

**KENT COUNTY WATER AUTHORITY  
REQUEST FOR PROPOSAL  
RELATING TO PROFESSIONAL ENGINEERING SERVICES  
WATER MAIN FINAL DESIGN, PERMITTING AND  
ENGINEERING SERVICES DURING CONSTRUCTION  
RELATED TO  
2018 INFRASTRUCTURE REPLACEMENTS**

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**ARTICLE 1. GENERAL:**

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**1.1 PROJECT DESCRIPTION:**

The work consists of providing directly to the Kent County Water Authority, Professional Engineering Design Consultants services to prepare a Final Design, Permitting, and Engineering Services During Construction for Infrastructure Replacements. The work is related to design of approximately 7,600 feet of water main replacements including a bridge crossing, valves, air release manholes, water services, paving, and all water system appurtenances necessary to completely design for construction the water distribution infrastructure improvements contemplated in Warwick and West Warwick. The consultants must be a multidiscipline firm. The consulting team of multi-disciplined professionals shall have a minimum of 5 years of experience in each aspect of water system design and construction needed to complete the project.

1.2 Engagement of Construction Services identified in this Request For Proposal shall be at the option of the Kent County Water Authority.

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**ARTICLE 2. QUALIFICATIONS OF PROPOSERS:**

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2.1 Proposers may be investigated by Kent County Water Authority to determine if they are qualified to perform the work. All Proposers shall be prepared to submit to the Kent County Water Authority, upon request, written evidence of such information and data necessary to make this determination. Proposers or team personnel to be assigned to the Kent County Water Authority project work must be identified as contributing participants in the project reference information supplied as part of the investigation.

2.2 The investigation of a Proposer will seek to determine whether the organization is qualified, specifically have relative prior experiences, adequate in size, financially sound, has sufficient personnel in the disciplines required to assure Kent County Water Authority that they can complete the assignment ordered by the Kent County Water Authority within the required timelines. Organizations found to have a history of not completing work on time, meeting deadlines within defined timelines or demonstrated a previous inability provide

services in full conformance with requirements outlined in this Request For Proposal will not be considered.

- 2.3 Proposers or consultant teams shall have a minimum of 5 years direct relevant experience in providing comprehensive professional engineering design and construction administrative services related to potable water main replacement and construction.
- 2.4 In evaluating Proposals, Kent County Water Authority will consider the qualifications of only those Proposers which Proposals are in compliance with the prescribed requirements and the Request for Proposal Invitation.
- 2.5 Kent County Water Authority reserves the right to reject any Proposal, or parts thereof, if the evidence submitted by, or the investigation of, such Proposer fails to satisfy Kent County Water Authority that such Proposer is properly qualified to carry out the obligations of the Request for Proposals and any and all assignments from the Kent County Water Authority.
- 2.6 No Proposer may be considered if they are indebted to the Kent County Water Authority for any unresolved issues regarding unpaid invoices issued by the Kent County Water Authority, or services and materials owed to the Kent County Water Authority.
- 2.7 Each and every Proposer shall provide written evidence, at the time of the proposal submission and attached thereto, that they have or will acquire, prior to execution of the work or letter of engagement to the Kent County Water Authority, malpractice, errors and omissions insurance for protection of any and all claims arising out of service to Kent County Water Authority in an amount not less than \$1,000,000 per claim or occurrence with an aggregate amount not less than \$2,000,000.
  - 2.7.1 Cost of insurance shall be included in rates proposed to the Kent County Water Authority. Failure to provide written evidence will be grounds for rejection of Proposal.

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### ARTICLE 3. COPIES REQUEST FOR PROPOSAL DOCUMENTS:

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- 3.1 Complete sets of Request for Proposal Documents shall be used in preparing the Proposals. Kent County Water Authority assumes no responsibility for errors or misinterpretations resulting from the use of incomplete sets of Request for Proposal Documents or the Proposers failure to request clarification of interpretations in writing at the pre-proposal conference.
- 3.2 Kent County Water Authority, in making copies of Request for Proposal Documents available, do so only for the purpose of obtaining proposals for Professional Engineering Services, and do not confer a license or grant for any other use.

