



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

REQUEST FOR PROPOSALS (RFP)

Item Description: Woonasquatucket Brownfields Assessment – 3 Year Contract (# 23310)

Date to be opened: Monday, April 1, 2019

Issuing Department: Department of Planning and Development

QUESTIONS

- Please direct questions relative to the qualifications process, how to fill out forms, and how to submit a qualifications package to Purchasing Agent Patti Jordan.
 - Phone: (401) 680-5264
 - Email: pjordan@providenceri.gov
 - Please use the subject line “**RFP Question**”
- Please direct questions relative to the Minority and Women’s Business Enterprise Program and the corresponding forms to the MBE/WBE Outreach Director for the City of Providence, Grace Diaz.
 - Phone: (401) 680-5766
 - Email: gdiaz@providenceri.gov
 - Please use subject line “**MBE WBE Forms**”
- Please direct questions relative to the Qualification Package Specifications to the issuing department’s subject matter expert VIA EMAIL ONLY to David Everett, Principal Planner. Questions will not be accepted via phone.
 - deverett@providenceri.gov
 - Please use subject line “**Brownfields Assessment RFP**”

PRE-PROPOSAL CONFERENCE

No Pre-proposal Conference will be held.



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INSTRUCTIONS FOR SUBMISSION

Qualifications packages may be submitted up to **2:15 P.M.** on the above meeting date at the **Department of the City Clerk, Room 311, City Hall, 25 Dorrance Street, Providence.** At 2:15 P.M. all qualifications packages will be publicly opened and read at the Board of Contract Meeting in the City Council Chambers, on the 3rd floor of City Hall.

- Proposers must submit **3 copies** of their proposal package in sealed envelopes or packages labeled with the captioned **Item Description** and the **City Department to which the RFP are related.** (On page 1)
- Only use form versions and templates included in this RFP. If you have an old version of a form **do not recycle it for use in this submittal.**
- The qualifications package and information relative to the qualifications package must be addressed to:

**Board of Contract and Supply
Department of the City Clerk – City Hall, Room 311
25 Dorrance Street
Providence, RI 02903**

****PLEASE NOTE:** This RFP may include details regarding information that you will need to provide (such as proof of licenses) to the issuing department before the formalization of an award. *This information is **NOT** requested to be provided in your initial submittal by design. **All materials submitted to the City Clerk become public record.*** Failure to follow instructions could result in information considered private being posted to the city's Open Meetings Portal and made available as a public record. The City has made a conscious effort to avoid the posting of sensitive information on the City's Open Meetings Portal, by requesting that such sensitive information be submitted to the issuing department only at their request.



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PROPOSAL PACKAGE CHECKLIST

Digital forms are available in the City of Providence Purchasing Department Office or online at <http://www.providenceri.gov/purchasing/how-to-submit-a-bid/>

The qualifications package **MUST** include the following, in this order:

- An **updated Proposal Form 1: Proposer's Blank** that includes total amount of cost proposal
- **Proposal Form 2: Certification of Proposer** as 2nd page
- **Certificate Regarding Public Records**
- **Financial Assurance**, *if requested* (as indicated on page 5 of this document under "Bid Terms")
- **City of Providence MBE/WBE Participation Affidavit**
- **City of Providence Subcontractor Disclosure Form**: Proposers who will be subcontracting must submit the Subcontractor Disclosure Form. All subcontractors, regardless of MBE/WBE status, must be listed on this form.
- **City of Providence MBE/WBE Waiver Request Form**: If the percentage of the total amount of the proposal being awarded to MBE or WBE vendors is less than 20% (Box F on the Subcontractor Disclosure Form) and the prime contractor is not a Rhode Island State-certified MBE or WBE, the Proposer must complete the MBE/WBE Waiver Request Form for review. Waivers will be considered on a case by case basis.
- Provide a **Cost Proposal** that includes a **Proposed Project Budget** and **Labor Breakdown** and divides down the budget into tasks, subtasks, man-hours, and hourly rates for individual team members and firms proposed to participate in all work efforts identified and necessary to meet the intent of the project.

All of the above listed documents are REQUIRED. (With the exception of financial assurances, which are only required if specified on page 5.)

