TOWN OF WEST WARWICK, RI
INVITATION TO BID

REQUEST FOR PROPOSALS (RFP) FOR
ENGINEERING SERVICES FOR PRETREATMENT PROGRAM AND
GENERAL SEWER SYSTEM ANALYSIS

Sealed bid proposals will be received at the Town of West Warwick Finance Department at the address listed below until 10:00 AM on September 11, 2020. Proposals will be publicly opened and read aloud in the West Warwick Town Council Chambers at 10:30 a.m. on that date.

Town of West Warwick
Town Hall
1170 Main Street
West Warwick, RI 02893

Specifications may be obtained on the Town of West Warwick’s website, www.westwarwickri.org under “How do I?...Submit a Proposal or Bid or at the West Warwick Regional Wastewater Treatment Facility, 1 Pontiac Avenue, West Warwick, RI between the hours of 7:00 am and 3:00 pm, Monday through Friday after August 24, 2020.

ALL SUBMISSIONS MUST BE IN TRIPLICATE AND CLEARLY MARKED ON THE OUTSIDE ENVELOPE:

“2021-01 ENGINEERING SERVICES FOR THE PRETREATMENT PROGRAM AND GENERAL SEWER SYSTEM ANALYSIS”

For more information, contact Chris Suajian, at (401) 822-9228. Individuals requesting interpreter services for the hearing impaired must notify the Finance Department (Tel.401-822-9216) or TTD #9224 at least (72) hours in advance of the bid opening date.

The Town of West Warwick reserves the right to reject any and all bids, or parts thereof, to waive any irregularities in the bids received and to accept the bids or part thereof deemed to be most favorable to the Town.

No bidder may withdraw the bid for a period of one hundred twenty (120) days after the actual date of the opening thereof.
REQUEST FOR PROPOSALS
for
ENGINEERING SERVICES FOR
PRETREATMENT PROGRAM AND GENERAL SEWER SYSTEM ANALYSIS
CONTRACT NO. 2021-01

WEST WARWICK SEWER COMMISSION
Regional Wastewater Treatment Facility
1 Pontiac Avenue
West Warwick, RI 02893
(401) 822-9228
TOWN OF WEST WARWICK, RHODE ISLAND
INVITATION TO BID
CONTRACT NO. 2021-01

Sealed bids for ENGINEERING SERVICES FOR THE PRETREATMENT PROGRAM AND GENERAL SEWER SYSTEM ANALYSIS for the Town of West Warwick Regional Wastewater Treatment Facility will be received at the:

Office of the Finance Director
Town Hall
1170 Main Street
West Warwick, RI 02893

until 10:00 A.M. on September 11, 2020, and then publicly opened and read aloud at 10:30 A.M. in Town Council Chambers. Individuals requesting interpreter services for the hearing impaired must notify the Finance Department (Tel. 401-822-9216) or TDD #9224 at least seventy-two (72) hours in advance of the proposal opening date. All bids must be properly addressed and marked in sealed envelopes to be considered.

The bid specifications may be obtained at the offices of West Warwick Regional Wastewater Treatment Facility, One Pontiac Avenue, West Warwick, RI between 7:00 AM and 3:00 PM, Monday through Friday, after August 24, 2020.

The Owner reserves the right to waive any informalities or to reject any and all bids and to accept the proposal deemed most favorable to the Town.

No bidder may withdraw the bid for a period of one hundred twenty (120) days after the actual date of opening thereof.

August 24, 2020

Legal Ad

Kristen Benoit
Finance Director
STANDARD INSTRUCTION TO BIDDERS

The TOWN OF WEST WARWICK, RHODE ISLAND (hereinafter called the Town) is requesting proposals for ENGINEERING SERVICES FOR THE PRETREATMENT PROGRAM AND GENERAL SEWER SYSTEM ANALYSIS (Contract No. 2021-01) for the West Warwick Regional Wastewater Treatment Facility.

1. PREPARATION OF PROPOSAL:

A. Each proposal must be submitted on the prescribed Bid Form and/or Schedule of Prices contained herein. In the Schedule of Prices all blank spaces must be completed, written in ink, and amounts written in both words and figures. In the event of a discrepancy, the bid amount(s) shown in words shall govern.

B. In addition to the Bond Form, each proposal must include a Bid Bond (if required).

C. The original and one (1) copy of the Bid Form and/or Schedule of Prices as well as any other required information must be submitted.