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#### ARTICLE 4. EXAMINATION OF REQUEST FOR PROPOSAL DOCUMENTS:

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- 4.1 Before submitting a Proposal, each Proposer must examine the Request for Proposal Documents thoroughly, and also familiarize themselves with all applicable laws, regulations and codes including but not limited to:
- 4.1.1 All applicable Federal and State Laws, Ordinances and Codes, and regulations of all Authorities having jurisdiction over this project shall apply as though written herein in full.
- 4.1.2 All other documents, regulations, publications and guides necessary to complete the work proposed including but not limited to:
- American Water Works Association Standards
  - Kent County Water Authority Regulations
  - Rhode Island Department of Health Regulations
  - Ten State Standards
  - Occupational Safety and Health Administration Regulations
  - Hydraulic Institute Standards
  - Rhode Island Department of Environmental Management Regulations
  - Rhode Island Department of Transportation Standards
  - Ductile Iron Institute Standards
- 4.2 The submission of a Proposal will constitute an incontrovertible representation by the Proposer that they have complied with every requirement standard and regulatory requirement necessary of this Request for Proposal and all reference documents.

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#### ARTICLE 5. INTERPRETATIONS:

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- 5.1 All questions about the meaning or intent of the Request for Proposal Documents shall be received in writing by Kent County Water Authority at the pre-proposal conference.
- 5.2 Only questions answered by formal written Addenda will be binding. Oral and other clarifications or interpretations will be without legal effect. Addenda will be mailed via certified mail, with return receipt requested, to all parties recorded as having received a copy of the Request for Proposal Documents.
- 5.3 Each Proposer shall be responsible for determining that they have received all Addenda issued and so note in the proposal response cover letter

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ARTICLE 6. PRE-PROPOSAL CONFERENCE:

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- 6.1 A pre-proposal conference will be held as described in the advertisement for Request for Proposals to discuss project related concerns. Each proposer should visit the locations identified for infrastructure replacement to familiarize themselves with existing conditions and factors that may affect the work associated with the submission of the proposal.
- 6.2 The Pre-Proposal conference is mandatory for all Proposers. The Kent County Water Authority will not accept any proposal for opening, submitted by a Proposer that does not attend the pre-proposal conference. Failure to attend negates the Proposer's ability to submit a Proposal for consideration.

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ARTICLE 7. RECEIPT OF PROPOSALS:

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- 7.1 Sealed Proposals for the Request for Professional Engineering Services will be received at the time and place indicated in the Request for Proposal invitation.
- 7.2 Kent County Water Authority may consider informal any Proposal not prepared and submitted in accordance with the provisions hereof.
- 7.3 Proposers are cautioned that it is the responsibility of each individual Proposer to assure that their Proposal is in the possession of the responsible official of the Kent County Water Authority prior to the stated time and at the place of the Proposal Opening. Kent County Water Authority is not responsible for Proposals delayed by mail and/or delivery services, of any nature.
- 7.4 All Proposals shall be submitted in a sealed opaque envelope. Clearly indicate on the envelope jacket that it is a **PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES RELATED TO WATER MAIN FINAL DESIGN, PERMITTING AND ENGINEERING SERVICES DURING CONSTRUCTION RELATED TO 2018 INFRASTRUCTURE REPLACEMENTS**. Kent County Water Authority shall not be responsible for any envelopes opened that are not clearly marked (If forwarded by mail, Proposal shall be in a sealed outer envelope marked as described above and shall be enclosed in another "inner" envelope with the notation "PROPOSAL ENCLOSED" on the face).

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ARTICLE 8. MODIFICATION OF REQUEST FOR PROPOSALS:

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- 8.1 Proposals may not be modified once received by a Kent County Water Authority representative. Should a Proposer desire to make a modification of their submission prior to the due date and time of the opening, the Proposer must request return of the proposal in writing and the Proposer shall be completely responsible for its resubmission prior to the

due date and time, along with all other requirements of this RFP. After the opening of proposals, modifications will not be allowed.