Failure to meet specified deadlines, follow specific submission instructions, or enclose all required documents with all applicable signatures will result in disqualification, or in an inability to appropriately evaluate proposals.



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NOTICE TO VENDORS

1. Where prices are the same, the Board of Contract and Supply reserves the right to award to one proposer, or to split the award.
2. No proposal will be accepted if the bid is made in collusion with any other proposer.
3. Proposals may be submitted on an “equal in quality” basis. The City reserves the right to decide equality. Proposers must indicate brand or the make being offered and submit detailed specifications if other than brand requested.
4. A proposer who is an out-of-state corporation shall qualify or register to transact business in this State, in accordance with the Rhode Island Business Corporation Act, RIGL Sec. 7-1.2-1401, et seq.
5. The Board of Contract and Supply reserves the right to reject any and all proposals.
6. Competing proposals may be viewed in person at the Department of the City Clerk, City Hall, Providence, immediately upon the conclusion of the formal Board of Contract and Supply meeting during which the proposals were unsealed/opened. Proposals may also be accessed electronically on the internet via the City's [Open Meetings Portal](#).
7. As the City of Providence is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.
8. In case of error in the extension of prices quoted, the unit price will govern.
9. The contractor will **NOT** be permitted to: a) assign or underlet the contract, or b) assign either legally or equitably any monies or any claim thereto without the previous written consent of the City Purchasing Director.
10. Delivery dates must be shown in the proposals. If no delivery date is specified, it will be assumed that an immediate delivery from stock will be made.
11. A certificate of insurance will normally be required of a successful vendor.
12. For many contracts involving construction, alteration and/or repair work, State law provisions concerning payment of prevailing wage rates apply ([RIGL Sec. 37-13-1 et seq.](#))
13. No goods should be delivered or work started without a Purchase Order.
14. **Submit 3 copies of the qualifications package to the City Clerk, unless the specification section of this document indicates otherwise.**
15. Proposers must certify that it does not unlawfully discriminate on the basis of race, color, national origin, gender, gender identity or expression, sexual orientation and/or religion in its business and hiring practices and that all of its employees are lawfully employed under all applicable federal, state and local laws, rules and regulations. (See Bid Form 2.)



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PROPOSAL TERMS

1. Financial assurances may be required in order to be a successful proposer for Commodity or Construction and Service contracts. If either of the first two checkboxes below is checked, the specified assurance **must accompany** a proposal, or the proposal will not be considered by the Board of Contract and Supply. The third checkbox indicates the awarded proposer will be contacted and required to post a bond to be awarded the contract.
 - a) A certified check for \$_____ must be deposited with the City Clerk as a guarantee that the Contract will be signed and delivered by the bidder.
 - b) A bid bond in the amount of _____ per centum (%) of the proposed total price, must be deposited with the City Clerk as a guarantee that the contract will be signed and delivered by the bidder; and the amount of such bid bond shall be retained for the use of the City as liquidated damages in case of default.
 - c) A performance and payment bond with a satisfactory surety company will be posted by the bidder in a sum equal to one hundred per centum (100%) of the awarded contract.
 - d) No financial assurance is necessary for this item.
2. Awards will be made within **sixty (60) days of proposal opening**. All proposal prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.
3. Failure to deliver within the time quoted or failure to meet specifications may result in default in accordance with the general specifications. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents and Acts of God.

The following entry applies only for COMMODITY BID TERMS:

4. Payment for partial delivery will not be allowed except when provided for in blanket or term contracts.

The following entries apply only for CONSTRUCTION AND SERVICE BID TERMS:

5. Only one shipping charge will be applied in the event of partial deliveries for blanket or term contracts.
6. Prior to commencing performance under the contract, the successful proposer shall attest to compliance with the provisions of the Rhode Island Worker's Compensation Act, RIGL 28-29-1, et seq. If exempt from compliance, the successful proposer shall submit a sworn Affidavit by a corporate officer to that effect, which shall accompany the signed contract.
7. Prior to commencing performance under the contract, the successful proposer shall, submit a certificate of insurance, in a form and in an amount satisfactory to the City.