D. All proposals must be signed and submitted in a sealed envelope bearing the name and address of the Bidder and endorsed Engineering Services for Pretreatment Program and General Sewer System Analysis Contract No. 2020-15. If mailed, the proposal shall be enclosed in a second envelope similarly marked and addressed to the Finance Director, Town Hall, 1170 Main Street, West Warwick, Rhode Island 02893.

2. BID SECURITY: NONE REQUIRED

3. WITHDRAWAL OF BID:

A. Any bid may be withdrawn prior to the scheduled time for opening of the bids. No Bidder may withdraw a bid for a period of one hundred twenty (120) days after the date set for the opening of the bids.

4. USE OF SUBCONTRACTORS:

A. The use of the name of a Subcontractor in the proposal shall be deemed to constitute the acceptance by the Contractor, if awarded the Contract, of the bid of said Subcontractor. Any changes therein after the award of the Contract shall be made only with the approval of the Town.

5. RESPONSIBILITY OF BIDDER:

A. The Town reserves the right to make any such investigation as is necessary to determine the ability of the Bidder to perform the work. Every Bidder is therefore required to furnish all information requested in this proposal. Failure
STANDARD INSTRUCTION TO BIDDERS

of any Bidder to furnish this information may be cause for the rejection of the bid.

6. BASIS OF AWARD:

A. Bids will be analyzed in accordance with Section 5 (Selection Criteria) of the Bid Specifications.

B. The competency and responsibility of bidders will be considered in making the award. The Town reserves the right to reject any or all bids when such rejection is in the interest of the Town, and to reject the bid of a bidder who, in the judgment of the Town, is not in a position to perform the Contract. Each bidder shall be prepared, if so requested by the Town, to present evidence of their experience and qualifications. It is intended that the Contract will be awarded to the lowest responsible and eligible Bidder possessing the skill, ability and integrity necessary to the faithful performance of the work.

7. NOTICE OF ACCEPTANCE:

A. Within one hundred twenty (120) days after the opening of bids, notice of the acceptance of a proposal will be sent to the successful Bidder by the Town by means of a registered letter sent to the Bidders' address as stated in said proposal. If, within ten (10) days immediately after receipt of said notice, the successful Bidder fails to comply with the requirements of these documents, he shall forfeit the bid security (if required) and the proposal and acceptance, at the option of the Town, may become null and void. The Town may then proceed to accept another of the proposals.

8. INTERPRETATION:

A. No oral interpretation of the meaning of the Plans, Specification or other Contract Documents will in general be given. Any such request must be made in writing to Harrison Songolo, Superintendent, 1 Pontiac Avenue, West Warwick, Rhode Island 02893 (FAX: (401) 823-3620). To be given consideration, such request must be received at least five (5) days prior to the date fixed for the opening of bids. Interpretations will be made in the form of written addenda. All such addenda shall become a part of the Contract. No later than three (3) days prior to the date fixed for the opening of bids, the addenda will be mailed to each prospective Bidder. Failure of a Bidder to receive any such addenda will not relieve the Bidder from any obligation under the proposal as submitted.
STANDARD INSTRUCTION TO BIDDERS

9. **FAILURE OR OMISSION:**
   A. The failure or omission of any Bidder to receive or examine and become familiar with any form, instrument, or document shall in no way relieve the Bidder of any obligation in respect to the proposal.

10. **REJECTION OF BIDS:**
   A. The Town reserves the right to reject any and all bids.

11. **PREVAILING LAWS AND REGULATIONS:**
   A. The Contractor shall keep himself informed of and comply with all laws, ordinances and regulations of the Federal, State or Municipal Government which may apply and be informed during the life of the Contract, in any manner which may affect employees or the conduct of the work or the materials used or employed in the work. Before submitting proposals, prospective Bidders should examine the terms, covenants and conditions of all codes, permits, and laws which affect or govern the work.

12. **GUARANTIES AND WARRANTIES:**
   A. All guaranties and warranties normally available to customers will be extended to the Town of West Warwick.

13. **PAYMENT FOR SERVICES:**
   A. Contractor shall be paid in accordance with the Bid Form. The Contractor shall submit monthly statements or invoices for work performed to the Town of West Warwick Sewer Commission, which statements shall be payable by the Town within thirty (30) days of approval of said invoices.