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**ARTICLE 9. KENT COUNTY WATER AUTHORITY INVOLVEMENT DURING THE PROJECT:**

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- 9.1 It is clearly understood that the office and field personnel of the Kent County Water Authority will have limited involvement in the Project. The Proposer is required to provide all field services, office services and appurtenant services in performing the Professional Engineering Services to complete the requirements of this project.
- 9.2 Kent County Water Authority will provide existing information to the selected consultant for review from readily available company sources.
- 9.3 Kent County Water Authority will not provide any field services for the project. The staff of the Kent County Water Authority will assist in data collection on existing Kent County Water Authority records only and not from any other sources. The General Manager/Chief Engineer will be available to review, in detail, all aspects of the project and assist where necessary but will not provide any office work or fieldwork. Direction will be provided as needed. The intent of this section is to work cooperatively through the entire project, but it is clearly understood that the consultant is responsible for all work and services for the entire project.

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**ARTICLE 10. SCOPE OF WORK:**

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10.1 **GENERAL**

The Proposer is required to review and expand on this Scope of Work in their specific approach to this project to demonstrate the full range and scope of services to be provided. Proposers shall be responsible to respond to all requirements of this Request For Proposal. This section should be viewed as a basic outline of the minimum standards anticipated but the consultant is responsible to ensure all aspects of the infrastructure improvement design concepts and construction requirements are incorporated into their comprehensive Proposal submission. The selected consultant shall be responsible for all phases work pertaining to this Request For Proposal including but not limited to Research, Preliminary Design, Final Design, Permitting, Bidding Services, and Construction Services (if awarded), for the water system improvements depicted in map format in Schedule A.

10.2 **DESIGN**

10.2.1 **Design Standards:** (Applicable to all design functions)

This section should be considered as a basic interpretive outline of the minimum standards being requested. Consultants should review the project sites and modify

and expand on this section as necessary to demonstrate the full range of services to be provided. The following requirements should be considered as minimum.

10.2.1.1 Prepare base plans using aerial photography and accurate professional land surveys of the work area.

10.2.1.1.1 Aerial photogrammetry and planimetric topography shall be no older than 2016 and shall be compiled to meet National Map Accuracy Standards (NMAS) for both horizontal and vertical accuracy based on USGS defined datum. Mapping shall be 40 scale base with spot elevations every 50 feet along the centerline of the roadway. Any enlargements will be as required by the design to assure clarity for construction. At a minimum the bandwidth shall encompass from dwelling/building front to dwelling/building front along each side of the roadway. State roadways require surveyed location of the right of way lines.

10.2.1.1.2 Kent County Water Authority will make available in house GIS mapping and other related documents relative to the project sites for the consultants use. Kent County Water Authority does not guarantee the accuracy of this data.

10.2.1.2 Identify all above and below grade utilities within the work area and record on the base plans.

10.2.1.2.1 Include all bridge, culvert or river crossing configurations.

10.2.1.2.2 Record rim and invert elevations of all drain manholes, catch basins, sewer manholes and pipe sizes based on conditions observed during field survey verification. Elevation shall be based on USGS defined datum.

10.2.1.3 Physically field-verify the accuracy of information shown on base plans and incorporate into final contract documents.

10.2.1.3.1 Field editing shall be conducted under the supervision of a registered professional land surveyor. The firm conducting the field editing shall be identified in the proposal submission. Field editing shall include all items under 10.2.1.2.

10.2.1.3.2 Submit field edited base plans signed and stamped by the Rhode Island registered professional surveyor who conducted the work for review by KCWA.

10.2.1.4 Prepare a preliminary layout of the water main improvements, (35% and 75% design stage) submit for review by the Authority.

10.2.1.5 Prepare temporary water service plans to include provisioning for both domestic and fire supply.

10.2.1.6 Prepare temporary and permanent pavement plans for each State, City or Town road.

10.2.1.7 Arrange for and obtain sub-surface testing or borings to determine subsurface conditions along waterline(s) routes.

10.2.1.7.1 Soil borings shall consist of minimum 4-inch solid stem auger borings that allow samples to be taken at various depths.

10.2.1.7.1.1 Solid stem auger borings shall be taken at a minimum approximating to every 250 feet to a depth of 10 feet. Hollow stem boring shall be taken as conditions dictate for purposes of this proposal assume 40 borings to a depth of 10 feet. Borings on either side of a culvert or bridge crossing shall be to the depth necessary to analyze subsurface conditions. Proposers shall also provide per-boring and daily rates to conduct borings as part of the pricing in the fee schedule. Boring contractor shall be identified in the proposal submission.