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PROPOSAL FORM 1: Proposer's Blank

1. Proposals must meet the attached specifications. Any exceptions or modifications must be noted and fully explained.
2. Proposer's responses must be in ink or typewritten, and all blanks on the proposer's form should be completed.
3. All proposals **MUST BE SIGNED IN INK.**

Name of Proposer (Firm or Individual): _____

Contact Name: _____

Business Address: _____

Business Phone #: _____

Agrees to propose on (Item Description): _____

If the proposer's company is based in a state *other than Rhode Island*, list name and contact information for a local agent for service of process that *is located within Rhode Island*: _____

Please visit <http://www.naics.com/search/> and identify the NAICS Code(s) for items being bid on. Enter the NAICS code(s) here or in parentheses next to each item listed immediately above: _____

Delivery Date (when applicable): _____

Name of Surety Company (if applicable): _____

Total Amount in Writing*: _____

Total Amount in Figures*: _____

Signature of Representative

Title



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PROPOSAL FORM 2: Certification of Proposer
(Non-Discrimination/Hiring)

Upon behalf of _____ (Firm or Individual Proposing),

I, _____ (Name of Person Making Certification),

being its _____ (Title or "Self"), hereby certify that:

1. Proposer does not unlawfully discriminate on the basis of race, color, national origin, gender, sexual orientation and/or religion in its business and hiring practices.
2. All of Proposer's employees have been hired in compliance with all applicable federal, state and local laws, rules and regulations.

I affirm by signing below that I am duly authorized on behalf of Proposer, on
this _____ day of _____ 20_____.

Signature of Representative

Printed Name



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Certificate Regarding Public Records

Upon behalf of _____ (Firm or Individual Proposing),

I, _____ (Name of Person Making Certification),

being its _____ (Title or "Self"), hereby certify an

understanding that:

1. All proposals submitted in response to Requests for Proposals (RFP's) and Requests for Qualification (RFQ's), documents contained within, and the details outlined on those documents become public record upon receipt by the City Clerk's office and opening at the corresponding Board of Contract and Supply (BOCS) meeting.
2. The Purchasing Department and the issuing department for this RFP/RFQ have made a conscious effort to request that sensitive/personal information be submitted directly to the issuing department and only at request if verification of specific details is critical the evaluation of a vendor's bid.
3. The requested supplemental information may be crucial to evaluating bids. Failure to provide such details may result in disqualification, or an inability to appropriately evaluate bids.
4. If sensitive information that has not been requested is enclosed or if a bidder opts to enclose the defined supplemental information prior to the issuing department's request in the bidding packet submitted to the City Clerk, the City of Providence has no obligation to redact those details and bears no liability associated with the information becoming public record.
5. The City of Providence observes a public and transparent bidding process. Information required in the bidding packet may not be submitted directly to the issuing department at the discretion of the bidder in order to protect other information, such as pricing terms, from becoming public. Bidders who make such an attempt will be disqualified.

I affirm by signing below that I am duly authorized on behalf of Bidder, on

this _____ day of _____, 20_____.

Signature of Representative

Printed Name



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WBE/MBE Form Instructions

The City of Providence actively seeks Minority and Women business enterprises to participate in proposals to meet the City's procurement needs. Pursuant to the City of Providence Code of Ordinances, Chapter 21, Article II, Sec. 21-52 (Minority and Women's Business Enterprise) and Rhode Island General Laws (as amended), Chapter 31-14, et seq. (Minority Business Enterprise), Minority Business Enterprise (MBE) and Women's Business Enterprise (WBE) participation goals apply to contracts.

The goal for Minority Business Enterprise (MBE) participation is **10%** of the total proposal value.

The goal for Women's Business Enterprise (WBE) participation is **10%** of the total proposal value.

The goal for combined MBE/WBE participation is **20%** of the total proposal value.

Only businesses certified with the State of Rhode Island as minority and/or women business enterprises are counted towards the City's goals. Eligible minority or women-owned businesses are encouraged to seek certification from the State of Rhode Island Minority Business Enterprise Compliance Office at: <http://odeo.ri.gov/offices/mbeco/>

Note: MBE certification with the State of Rhode Island on the basis of Portuguese heritage is not currently recognized by the City of Providence's MBE program.