14. **TAXES:**
   A. The Town is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph 1, as amended.

15. **OMISSIONS, CHANGES AND ADDITIONS:**
   A. Should anything be omitted from these Contract Documents necessary to the proper execution of the work described therein, it shall be the duty of the Contractor to notify the Town, in writing, before signing the Agreement. In the event the Contractor fails to give such notice, the Contractor shall make good any
STANDARD INSTRUCTION TO BIDDERS

damage or defect in their work caused by their neglect to do so, without extra charge.

B. The Town shall have the right during the progress of work to make any alterations, additions, and deletions. The same shall be carried into effect by the Contractor without violating or vitiating the contract, but if special changes are made, the value of the same must be agreed upon, in writing, by the Town and the Contractor.

C. No omission will be allowed, or extra work paid for unless ordered in writing by the Town.

16. DEFAULT:

A. In the event the Contractor is adjudged bankrupt, or should they make a general assignment for the benefit of their creditors, or should a receiver be appointed on account of their insolvency, or should they refuse or fail to perform the work described in the Specifications prior to the completion date, except where provision is made for extension of time, or should the Contractor fail to make prompt payment to subcontractors, or pay for materials or labor or otherwise be guilty of substantial violations of any provision of the contract, the Town may, without prejudice or any other right or remedy, and after having given seven (7) days written notice, terminate the employment of the Contractor and take possession of the premises, materials, tools, and appliances thereof and finish the work by whatever method they deem necessary.

B. In the event of default, the Contractor shall not be entitled to receive future payment until the work is finished. Should the unpaid balance of the contract price exceed the expense of finishing the work, including compensation for additional administration services, such excess shall be paid to the Contractor. Should the expense exceed the unpaid balance, the Contractor shall pay the difference to the Town.
**Bid Specifications**

1. **Background:**

The West Warwick Sewer Commission is seeking the services of a Professional Engineering firm to operate and manage the Town’s Industrial Pretreatment Program (the Program). The Contract shall begin on November 1, 2020, with services to be contracted for a period of three (3) years with a possible three-year extension.

The Town of West Warwick Regional Wastewater Treatment Facility is located on Pontiac Avenue in West Warwick. The Facility processed and treats wastewater from the Town of West Warwick plus contributing flows from Warwick, Cranston, Coventry, West Greenwich as well as parts of East Greenwich. The southeastern-most corner of the Town of Scituate is also within the Facility Planning Area but currently has no buildings connected. The Facility discharges its treated wastewater into the Pawtuxet River and is regulated by Rhode Island Pollutant Discharge Elimination System (RIPDES) Permit No. RI 0100153.

The Facility serves the region’s domestic and commercial sources and also provides wastewater treatment for numerous local industrial discharges. Therefore, in accordance with Federal and State regulations, the Town of West Warwick implements and enforces an Industrial Pretreatment Program. The purpose of the Program, approved by the Federal Environmental Protection Agency (EPA) on September 9, 1983, is to achieve the three fundamental objectives of the National Pretreatment Program:

1. To prevent the introduction of pollutants into the Publicly Owned Treatment Works (POTW) which could interfere with its operation (referred to as inhibition or interference);
2. To prevent the pass through of untreated pollutants which could violate applicable water quality standards or RIPDES effluent limitations, referred to as pass through; and
3. To prevent the contamination of POTW sludge which would limit the selected sludge uses or disposal practices.

The number of Industrial Users by classification are presented in Table 1. The Town has used the following seven classifications to establish this table.

i. Industries subject to Federal EPA Categorical Standards;
ii. Industries discharging toxic substances, prohibited pollutants, but which are not subject to Federal EPA Categorical Standards;
iii. Industries discharging or having the potential to discharge compatible conventional pollutant loads (Biological Oxygen Demand (BOD), Total Suspended Solids (TSS), Total Phosphorus (P), Total Nitrogen (NH₃), pH, oil and grease, fecal coliform) in sufficient quantities to cause West Warwick to violate its RIPDES permit limits or cause interference or organic overloads at the treatment plant;
iv. Industries with sanitary or non-toxic discharges using solvents, toxic chemicals and/or hazardous chemicals that could potentially be discharged to the sewers;
**Bid Specifications**

v. Industries discharging only sanitary wastes and/or non-toxic discharges;
vi. Dry industries with no waste discharges to the sewers, using solvents, toxic chemicals and/or hazardous chemicals; and
vii. Dry industries with no waste discharges to the sewers.