10.2.1.7.1.2 Assume that police details will be required. Kent County Water Authority will pay for a maximum reimbursement of \$3000.00 for police protection in conjunction with the soil boring aspect of the project. Payment will be based on actual police invoices not exceeding the maximum reimbursement. Kent County Water Authority will not pay for police details when work is cancelled. Kent County Water Authority will not pay any police costs in excess of the established maximum reimbursement.

10.2.1.7.2 Evaluate subsurface data and provide subsurface report to include at a minimum pavement thickness, description of soils, suitability of soils and depth at level of groundwater observed.

10.2.1.8 Prepare any and all design and design calculations required to complete the

project including but not limited to; loading or stress calculations for bridge crossings, culvert support or replacement, support structures for bridge crossings, thrust loads, friction losses, hydraulic modeling, sheeting and so on.

10.2.1.9 Verify all valves necessary to isolate the desired areas and any critical services such as schools, hospitals, large complexes and so on.

10.2.1.10 Prepare preliminary design plans and specifications (plans 24" x 36" format) at 35%, 75% and 90% design stage.

10.2.1.10.1 Title sheet.

10.2.1.10.2 Locus plan, index, general notes.

10.2.1.10.3 Details (# sheets as necessary to ensure clarity in what is required).

10.2.1.10.4 Plan scale 1" = 20' or 1" = 40' (# sheets as needed).

10.2.1.10.5 Architectural plan scale shall be as determined and in consultation with the Authority.

10.2.1.11 Verify pavement restoration requirements for work within the state or local community roadways that will be impacted by the infrastructure improvements. Obtain confirmation letter from each entity attesting to their review and agreement with the pertinent design criterion for their respective roadway restoration.

10.2.1.12 Verify acceptance of hydrant installation location and provide letter of acceptance from reviewing authority (Fire Chief and/or Municipality).

10.2.1.12.1 Acceptance letter shall also contain a statement indicating acknowledgement of perpetual responsibility for the payment of the standard quarterly hydrant fees for any additional hydrant installation requested.

10.2.1.13 Prepare all submittals (applications, permits, easements, submissions, etc.) and attend all meetings required by RIDOT, RIDEM, RIDOH and all communities.

10.2.1.14 Prepare and submit required permits in sufficient time for review (e.g. DEM, wetlands, RIDOT etc.).



- 10.2.1.15 Prepare all traffic control plans for the work required (State and local).
- 10.2.1.16 Assist the KCWA in preparing any easements which may be required including professional land surveys, drawings, metes and bounds description, and related documents.
- 10.2.1.17 Submit plans and specifications to State and Local Municipal bodies and/or review agencies for review and acceptance.
- 10.2.1.18 Meet with the Authority and/or any State or local representatives as required during the design project to ensure all necessary aspects of construction project are incorporated into the design package. Keep KCWA informed of the current status on reviews and work completed.
- 10.2.1.19 Prepare preliminary cost estimate at 75% design stage and final cost estimate at 90% design stage.
- 10.2.1.20 Review preliminary contract documents and cost estimate with the KCWA.
- 10.2.1.21 Prepare comprehensive final plans and specifications (CSI format required for specifications and contract documents). Revise cost estimate based on design completion. Complete sets of final contract documents shall be made for each project.
  - 10.2.1.21.1 Bid sheets shall be detailed to address specific quantities of items such as fittings, valves, appurtenances and sizes of each.
- 10.2.1.22 Final Documents - Upon completion and reviews by all agencies, prepare contract documents in "biddable" sets. Twenty-five (25) copies, (specifications, plans and contract documents). Provide one electronic copy of each to accompany the biddable sets deliverable. Plans shall be in both AutoCAD (latest version) and PDF format. Specification shall be in both Microsoft Word and PDF format.
  - 10.2.1.22.1 Engineer shall be responsible to provide testimony and supporting documentation on behalf of the Kent County Water Authority should the contractor make claims for additional compensation arising from the interpretation of the design or specifications with respect to the completion of the project work.

