

TOWN OF HOPKINTON

PROFESSIONAL ENGINEERING AND RELATED CONSULTANT SERVICES



2023

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BID SUMMARY

Bids Due By: Friday, May 12th, 2023 at 2:00p.m.

Bid Opening Date: Friday, May 12th, 2023 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:

**“PROFESSIONAL ENGINEERING AND RELATED
CONSULTANT SERVICES”**

The effective date of AWARD shall be on or about **Monday, June 5th, 2023**

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** **PROFESSIONAL ENGINEERING AND RELATED** **CONSULTANT SERVICES**

SECTION 1 – OVERVIEW OF PROCESS

1.1 Background

The Town of Hopkinton is issuing this request for qualification for the purpose of securing the services of town consultant(s) on a contractual basis for the purpose of reviewing development proposals and providing other technical services.

The selected consultant(s) will be required to review site plans and provide other technical support to the Town. The selected consultant(s) should be available to meet the needs of the Town on a regular and consistent basis, serving as its representatives, as required. The consultant(s) should have the experience and depth of resources to address multiple projects at the same time, and the ongoing and future issues facing the Town.

1.2 Instructions

This RFQ 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 RFQ

The purpose of this solicitation is to select “on-call” consultant(s) to work on projects commencing on or after July 1st, 2023 until June 30th, 2026—a three (3) year period.

The bid documents and work specifications may be accessed on the Town website: www.hopkintonri.org as of Monday April 17th, 2023.

1.4 Scope of Work

The Town is seeking individuals or firms with experience in working with small-to-medium-sized municipalities. The work discussed below is divided into broad categories of road and drainage improvements, municipal planning and code enforcement, and site development. This list is not meant to be all inclusive, and the Town may, at its discretion, assign other duties and responsibilities from time to time, as needs and conditions change.

1. Provide general consulting services, as needed to the Town Council, Planning Board, Zoning Board, Public Works Department, Building/Zoning Department and/or various advisory boards appointed by the Town Council.

2. Attend meetings, public hearings, work sessions Town Council meetings, and other functions, as needed.
3. Provide professional engineering services and related consulting services for various municipal construction projects, including but not limited to initial studies, design, bidding, inspection and contract administration services.
4. Provide research and recommendations on various types of engineering problems and issues ranging from stormwater management and street improvements to the development of infrastructure inventories and capital improvements plans.
5. Provide general engineering services in the areas of deed research, the drafting of easements, and the interpretation of surveying data, upon request.
6. Provide consulting services on federal and state grants, grant applications, construction documents for grants, the maintenance of records and files on grants and other related services.
7. Provide a wide variety of planning-related services including, but not limited to, planning studies and projections, need assessments, development plan reviews data collection surveys and analysis, research and policy, and advisory opinions.

1.5 RFQ Schedule

Bid documents and specifications are accessible.....	Monday, April 17th, 2023
Non-Mandatory pre-bid meeting	Wednesday, May 3, 2023
Sealed bids will be accepted	2:00pm on May 12, 2023
Sealed bids will be opened at	2:15pm on May 12, 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

Services provided to the Town through the Professional Engineering and Related Consultant services will be on an as needed basis from July 1st, 2023 to June 30th, 2026.

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 May 3rd, 2023. 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 "***Professional Engineering and Related Consultant Services***"
- b. All bidders are required to complete an Experience Sheet which is included in this bid packet; Section 5, Form 5.1 *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.
- c. Bidders are required to submit three (3) copies of their bids.
- d. 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 5.2 *Bid Instructions*.
- e. Bids are to be submitted on or before the date and time due and signed by a person authorized to represent the bidder.
- f. 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 Delivery

When applicable, all proposals 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.

2.4 “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 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).

3.3c 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)

3.4 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 5.3 *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 5.5 *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.

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

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

1.

2.

3.

4.

5.2 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

5.3 Notice of Award

TO: _____

Professional Engineering and Related Consultant Services

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

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

Dated this _____ day of _____, 2023

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
_____, 2023.

BY: _____

TITLE: _____

COMPANY NAME: _____

5.4 Notice to Proceed

TO:- _____

DATE: _____

Professional Engineering and Related Consultant Service

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 _____, 2023.

BY: _____

TITLE: _____

COMPANY NAME: _____

5.5 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 _____, 2023.

Signature and Seal of Notary Public _____

My commission expires: _____

5.6 Official RFQ Posting

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

Professional Engineering and Related Consultant Service

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 9:00-4:00 p.m. M-F. and is available on the Town's website www.hopkintonri.org.

The Town of Hopkinton reserves the right to reject any or all bids. Bids are due by 2:00 p.m. local time on Friday May 12, 2023, in the Town Clerk's Office at Hopkinton Town Hall, 1 Town House Rd, Hopkinton, RI 02833. At 2:15 p.m., they will be opened and read aloud. Any bid received after this date and time will be returned unopened.

Brian M. Rosso

Town Manager
1 Town House Road
Hopkinton RI 02833