**Table 1: Industrial User Classification**

<table>
<thead>
<tr>
<th>Classification</th>
<th>Number of Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>i</td>
<td>5</td>
</tr>
<tr>
<td>ii</td>
<td>0</td>
</tr>
<tr>
<td>iii</td>
<td>2</td>
</tr>
<tr>
<td>iv</td>
<td>2</td>
</tr>
<tr>
<td>v</td>
<td>36</td>
</tr>
<tr>
<td>vi</td>
<td>0</td>
</tr>
<tr>
<td>vii</td>
<td>0</td>
</tr>
</tbody>
</table>

In addition to the seven Industrial Classifications, the Program monitors, inspects, and regulates the following approximate number of Commercial establishments annually:

- GREASE TRAPS: 168
- GRIT TRAPS: 41
- LINT TRAPS: 26
- SILVER USERS: 13
- PHOTO FINISHING: 6

The Program conducts the monitoring of industries by using several different methods including:

**Self-Monitoring**

Industries which are classified as Class i, ii, iii, or iv, are required to self-monitor and report results to the Industrial Pretreatment Program. Classifications i, ii, and iii industries are required to sample and analyze their production wastewater and, in general, Classification iv industries report water usage only.

**Annual Significant Industrial User (SIU) Inspections**

The Program conducts yearly inspections of all Significant Industrial Users (SIUs) located within the service area, as specified by 40 C.F.R. 403.8(f)(2)(v).
**BID SPECIFICATIONS**

In addition to these annual inspections, the Program also conducts random surprise inspections or visits to any industrial facility (SIU or otherwise) it deems necessary (two (2) per year). In general, each SIU is randomly (unannounced) visited in order to discuss pretreatment events, problems, or even including a brief tour of the facility in order to assure continued compliance with pretreatment requirements.

**Periodic Non-SIU Inspections**

The Program conducts an inspection of all industries which are not classified as SIUs. The purpose of such inspections would be to provide a collective means of ensuring that all industries which have been classified as non-SIUs have remained non-SIUs.

2. **QUALIFICATIONS:**

The Engineer/Consultant submitting proposals shall include a qualifications section in their proposal.

For the Engineer/Consultant responding, as well as any sub-consultant that may be used, proposals shall contain the following as a minimum:

A. A description of the firm’s background and relevant work experience as related to the proposal;

B. Key personnel resumes of individuals who will actually be assigned to the project. These, at a minimum, shall include the Project Manager, Project Engineer, Staff Engineer, and any other personnel assigned to the project.

   A description of the function of each designated participant and their projected individual time commitments with specific hours and rates. The experience of the designated personnel shall be relevant to the design and construction of wastewater pumping stations. Past experience in designing, renovations and improvements, as well as new designs for wastewater pumping stations of equal size is required.

C. References for similar projects, including budget cost and final cost, time the project commenced and time completed, is required.

D. Any other information the Engineer/Consultant deems is pertinent.

E. Five (5) years experience in pretreatment inspections and reporting.
BID SPECIFICATIONS

3. **SCOPE OF SERVICES:**

**ELEMENT NO. 1**

A. The Engineer/Consultant will be required to review the present Pretreatment Program and modify it as required to ensure that the Town of West Warwick has the appropriate procedures to implement a successful Pretreatment Program. The review and modification to the Program shall include, at a minimum:

1. Deny or condition new or increased contributions of pollutants, or changes in the nature of pollutants by Industrial users;
2. Require compliance with applicable Pretreatment Standards and Requirements for Industrial Users;
3. Control through permit, by each Industrial User, to ensure compliance with the applicable Pretreatment Standards and Requirements. In the case of Industrial Users identified as significant under 40 C.F.R. 403, this control shall be achieved through permits or equivalent individual control mechanisms issued to each user;
4. Require (a) the development of a compliance schedule by each Industrial User, as necessary, for the installation of technology required to meet applicable Pretreatment Standards and Requirements and (b) the submission of all notices and self-monitoring reports from Industrial Users with Pretreatment Standards and Requirements;
5. Carry out all inspections, surveillances and monitoring procedures necessary to determine, independent of information supplied by the Industrial Users, compliance or non-compliance with the applicable Pretreatment Standards and Requirements for Industrial Users;
6. Conduct annual monitoring of the 24 Private Wastewater Treatment/Collection Systems within the Regional Service area and issue annual permits for the existing 47 industrial and 248 commercial users, 24 Private Wastewater Collection Systems and all new industrial or commercial users.