Proposal Requirements:

All Proposers: All proposers must complete and submit the *MBE/WBE Participation Affidavit* indicating whether or not they are a state-certified MBE/WBE and acknowledging the City's participation goals. Submission of this form is required with **every cost proposal**. Your cost proposal will not be accepted without an affidavit.

Proposers who will be subcontracting: Proposers who will be subcontracting must submit the *Subcontractor Disclosure Form* as part of their cost proposal submission. All subcontractors, regardless of MBE/WBE status, must be listed on this form. Business NAICS codes can be found at <https://www.naics.com/search/>. Awarded proposers are required to submit *Subcontractor Utilization and Payment Reports* with each invoice.

Waiver Requests:

If the percentage of the total amount of the proposal being awarded to MBE or WBE vendors is less than 20% (Box F on the Subcontractor Disclosure Form) and the prime contractor is not a Rhode Island State-certified MBE or WBE, the Proposer must complete the *MBE/WBE Waiver Request Form* for review. Waivers will be considered on a case by case basis.

No waiver will be granted unless the waiver request includes documentation that demonstrates that the Proposer has made good faith efforts to achieve the City's stated participation goals. Waivers must be reviewed and signed by the City of Providence's MBE/WBE Outreach Director, Grace Diaz, or her designee. Department Directors cannot recommend a proposer for award if this form is applicable and absent. If the bid does not meet the participation goals of the City of Providence and a waiver is not filed with the signature of the MBE/WBE Outreach Director or her designee, the proposal will not be accepted.

Verifying MBE/WBE Certification

It is the responsibility of the proposer to confirm that every MBE/WBE named in a proposal and included in a contract is certified by the Rhode Island Minority Business Enterprise Compliance office. The current MBE/WBE directory is available at the State of RI MBE Office, One Capitol Hill, 2nd Floor, Providence, RI, or online at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php>. You can also call (401) 574-8670 to verify certification, expiration dates, and services that the MBE/WBE is certified to provide. Note: MBE certification with the State of Rhode Island on the basis of Portuguese heritage is not currently recognized by the City of Providence's MBE program.



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Form Instructions:

Access all proposal forms from <http://www.providenceri.gov/oeo/> or <http://www.providenceri.gov/purchasing/minority-women-owned-business-mbewbe-procurement-program/>. **Download** the forms as blank PDFs. Once saved on your computer, fill them out using the Adobe program. The fillable PDFs must be completed in Adobe in order to be saved properly. Google Chrome and similar platforms do not allow for the forms to be saved as filled PDFs. Therefore, please download the blank forms to your computer, then fill them out and save.

Assistance with Form Requirements

Examples of completed forms can be found on the City of Providence website at <http://www.providenceri.gov/oeo/> or <http://www.providenceri.gov/purchasing/minority-women-owned-business-mbewbe-procurement-program/>.

Contract Requirements:

Prime contractors engaging subcontractors must submit the *Subcontractor Utilization and Payment Report* to the City Department's Fiscal Agent with every invoice and with request for final payment. This form is not submitted as a part of the initial proposal package.

For contracts with duration of less than 3 months, this form must be submitted along with the contractor's request for final payment. The form must include all subcontractors utilized on the contract, both MBE/WBE and non- MBE/WBE, the total amount paid to each subcontractor for the given period and to date. During the term of the contract, any unjustified failure to comply with the MBE/WBE participation requirements is a material breach of contract.

Questions?

For more information or for assistance with MBE/WBE Forms, contact the City of Providence MBE/WBE Outreach Director, Grace Diaz, at mbe-wbe@providenceri.com or (401) 680-5766.



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PROPOSAL PACKAGE SPECIFICATIONS

Introduction

The City of Providence (the City) has been awarded a Brownfields Assessment Grant by the U.S. Environmental Protection Agency (EPA) to assess and conduct cleanup planning and community involvement-related activities for Brownfield sites in the Woonasquatucket River Corridor area of Providence, Rhode Island. The grant provides funding for Hazardous Materials- and Petroleum-related work. The intent of this work is to begin implementing the Woonasquatucket Vision Plan that resulted from the City's recently completed Brownfields Area-Wide Planning (AWP) Grant by assessing the environmental condition of brownfield sites to facilitate their productive use and redevelopment. Through this Request for Proposals, the City seeks a Qualified Environmental Professional (QEP) to carry out these tasks.