10.2.2 **Bidding Services:** (consultant to provide the following services)

10.2.2.1 Advertising for bids.

10.2.2.2 Issuing bid documents and addenda as required for the prime bid and all sub-bids. Attend pre-bid meeting and respond to inquires regarding the bid documents and design.

10.2.2.3 Assisting in the receipt and opening of bids.

10.2.2.4 Review and tabulate bids. Review and contact contractor references for assurance of their ability to perform the work. Recommend award. Prepare an evaluation report for presentation to the Board of Directors.

10.2.1.5 Assist KCWA in the award of the contract. Prepare contract documents for signing, letter of award and related activities.

10.3 **CONSTRUCTION SERVICES**

Construction Services shall be considered as an optional service. If and when desired by the Kent County Water Authority, the engineer shall provide construction services in the form of contract administration and detailed field inspection services at the hourly rate provided under Article 13. This work will be separately negotiated at time of construction, if desired, by Kent County Water Authority. Provide a detailed preliminary Scope of Service in the Proposal submission for these services. This section should be considered as a basic interpretive outline of the minimum required standards of the services requested. Consultants may modify and/or expand on this as necessary, but consider these services as the minimum to meet the requirements of this solicitation.

10.3.1 Contract Administration Services shall contain the following services at a minimum:

10.3.1.1 General Administration of Construction Contract - Engineer shall provide services to act as the owner's representative as provided in the contract documents for the construction of the project. Engineer shall provide written correspondences as necessary to document any deficiency or issue that may arise or require clarification.

10.3.1.2 Visits to Site and Review/Observation of Construction - Engineer shall make visits to the site at a minimum of once per week or at various important or critical stages of the project construction. A written report to document and record the visit shall be provided to the Kent County Water Authority upon completion of each visit.

10.3.1.3 Field Meetings - Coupled with the site visit, if possible, a meeting with the contractor at least bi-weekly shall occur to review the progress of

construction, project items, disputed items and items for clarification. A written report to document and record the visit and meeting minutes shall be provided to the Kent County Water Authority upon completion of each meeting. The report shall include a list of attendees, description of all items discussed along with the resolution of each, any direction given and statement of current progress to meet defined contract schedule.

- 10.3.1.4 Field Orders - The Engineer shall provide services for all clarifications and interpretations of the contract documents as appropriate. Field orders will be required to be issued for all such clarification and shall be prepared by the Engineer.
- 10.3.1.5 Change Orders or Work Orders - The Engineer shall provide services for all recommended change or work orders and shall prepare same.
- 10.3.1.6 Shop Drawings - Engineer shall provide services for receipt, filing, approvals, review, and all other actions for shop drawings supplied by the contractor. The drawing shall be reviewed for conformance with the contract documents. Engineer shall also evaluate and determine acceptability of substitutes subject to the requirements of the contract documents.
- 10.3.1.7 Inspection and Tests - Engineer shall review all certificates of inspections and tests and render decisions of that review by the requirements of the contract documents.
- 10.3.1.8 Application for Payment - Engineer shall provide services to application review, the contractor's application for payment for the project. Engineer shall provide a recommendation, certification and approval of the application for payment prior to providing it to the Kent County Water Authority for final action.
- 10.3.1.9 Contractors Completion Documents - Engineer shall provide services for the construction completion such as:
  - 10.3.1.9.1 Acquire and review for conformance all O & M manuals and instructions.
  - 10.3.1.9.2 Record drawing review, as provided by the contractor, of the completed contract work with clarifications as needed. Upon review and acceptance, the consultant shall transpose data and revise drawings to depict as-built conditions. Prepare and provide Mylar sepia and electronic media of the as-built conditions. Electronic files shall be in both AutoCAD and PDF format.

10.3.1.9.3 Substantial and final completion notices along with final field review and payment application inclusive with over/under run compilation of all costs.

10.3.1.10 Miscellaneous - Engineer to provide all other necessary tasks or services needed to provide general administration of the construction contract for this Project. Provide a final report of all activities summarized for the Kent County Water Authority's review of construction activity at job completion. Coordinate with municipal and state inspectors to complete final pavement inspection.

10.3.2 Full-time Resident Project Representation and Inspection Services shall include at a minimum the following:

10.3.2.1 Schedules: Review the progress schedule, schedule of Shop Drawing submittals and schedule of values.

10.3.2.2 Conferences and Meetings: Attend meetings such as progress meetings, job conferences and other project-related meetings, and prepare and circulate copies of minutes thereof.