B. The Engineer/Consultant shall develop and implement procedures to ensure compliance with the requirements of the Pretreatment Program. At a minimum, the procedures shall enable the Town to:

1. Identify and locate all possible Industrial Users which might be subject to the Town’s Pretreatment Program. This includes those industries located in other municipalities connected to the Town’s wastewater system.
2. Identify the character and volume of pollutants contributed to the POTW by Industrial Users.
3. Notify Industrial User of applicable pretreatment requirements.
4. Receive and analyze self-monitoring requirements and other notices submitted by Industrial Users in accordance with the Town’s self-monitoring requirements.
5. Conduct random samples and analyze the effluent from Industrial Users and
BID SPECIFICATIONS

conduct surveillance activities in order to identify, independent of information supplied by Industrial Users, occasional and continuing non-compliance with pretreatment standards. The Engineer/Consultant shall sample and evaluate the effluent from each Significant Industrial User, Categories i through iv, at least three times per year.

6. By December 31, 2020, the Engineer/Consultant shall perform its annual composite sampling of each SIU. The composite will be performed over a two-day period collecting composite samples each day. This will be required in each subsequent year through the term of the Contract.

7. The Engineer/Consultant shall investigate instances of non-compliance with Pretreatment Standards and Requirements. The Engineer/Consultant must have a defensible protocol to produce evidence admissible in enforcement proceeding or in judicial actions.

8. The Engineer/Consultant shall develop public participation procedures in the enforcement of National Pretreatment Standards. These procedures shall include, for annual public notification, all Industrial Users which are in significant non-compliance with the Town’s regulations.

9. The Engineer/Consultant shall develop local limits in accordance with 40 C.F.R. 403.5(c)(i).

10. The Engineer/Consultant must represent the Town during all EPA Pretreatment Compliance Inspections (PCIs) and must meet and/or communicate with EPA and the Rhode Island Department of Environmental Management (RIDEM) on an as-needed basis.

11. Meet all federal EPA and RIDEM Industrial Pretreatment requirements.

C. The Engineer/Consultant shall be responsible for reviewing and providing written comments and approvals of Pretreatment applications for new and modified sources of wastewater including, but not limited to, Commercial User Pretreatment Applications, Grease and Solids Interceptor Applications, and Restaurant Permit Applications.

D. The Engineer/Consultant, on behalf of the Town, will submit to RIDEM the following:

1. Annual Pretreatment Report each July describing the Program activities, including activities of all participating agencies. The report shall include:
   a. An updated list of the Programs’ Industrial Users, including their names and addresses.
   b. A summary of the status of Industrial Users compliance over the reporting period.
   c. A summary of compliance and enforcement activities conducted by the Program during the reporting period.
   d. All other information as required by the Treatment Facility’s RIPDES wastewater discharge permit.

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**Bid Specifications**

E. The Engineer/Consultant shall provide monthly Program Progress Reports to the Sewer Commission, in time for its monthly meetings, describing Program work and achievements during month, planned work or goals for the subsequent month and a statement of the number of hours or work performed.

F. The Engineer/Consultant shall monitor all notification of Industrial Users of changes in their discharges.

G. The Engineer/Consultant shall assist the Sewer Billing Department in preparing quarterly bills for SIUs as well as updating lists of commercial users for annual billing of Pretreatment Program charges.

H. The Engineer/Consultant shall be required to perform adequate record keeping as required by RIDEM and EPA.

I. The Engineer/Consultant shall evaluate the monthly operating data of the wastewater treatment facility for compliance and the impact of industrial loadings on the operations.

J. The Engineer/Consultant shall provide the services of a Principal and/or Project Manager to attend monthly meetings of the Sewer Subcommittee, after normal business hours. Minimum time per meeting is estimated at 3 hours, including travel. In addition, a Principal and/or Project Manager will be required to attend monthly meetings of the West Warwick Sewer Commission, after normal business hours. The minimum time per meeting is estimated at 3 hours, including travel. It may be further required that the Engineer/Consultant attend all Show-Cause Hearings or other meetings as required by the Town at no additional compensation.

