and ability for rapid turn-around and flexibility on short-term projects.
- iii. Project Manager(s) must have the ability to effectively direct multiple simultaneous work assignments.
- iv. Project Manager(s) must have the ability to integrate and utilize interdisciplinary teams effectively on assignments requiring a variety of skills and expertise from in-house resources.

3. Performance Record of Firm (Maximum 15 points)

A list of references of at least three (3) recent contracting officers on projects of a similar magnitude and complexity; references must include telephone numbers and affiliation.

4. Project Understanding (Maximum 15 points)

The Consultant must demonstrate a comprehension of the role and function of this work in meeting the needs of the Town. In addition, the Consultant shall have a working knowledge of the geographic area, as evidence by prior work experience in the region.

5. Project Timeline (Maximum 10 points)

The Consultant must provide a schedule of tasks that they will undertake to complete the project, providing milestone dates for major elements.

3.3b Cost Evaluation

1. Cost Evaluation (Maximum 15 points)

Cost will be considered as an independent fact from the above evaluation factors. The cost proposal will be evaluated not only to determine whether it is reasonable, but also to determine the Consultant’s understanding of the magnitude of the Scope of Work and the ability to complete the work.

3.3c Evaluation Process

A review team consisting of Town of Hopkinton’s Town Manager, Town Planner, Emergency Management Agency Director, a Hopkinton Town Resident – and other senior staff members, will review and rank all proposals that are received. A recommendation will then be subsequently made to the Town Council to award the project. Pursuant to R.I.G.L. 45-55-8.1, the ultimate selection shall be determined by the Qualification-Based Selection Process outline by the Rhode Island Consulting Engineers (RICE).

3.3d Proposal Evaluation Summary

Technical Evaluation

- a) Company Qualifications and Experience (Maximum 25 points)
- b) Personnel Qualifications and Availability (Maximum 20 points)
- c) Performance Record (Maximum 15 points)
- d) Project Understanding (Maximum 15points)
- e) Project Timeline (Maximum 10 points)

Cost Evaluation

- a) Lowest Bid Price

3.2 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. If applicable, a written award Notice of Award

and Notice To Proceed forms shall be filled out. They are found in Section 5, Forms 5.4 *Notice of Award* and Form 5.5 *Notice to Proceed* and will be provided to the successful bidder upon award.

SECTION 4 – SUCCESSFUL BIDDER REQUIREMENTS

4.1 General Requirements

The successful bidder must comply with the following general requirements:

- a. The successful bidder shall execute the Notice of Award and Notice to Proceed forms (Section 5 Forms 5.4 *Notice of Award* and 5.4 *Notice to Proceed*) within fifteen (15) days after Hopkinton Town Council Awards the bid.
- b. The successful bidder shall execute a Contractual Agreement within fifteen (15) days after the Hopkinton Town Council awards the bid, signing both the AIA Contract below in Section 4.2 *AIA Contract* as well as the Anti- Collusion Contract in Section 5, Form 5.6 *Anti-Collusion Certificate for Contract*.
- c. The plan update shall begin no later than thirty (30) days after the Hopkinton Town Council awards the bid.

4.2 AIA Contract

The successful bidder must submit a fully executed Rhode Island custom AIA contract. If awarded the contract, the successful bidder shall be required to obtain the specified AIA Documents from <https://documentsondemand.aia.org/?filter=Rhode>.

4.3 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. Minority business enterprises shall be awarded a minimum of ten percent (10%) of the dollar value of the entire procurement or project contract. For assistance and advice in identifying MBE/WBE firms, call the Minority Business Enterprise Compliance Office at (401) 574-8670. The directory of all certified MBE firms is also located at www.mbe.ri.gov.

4.4 Insurance and Bond(s)

The successful bidder shall provide the following insurance(s)/bond(s):

4.4a Certificate of Liability Insurance

- A. Commercial General Liability Insurance in the amount of one million dollars (\$1,000,000).
- B. Automobile Liability Insurance in the amount of one million dollars (\$1,000,000).
- C. Umbrella Liability Insurance in the amount of five million dollars (\$5,000,000).

- D. Workers Compensation and Employers' Liability Insurance in the amount of one million dollars (\$1,000,000).

4.4b Performance Bond

- A. A Performance Bond in the full amount of the bid submitted as security for faithful performance of the work.

4.4c Labor and Materials Payment Bond

- A. If the successful bidder subcontracts any of the work, the bidder must furnish a Labor and Materials Payment Bond for the full value of the bid price.