The City is soliciting qualifications for a QEP with proven expertise in groundwater and soil sampling, site inventory and documentation, environmental site and risk assessment, public notification and engagement, quality assurance planning, analysis and prioritization of reuse and remediation strategies and options, cost estimation and cost control, specifications for cleanup and permitting, and work plan development for site reuse and cleanup.

*****Only QEP firms who submitted qualifications packages in response to the preceding Request for Qualifications (RFQ) and were determined to be qualified via the scoring methodology for the RFP are permitted to respond to this RFP.*****

Background

Providence, the capital of Rhode Island, was one of the leading centers of American industry from the mid-19th century well into the 20th century. Textile mills and other industrial facilities lined the city's waterways, and Providence was a regional and national economic generator. After World War II, industrial decline was precipitous, and companies left Providence or shut down altogether, leaving vacant, polluted sites, and high rates of poverty and unemployment.

The Target Area for this community-wide assessment is the Woonasquatucket River Corridor, 560 acres of urban land west of Downtown, including portions of the City's Valley, Smith Hill and Olneyville neighborhoods. Central to the Corridor is the 19-mile Woonasquatucket River, which flows through six cities and towns in Rhode Island including Glocester, North Smithfield, Smithfield, Johnston, North Providence, and Providence, where it flows into the Providence River and out to Narragansett Bay.

For much of the 19th and 20th centuries, the Woonasquatucket River was a bustling center of industry. Fueled by water and steam power generated by the River, companies such as Brown and Sharpe (the country's largest manufacturer of machine tools), Nicholson File (the largest manufacturer of files), the Providence Steel and Iron Company, United States Rubber Company, and Atlantic Mills, Riverside Mills, and Providence Worsted Mills (nationally renowned manufacturers of woolen and worsted cloth), lined both sides of the River in Providence. Both the Woonasquatucket River and surrounding area have been contaminated by this history of heavy industrial uses. More than 8,000 people live among the relics of heavy industry within the Corridor and another 25,000 live within a quarter-mile. Per the RI Department of Environmental Management's (RIDEM's) 2016 data, there are 65 registered properties, 90 underground storage tanks (USTs), and 26 registered leaking USTs in the 560-acre Woonasquatucket River Corridor. Widespread releases of hazardous substances like SVOC and metals, discrete point source releases of volatile organics and petroleum, and chlorinated solvents posing vapor intrusion risks to neighborhood buildings have been documented at these properties and others in the Corridor. Contaminant releases have also been found at locations abutting the Woonasquatucket River, resulting in degradation of surface water quality and ecology. The River is listed on the State of RI 2014 303(d) List of Impaired Waters for copper, lead, mercury, zinc, PCBs, dioxins, dissolved oxygen, and bacteria.



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Planning for the Woonasquattucket River Greenway began 1993 with a goal of restoring the Woonasquattucket River and adjacent industrial land as a catalyst for positive change in Olneyville and other neighborhoods along the River. At that time, the River was surrounded with abandoned, contaminated industrial sites and overgrown riverbanks filled with trash and debris. In 1994, the National Park Service selected the Woonasquattucket River Greenway Project as a partner in its Rivers and Trails Conservation Program and the Lila Wallace-Reader's Digest Fund selected the Greenway for seven years of funding as part of its Urban Parks Initiative. In 1998, the Woonasquattucket River was designated as one of fourteen American Heritage Rivers, honoring the historic, cultural, economic and environmental significance of this Rhode Island treasure, while the Greenway Project was designated as a brownfields Showcase Community by EPA. Since then, various segments of off-road paths have been completed and numerous brownfields sites have been cleaned up and redeveloped along the Greenway.

Today, the Woonasquattucket River Watershed Council (WRWC) maintains the Greenway and is the primary advocate for continued restoration and preservation of the Woonasquattucket River as an environmental, recreational, cultural, and economic asset of Rhode Island (www.wrwc.org). WRWC has successfully worked with local, state and federal partners to restore riparian buffers at sites in the watershed, complete sections of the Greenway in Providence and Johnston, and promote on-the-ground projects that advance revitalization of the River, its watershed, and the neighborhoods that surround it.