K. The Engineer/Consultant shall prepare and send an Industrial/Commercial questionnaire to survey the industrial and commercial users base. The purpose of the survey is to verify that the companies and facilities located within the service area do or do not discharge wastewater from industrial manufacturing processes. The Engineer/Consultant shall assume that there are to be a minimum of 500 questionnaires sent. The Engineer/Consultant shall be required to visit all industries that do not respond to the inquiries. This task shall be completed by December 31, 2020.

L. The Engineer/Consultant must prepare and submit to RIDEM a Local Limits Monitoring Plan for their approval. Upon approval, the Engineer/Consultant shall prepare and submit a Local Limits Derivation Report, in accordance with EPA Document 833-R-04-002A Local Limits Development Guidance. At a minimum, the Derivation Report must include five (5) consecutive days of 24-hour composite sampling in or of a designated neighborhood, plant influent, primary treatment effluent, secondary treatment effluent, nutrient effluent and plant effluent.
BID SPECIFICATIONS

M. In addition to the meeting time required under J, the Engineer/Consultant shall provide a minimum staffing level of 2080 hours for an Industrial Pretreatment Coordinator which is the minimum staffing level approved by RIDEM.

ELEMENT NO. 2

The Town may require the services of the Engineer/Consultant to review sewer extension applications, sub-division applications and other miscellaneous engineering services. The Town, from time to time, may require a Professional Engineer registered in the State of Rhode Island to certify plans for the Town. The Consultant must provide a copy of their Certificate of Authorization from the State Board of Registration for Professional Engineers as well as a Certificate of Good Standing from the Secretary of State’s Office.

4. INSURANCE REQUIREMENTS:

A. The selected Engineer/Consultant shall be required to provide the Sewer Commission with:

2. General Liability Insurance in the amount of one million dollars ($1,000,000) each occurrence;
3. Automobile Liability Insurance in the amount of one million dollars ($1,000,000) combined single limit;
4. Rhode Island Worker’s Compensation and Employer’s Liability Insurance in the amount of five hundred thousand ($500,000) each accident;
5. Professional Liability Insurance in the amount of two million ($2,000,000).

The Sewer Commission must be named as an additional insured and certified holder.

5. SELECTION CRITERIA:

The proposals will be examined and evaluated based on the factors presented below. It is the responsibility of the Engineer/Consultant to provide information, evidence or exhibits which clearly demonstrate the ability to satisfactorily respond to project requirements and the factors listed below. The Sewer Commission will select the top-ranked firm for the Scope of Services.

A. Company Qualifications and Experience MAXIMUM 20 POINTS

Specialized experience is required 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. All elements within this factor are of equal importance. The Engineer/Consultant must indicate specific experience in the required areas.

B. Personnel Qualifications and Availability MAXIMUM 15 POINTS

Specialized experience is required of the project personnel proposed to undertake the

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**BID SPECIFICATIONS**

work assignments. Proposal must clearly demonstrate the capability, academic background, training, certifications and experience of the proposed personnel. The availability of the proposed staff is also of critical importance and must be demonstrated. Specific project experience relevant to this Scope of Services must be demonstrated and project experience identified to specific company experience identified above or other projects, including specific project responsibilities, must be included.

C. **Performance Record of Firm**

   **MAXIMUM 10 POINTS**

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

D. **Project Understanding**

   **MAXIMUM 40 POINTS**

   The Engineer/Consultant must demonstrate a comprehension of the West Warwick Industrial Pretreatment Program and the role and function of this contract in meeting the needs of the Sewer Commission.

   In addition to the understanding of the Scope and approach, the Engineer/Consultant must demonstrate the following which will be considered in the selection:

   1. Knowledge of current issues and state of the art in the relevant technical areas previously discussed;
   2. Experience demonstrated on similar projects;
   3. Working knowledge of the geographic area as evidenced by prior work experience in the region;
   4. A demonstrated expertise and ability for rapid turn-around and flexibility on short-term projects;
   5. The capability to effectively direct multiple simultaneous work assignments;
   6. An ability to integrate and utilize interdisciplinary study teams effectively on assignments requiring a variety of skills and expertise from in-house resources;
   7. The ability to provide the necessary skills and expertise from in-house resources;
   8. Methods for assuring product quality, cost control, delivery schedule, and project oversight. A narrative description of the Engineer/Consultant’s quality control plan must be included.