10.3.2.3 Serve as Contract Administrator's Liaison with Contractor: Assist in understanding the intent of Contract Documents and progress of construction in relation to contractor's schedule of activities.

10.3.3.4 Shop Drawings and Samples: Record the date of receipt of Shop Drawings and Samples. Receive samples that are furnished at the site by Contractor. Review Shop Drawing to see if materials and/or work is in conformance with approved drawings.

10.3.3.5 Review of Work, Rejection of Defective Work, Inspections and Tests: Conduct on-site inspections of the Work in progress to see it is proceeding in accordance with the Contract Documents. Verify that tests, equipment and system components operate properly and that Contractor maintains adequate records. Accompany visiting inspectors representing municipal or other agencies having appurtenant jurisdiction over the Project, record the results of these inspections by written report to Kent County Water Authority.

10.3.3.6 Interpretation of Contract Documents: Report to Contract Administrator and Kent County Water Authority when clarifications and interpretations of the Contract Documents are needed.

- 10.3.3.7 Records: Maintain at the job site detailed, accurate and orderly files for correspondence, daily progress reports, reports of job conferences, Shop Drawings and Samples, reproductions of original Contract Documents including all Work Change, Addenda, Change Orders, Field Orders, additional Drawings issued subsequent to the execution of the Contract, clarifications and interpretations of the Contract Documents, progress reports, Shop Drawing submittals received from and delivered to Contractor and other Project related documents.

Prepare a daily report in hardcopy or electronic documentation recording Contractor's hours on the job site, police detail information (name, department, badge#, work hours, vehicle #), contractor personnel and equipment, weather conditions, data relative to questions of Work Change Directives, Change Orders or changed conditions, list of job site visitors, daily activities, quantities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures. Record names, addresses and telephone numbers of all Contractors, subcontractors and major suppliers of materials and equipment. Take photographs of new installations at critical or questionable points during the construction.

- 10.3.3.8 Reports: Furnish to Contract Administrator periodic hard copy reports as required of progress of the Work and of Contractor's compliance with the progress schedule and schedule of Shop Drawing and Sample submittals.
- 10.3.3.9 Payment Requests: Review applications for Payment with Contractor for compliance with the established procedure for their submission and forward with recommendations to Contract Administrator, noting particularly the relationship of the payment request to the schedule of values, Work completed and materials and equipment delivered at the site but not incorporated in the Work.
- 10.3.3.10 Certificates, Maintenance and Operation Manuals: During the course of the Work, verify that certificates, maintenance and operation manuals and other data required to be assembled and furnished by Contractor are applicable to the items actually installed and in accordance with the Contract Documents.
- 10.3.3.11 Completion: Prior to the issuance of a Certificate of Substantial Completion, submit to Contractor a list of observed items requiring completion or correction. Conduct a final inspection and prepare a final list of items to be completed or corrected. Review whether all items on final list have been completed or corrected.

- 10.3.3.12 Subcontract Services: Coordinate, as needed, any subcontract services for field testing or the like as determined by the Contract Documents or as engaged by the Kent County Water Authority. Coordination shall include scheduling test procedure, witnessing and acquiring, reviewing all test reports.

10.4 **PERMITTING FOR DESIGN AND CONSTRUCTION**

- 10.4.1 Prepare all applications for local, State and Federal permits as may be required, and attend all hearings and meetings.
- 10.4.2 Include all RIDOH, RIDOT and RIDEM design/construction meetings and approvals.
- 10.4.3 Prepare all applications for town planning and zoning meetings for approvals in accordance with the local town regulations.
- 10.4.4 Coordinate with state and local communities with respect to pavement restoration.

10.5 **PROJECT MANAGEMENT**

- 10.5.1 Provide written monthly project status report to the Authority.
- 10.5.2 Provide daily field inspection reports consolidated in a weekly submission.
- 10.5.3 Assume 20 meetings between the consultant and the Authority over the projects duration. Anticipate ten meetings for design and ten for construction phases. Coordinate with state and local communities with respect to construction planning and repaving projects.