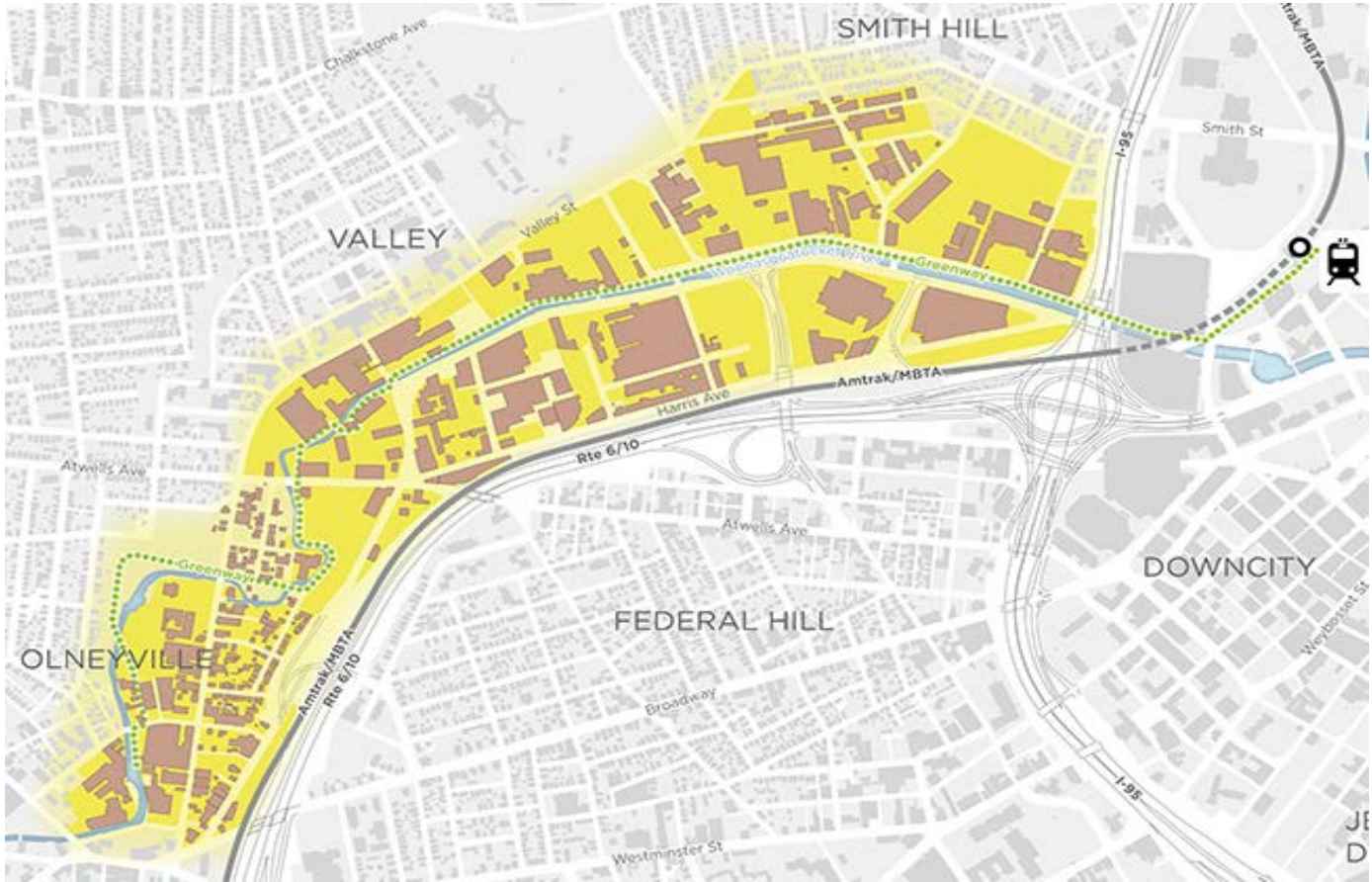
Though the Corridor has not recovered from industrial decline that began in the 20th century, the City has identified opportunities to revive its industrial legacy and provide much-needed, well-paying jobs for residents by building on the growing momentum of the food manufacturing, design manufacturing, and arts sectors already underway; the Steel Yard has become a community industrial arts center, United Natural Foods has located their headquarters here, and the internationally-recognized WaterFire Arts Center was recently completed. These projects have all rehabilitated existing historic buildings and reused existing infrastructure and utilities to improve vitality of the Corridor. The City intends to continue this redevelopment strategy for future projects.