E. **Cost Evaluation**

   **MAXIMUM 15 POINTS**

   Cost will be considered as an independent factor from the above evaluation factors. The cost proposal will be evaluated not only to determine whether it is reasonable, but also to determine the Engineer/Consultant’s understanding of the magnitude of the Scope of Services and ability to complete the contract. *The cost for analytical services is not to be included in this proposal.*
6. **EVALUATION PROCEDURE:**

   **A.** All proposals will be reviewed and rated based upon the combination of factors regarding the proposal submitted and the evaluation criteria set forth in the proposal.

   **B.** Based upon the results of this review process, a contract will be developed with the highest-rated Engineer/Consultant. If an agreement cannot be reached, negotiations with other Engineers/Consultants, in order of their review ranking, will be conducted until an agreement can be reached.
BID FORM

The Town of West Warwick (the Town) has invited proposals, upon conditions set forth in the foregoing instructions to bidder and in the specifications and other documents bound herewith, for:

ENGINEERING SERVICES FOR
PRETREATMENT PROGRAM AND GENERAL SEWER SYSTEM ANALYSIS
Contract No. 2021-01

The undersigned Bidder hereby declares and agrees to furnish the services in accordance with all terms, conditions, and requirements of the bid invitation and the bid specifications and the general conditions therein.

FEE SCHEDULE:

In the event of a discrepancy between the words and figures given, the amount written in words shall govern.

ELEMENT NO. 1 – The Engineer/Consultant will undertake the Scope of Services as presented in Section 3, Items A through M of the Bid Specifications, for the Fixed Cost, annually, of ______________________ Dollars and ______________________ Cents ($________________). This fee is to be inclusive of all overhead, fringe benefits, profit, travel expenses, printing, postage, etc.

The Engineer/Consultant shall include a TABLE, identifying by personnel category as listed herein, the annual man-hour level of effort for Items A through M.

ELEMENT NO. 2 – The Engineer/Consultant shall, from time to time, be asked to undertake work not covered under the Pretreatment Program. For those services, the Engineer/Consultant agrees to invoice the Town based on the following hourly rates:

<table>
<thead>
<tr>
<th>Personnel Category</th>
<th>$</th>
<th>per hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>$</td>
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<tr>
<td>Project Manager</td>
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<td></td>
</tr>
<tr>
<td>Pretreatment Coordinator</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Project Engineer</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>CADD/Design Engineer</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Clerical</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

The Engineer/Consultant must identify any additional multipliers for the rates listed, such as payroll, fringe benefits, overhead and profit. In addition, the Engineer/Consultant must identify the cost structure for reimbursement for items such as communication (telephone, email and FAX), mailing, travel, printing, etc.
BID FORM

Name and Address of Company


Telephone: ____________________________

The undersigned certifies that he or she has carefully examined and fully understand all the component parts of the contract documents. He or she further agrees that the Town will not be responsible for any errors or omissions on the part of the undersigned in preparing this bid.

The undersigned declares that the only persons interested in this proposal as principals are named herein as such and that no official of the Town and no person acting for or employed by or in any contract which may be made under it or in any expected profits to arise there from, that this proposal is fraud or collusion or connection with any other person bidding or refraining from bidding for the same work. He or she further declares that he or she is fully informed in regard to all the conditions pertaining to the work and the site and from the foregoing makes this proposal.

The undersigned agrees, upon written notice of the acceptance of this bid (within one hundred twenty (120) days after the date of opening of the bids) to execute the contract documents within ten (10) days after receipt of the above notice in accordance with the bid as accepted, to give bonds required with good and sufficient surety and sureties, and to furnish certificates of insurance, if required.

The undersigned further agrees that the bid security which accompanies this proposal (if required) shall become the property of the Town as compensation for damage suffered by the Town in the event the undersigned fails to execute the contract and surety bond if notified as specified above that the proposal has been accepted. It is understood that it is the intention of the Town not to award this contract to any Bidder who cannot furnish satisfactory evidence of ability and experience to perform the class of work as well as sufficient capital and equipment to successfully prosecute the work and complete it within the time specified. To that end all the following statements and evidence of qualifications must be completed and the undersigned further agrees that he will furnish, upon request and in confidence, any additional information which will enable the Town to judge financial responsibility and that of any proposed Subcontractors.
BID FORM

Authorized Signature

Date

Name and Title of Signing Official

The Bidder acknowledges receipt of the following addendum:

END OF DOCUMENT

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