4.5 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 in order 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.

4.6 Wage Rates

This is a prevailing wage project. Attention of the bidders is particularly called to the requirements as to conditions of employment to be observed and minimum wage rates to be paid under contract. In conformity with the provision of Chapter 13 Title 37, General Laws, Rhode Island 1956, as amended, the minimum wages for a day's work paid to craftsmen, teamsters and laborers shall not be 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.

4.7 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.

4.8 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.

4.9 General Guarantee

Neither the final certificate of payment nor any provision in the contract documents nor any partial or entire occupancy of the premises by the Town shall constitute an acceptance of work not done or relieve the successful bidder of liability with respect to any express warranties or responsibility for faulty workmanship or materials. The successful bidder shall remedy any defects in the work and pay for any damage to other work resulting therefrom, which shall appear within a period of one (1) year from the date of final acceptance of the work unless a longer period is specified by the Town and/or by virtue of any specific product guarantees and/or warranties. The Town will give final notice of observed defects with reasonable promptness.

SECTION 5 – LIST OF EXHIBITS AND FORMS

5.1 Bid Sheet

Hazard Mitigation Plan

Bid Price for Hazard Mitigation Plan \$ _____

Any Additional Fees \$ _____

Total Bid Price \$ _____

Proposal By: Company Name: _____
Street Address: _____
City/Town, State, Zip: _____
Name: _____
Title: _____
Date: _____

5.2 Experience of Contractor

The following experience sheet shall be completed by bidders or they may substitute their own Experience Sheet with their bid documents. Any bid submitted without a fully completed Experience Sheet will be rejected.

Have you ever failed to complete any work awarded to you? _____
Yes/No

If so, please explain the reasons:

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

<u>Class of Work</u> <u>Engineer/</u>	<u>Contract Amount</u>	<u>When Completed</u>	<u>Name & Address of</u> <u>Owner</u>
--	-------------------------------	------------------------------	--

1.

2.

3.

4.

5.3 Bid Instructions Signature Page

I hereby certify that I have read and agree to 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

5.4 Notice of Award

TO: _____

HAZARD MITIGATION PLAN

The Town has considered the bid submitted by you, dated _____,
for the above-referenced purchase in response to its Request for Proposals (RFP).

You are hereby notified that your bid has been accepted in the amount(s) shown on the Bid Sheet.

Dated this _____ day of _____, 2022

TOWN OF HOPKINTON, RHODE ISLAND

BY: _____
Brian M. Rosso
Town Manager

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged on this _____ day of
_____, 2022.

BY: _____

TITLE: _____

COMPANY NAME: _____

5.5 Notice to Proceed

TO:- _____

DATE: _____

HAZARD MITIGATION PROJECT

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

TOWN OF HOPKINTON, RHODE ISLAND

BY: _____

Brian M. Rosso
Town Manager

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE TO PROCEED is hereby acknowledged on this _____ day
of _____, 2022.

BY: _____

TITLE: _____

COMPANY NAME: _____

5.6 Anti-Collusion Certificate for Contract

(Sworn Affidavit)

The successful bidder shall complete an Anti-Collusion Certificate within fifteen (15) days after the Hopkinton Town Council awards the bid.

Title 23, United States Code, Section 112 requires, as a condition precedent to approval by the Town Manager, that there shall be filed a sworn statement executed by, on behalf of the person, firm, association or corporation that they have not, either directly or indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with such contract. This sworn statement shall be in the form of an affidavit executed and sworn to by the **successful bidder** before a person who is authorized by the laws of this state to administer oaths.

THE SUCCESSFUL BIDDER MUST COMPLETE THIS CERTIFICATION STATEMENT

County of _____,

I, _____ (name of party signing affidavit) _____ (title),

being duly sworn, do depose and say : On behalf of _____ (name of contractor),

of _____ (address)

that said contractor has not, either directly or indirectly, entered into agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding.

Printed Name of Contractor: _____

Signature of Contractor: _____

Sworn to before me this _____ day of _____, 2022.

Signature and Seal of Notary Public _____

My commission expires: _____

5.7 Official RFP Posting

The Town of Hopkinton, RI is currently seeking sealed bids for:

Hazard Mitigation Plan Update

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 02933 from 9:00-4:00 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 Thursday, November 10th 2022 at 2:00pm and opened at 2:15pm.

Brian M. Rosso

Town Manager
1 Town House Road
Hopkinton RI 02833