Current active projects in the Corridor include: the Farm Fresh RI Food Hub which will provide aggregation and distribution of locally grown food and produce, production facilities, nutrition education and job training, and retail markets on a former brownfield site on Kinsley Avenue; the 95,000 square foot Gotham Greens greenhouse facility on the former GE Baseworks Brownfield site near the corner of Atwells and Harris avenues; the \$6M Woonasquattucket River Greenway extension, which will extend the off-road segment of the Woonasquattucket River Greenway from Eagle Street to Francis Street via a new riverwalk adjacent to the Woonasquattucket River; the I-95 Viaduct project, which will improve the connection between Downtown and the Corridor through improvements to the pedestrian realm beneath the I-95 Viaduct; and the 6-10 Connector reconstruction, which will replace the 6-10 Connector, a state highway that abuts the southern edge of the Corridor, in a way that improves connectivity between surrounding neighborhoods bifurcated by this infrastructure and maximize potential for economic development. The aforementioned revitalization projects demonstrate the potential to redevelop many remaining brownfield sites in the Corridor.

The City's vision for the Woonasquattucket River Corridor is to transform the contaminated Corridor into a walkable, bikeable, revitalized, mixed-use neighborhood providing light industrial jobs, affordable housing, and commercial development. Through the recent AWP Grant, the City convened community partners, including neighborhood residents and partners engaged in multiple revitalization projects within the Corridor, to facilitate a cohesive approach to redeveloping the Corridor. The Woonasquattucket Vision Plan is the result of community input gathered through the AWP Grant. The full Vision Plan is available at <http://www.providenceri.gov/planning/woonasquattucket/>.



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Project Area Map (above): The Target Area (the Woonasquatucket River Corridor) is highlighted in yellow on the map above and roughly includes the area surrounding both sides of the Woonasquatucket River between I-95 to the east and the 6-10 Connector and San Souci Drive to the south.

The following goals emerged as central to the Woonasquatucket Vision Plan, based on extensive input from community members:

- Improve Sustainability and Resiliency
- Support and Grow the Existing Economic Cluster around Arts, Food, and Makers
- Preserve and Create Affordable Space
- Improve Access and Connectivity; and
- Enhance and Maintain Public Spaces and the Woonasquatucket River.

Remediating catalytic brownfield sites is a key part of all of the goals identified in the Vision Plan. **This project will advance the Woonasquatucket Vision Plan by assessing the environmental condition of brownfield sites to facilitate cleanup redevelopment in the Woonasquatucket River Corridor.**



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Scope of Work

The Scope of Work outlined in this RFP involves the environmental assessment and remediation planning of brownfields within the Corridor to help eliminate impediments of uncertain cost and public health impacts these sites pose to the vision. This project will include a continuation of stakeholder and community involvement, Phase I and II site assessments work, and strategic site re-use and cleanup planning.

The QEP selected through this process will be responsible for the following tasks (below). **The tasks outlined below will be iterative and ongoing until all EPA funds are expended.**

The Consultant shall not be permitted to engage in work related to each task until given written permission from the City of Providence Department of Planning and Development to proceed.

Task 1: Cooperative Agreement Oversight

- **Track project expenditures** in accordance with the City's project budget and as needed to fulfill EPA reporting requirements.
- **Produce performance evaluation reports and applicable corrective actions** as required by EPA.
- **Perform quarterly reporting and updates in the EPA ACRES online database.**
- **Prepare MBE/WBE reporting annually** as required by EPA.
- **Prepare final report and other grant closeout materials** as required by EPA.
- Prepare "Success Story" fact sheets.