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**ARTICLE 11. RECORD DRAWINGS:**

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- 11.1 Upon completion of all work, the consultant shall provide all drawing and schematics on Mylar 24" x 36" sheets and an electronic copy in both AutoCAD and PDF format. Drawings shall include all existing and proposed improvements including physical features, critical dimensions, location of buildings, structures and pumping equipment, physical systems site plan, property survey bounds and access easements.

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**ARTICLE 12. TIME OF COMPLETION/MATERIAL DELIVERY:**

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- 12.1 All services to be performed under this contract purchase order for design will be completed by July 1, 2018.

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## ARTICLE 13. REQUIRED SUBMITTALS FOR PROPOSAL:

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13.1 All items requested in this Article must be submitted bound in one volume, eight (8) copies of each. A maximum of 30 pages total including brochures will be allowed. Any proposal that does not provide the required information shall be considered non-responsive.

At a minimum, each Proposal must include the following:

- > A technical approach and detailed scope of services for all project phases in response to this RFP;
- > A detailed project schedule for all project phases;
- > Proposed project team for all project including subcontractors for all project phases;
- > Proposed fee as outlined below and in the format shown in the attached sheet;
- > Subcontractor list and description of services.

13.2 A resume of the Project Manager to be designated as contact and project director for Kent County Water Authority with special emphasis on experience that might be considered germane to this Request for Proposal, in particular the water utility industry. Resumes of the staff and superintendents who will actually perform and oversee the design work as described in this RFP. These personnel must also be reflected as participants project work identified in the reference summary below.

13.3 Disclosure statement detailing any potential conflicts of interest relating to the Kent County Water Authority and any and all previous clients over the past five years.

13.4 Brief (5 pages or less) description of the firm or team and the division responsible for this type of work request by the Kent County Water Authority.

13.5 Description of current workload of the firm and/or the personnel and sub-consultants to be assigned to this project and a description of the workload of the Department of the firm and consultants and sub-consultants to be assigned. Description shall include current, proposed, projected and a guarantee statement of the ability to service Kent County Water Authority within the required performance period.

13.6 A complete listing of clients and assignments over the past five years for whom water system design services have been performed. Valid contact name, address and telephone number are required. The project team member assigned to this project should also be reflected in the reference summery project listing to assure an accurate evaluation of the team may be gleaned from contacting the reference clients.

13.7 Any and all other specifically related qualifications as deemed necessary for review.

- 13.8 A schedule of the anticipated tasks including time of start and completion of each. Schedule shall be by weeks indicating months with a specific date of completion. Include completion dates for draft documents, final document and review period allocation.
- 13.9 Registration to do business in Rhode Island in accordance with R. I. General Laws (as amended) Sections 7-1.1-99, 7-1.1 105, 7-1.1-106 (Applies to out of State corporations).
- 13.10 A fee proposal for all services (maximum two pages) including the classifications and hourly billing rates of all personnel to be assigned. For consistency in evaluating fees, Fee Proposals shall be formatted in accordance with the attached example. Cost of materials, equipment, reimbursable items and basis of payment, any and all other items to be charged and the basis of those charges. A "bottom line" not to exceed "TOTAL" cost shall be indicated. Costs shall also be broken into "Not to Exceed" parts, by task and phase with labor hours for each task. All subcontractors or sub-consultants shall be identified by task or work to be provided on the project.
- 13.10.1 Costs for all meetings, review with approving agencies, printing, testing laboratories and any sub-contractors, and all incidentals shall be included in the "Not to Exceed" costs above.

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#### ARTICLE 14. SELECTION CRITERIA FOR INTERVIEW:

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- 14.1 The Kent County Water Authority shall review Proposals based on the following criteria: a minimum of three Proposals (if sufficient #'s submitted) may be selected from the criteria below for interviews. Only those selected for an interview, if the Authority so chooses, shall be eligible for selection to perform the Design Services requested.
- 14.2 Conformance with the qualification requirements outlined in Article 2.
- 14.3 Competence and demonstrated knowledge and experience to perform the services as reflected by experience of the firm and/or consultant team to perform the services.
- 14.4 Organization content of Proposal, clear and concise nature of presentation, ability and demonstrated understanding and approach to performing the required work. Creativity in approach to completion of tasks in a manner most advantageous to the Kent County Water Authority will be desired.
- 14.5 Ability to perform the services as reflected by the workload and availability of adequate personnel, past experience and quality of work. Demonstrated history of consistently completing work of this nature within the allowable performance period will be looked at closely.



14.6 Schedule with tasks. Time of completion is critical and will be considered carefully for selection. Organizations found to have a history of not completing work on time or meeting deadlines within defined timelines will not be considered.

14.7 Fee proposal.

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**ARTICLE 15. INTERVIEW AND FINAL SELECTION:**

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15.1 Upon completion of Article 14, those firms selected will be notified of the date and time for interviews, interviews will be optional and determined by Kent County Water Authority. Interviews, if required, will be held directly with the Kent County Water Authority and each interviewed proposer will be given an opportunity for a 10 minute presentation and 15 minutes of response questions from the board.

15.2 The Kent County Water Authority reserves the right to award this Proposal in whole or in part and reject any and all Proposals. The Kent County Water Authority reserves the right to award this proposal without interviews and basing these decisions on Article 13 and 14 above.

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**ARTICLE 16. ENGAGEMENT OF SERVICES:**

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16.1 Upon successful selection in Article 14 and/or 15, the Kent County Water Authority reserves the right to negotiate any and all parts to this Proposal with the selected Proposer prior to formalization of a letter of engagement for services.

16.2 In the event the successful Proposer cannot fully and timely perform his contractual obligation and/or successfully negotiate the Proposal with the Kent County Water Authority, the Kent County Water Authority reserves the right to award the Proposal to any of the other qualified Proposers.

16.3 Kent County Water Authority reserves the right to reject any and all Proposals, or parts thereof, to waive any and all informalities if it is in Kent County Water Authority's best interest to do so, and the right to disregard all nonconforming, non responsive, or conditional Proposals or portions thereof.

16.4 It is fully intended to engage the services of the successful Proposer as stated above upon successful negotiations and preparation of a letter of engagement acceptable to Kent County Water Authority. Price alone will not be the sole determining factor. No work shall proceed without prior written authorization.

16.5 All information and originals developed under this project are the sole property of the Kent County Water Authority. Prior approval by the General Manager/Chief Engineer is required

before the release of any element of the data or information developed for this project for any reason other than for use by Kent County Water Authority.

Kent County Water Authority

**FEE PROPOSAL FORM**  
(Must be attached to Proposal)  
**ALL FEES ARE SUBJECT TO NEGOTIATION**

TASK DESCRIPTION						
Classification	Hourly Rate		Preliminary Design	Final Design	Bidding	Totals
Office in Charge	\$	Hours				
		Fee				
Project Manager	\$	Hours				
		Fee				
Project Engineer	\$	Hours				
		Fee				
Staff Engineer	\$	Hours				
		Fee				
Registered Surveyor	\$	Hours				
		Fee				
CADD Technician	\$	Hours				
		Fee				
Clerical	\$	Hours				
		Fee				
Other – Specify	\$	Hours				
		Fee				
Totals						

Sub-Total \$ \_\_\_\_\_

Reimbursable Totals: Registered Survey \$ \_\_\_\_\_ Permits \$ \_\_\_\_\_  
Aerial Mapping \$ \_\_\_\_\_ Printing \$ \_\_\_\_\_  
Soil Borings \$ \_\_\_\_\_ Mileage \$ \_\_\_\_\_  
Other (Specify) \$ \_\_\_\_\_  
Police Details \$ 3000  
(Maximum Reimbursement)

Reimbursable Sub-total \$ \_\_\_\_\_

**Total Not-to-Exceed Fee \$ \_\_\_\_\_**

**Total Not-to-Exceed Fee in Writing**

Subcontractor/Outside Services Listing	Address	Phone #

Rates for Borings: \$ \_\_\_\_\_ Per Boring \$ \_\_\_\_\_ Per Day

**Construction Services Hourly Rates:**

(All rates provided must remain in effect for two years after contract execution).

Project Manager/Principal	\$ _____	CADD Technician	\$ _____
Project Manager	\$ _____	Clerical	\$ _____
Staff Engineer	\$ _____	Surveyor	\$ _____
Resident Engineer	\$ _____		