Task 2: Coordination, Site Selection, and Community Outreach

- Attend a **kick-off meeting** with City, RIDEM, and regional EPA staff. The QEP shall be responsible for the agenda and meeting minutes.
- Coordinate and lead **bi-weekly check in calls** with City staff to coordinate the project, identify issues as they emerge, make key decisions, and report on project progress. The QEP shall be responsible for agendas meeting minutes.
- **Review existing reports and documentation** relevant to this work including but not limited to the Woonasquatucket Vision Plan and inventory of sites developed through the City's recent AWP Grant
- **Develop a site inventory and site identification process** to add additional sites to the inventory of sites developed in the BF AWP Grant. The inventory should be tracked via both GIS and parcel prioritization worksheets.
- **Develop a site prioritization and selection process** to add additional sites to the inventory of sites developed in the BF AWP Grant.
- **Conduct monthly meetings with an advisory group** of neighborhood leaders and stakeholders. The City of Providence will obtain venues and coordinate times and specific dates for each meeting. The QEP will be responsible for meeting minutes and other meeting materials including sign in sheet, agendas, and presentations.
- **Provide updates to a grant-specific webpage** to be hosted on the City of Providence's website.
- **Engage and educate property owners** in collaboration with the City of Providence, RIDEM, and the EPA regional office, to explain the importance of the program to prospective participants. The QEP will be



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responsible for creation of all materials, such as but not limited to mailers and brochures, needed to engage and educate property owners.*

- **Quantify environmental liabilities and enhancement of property value** to prospective participants. The QEP will be responsible for creation of all materials needed to quantify environmental liabilities and enhancement of property value to prospective participants, such as but not limited to mailers and brochures.*
- **Host a minimum of six public meetings over the duration of the program** (at least two per year). The City of Providence will obtain venues and coordinate times and specific dates for each meeting. All public meetings shall meet Title VI Requirements of the Civil Rights Act of 1964. Simultaneous/live interpretation services shall be provided by the QEP in Spanish. The QEP shall be responsible for meeting minutes, agendas, flyers, providing live Spanish interpretation services, and meeting materials including presentations, base maps, and boards.

** An additional \$1,200 is available for printing of mailers and brochures needed to engage and educate property owners and quantify environmental liabilities and enhancement of property value to prospective participants (\$600 for Hazardous Substances and \$600 for Petroleum). The additional \$1,200 for printing of these materials should **not** be included in Proposer's budgets. The printing will be paid for directly by the City of Providence.*

Task 3: Phase I and II Environmental Site Assessments (ESAs)

- **Conduct eight (8) Phase I Environmental Site Assessments (ESAs).** The QEP will be responsible for obtaining all required permits for the work at each site.
 - Produce site-specific public notice materials for Phase 1 ESAs.
 - Secure site eligibility for Phase 1 ESAs.
 - Obtain and secure site access once sites are selected. Work with property owners to secure site access and develop the scope of assessment work. Develop and negotiate standard access agreement forms for each property.
 - Produce reports for Phase 1 ESAs. The QEP shall mail or deliver two (2) hard copies of each report to the City of Providence and email an electronic copy to the City and the EPA.
- **Conduct five (5) site-specific Quality Assurance Project Plans (QAPPs) and Phase II ESAs** for City, EPA, and RIDEM approval. The QEP will be responsible for obtaining all required permits for the work at each site.
 - Produce site-specific Quality Assurance Project Plans (QAPPs) for City, EPA, and RIDEM approval for Phase II ESAs. The QAPPs must describe the project, sampling and analytical strategies, and methods and procedures that will be used in all Phase II assessments. EPA approval of QAPPs must be obtained prior to performing any field activities.
 - Sample environmental media for lab analysis (e.g. soil, groundwater, soil, gas, sediment, surface water, building materials) for Phase II ESAs.
 - Evaluate the presence and/or absence of contamination for Phase II ESAs.
 - Determine remedial cost estimates (a State of RI requirement) for Phase II ESAs.
 - Compare lab results to published criteria in RI Regulations to evaluate for reportable releases.



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- Prepare site-specific public notice materials for Phase II ESAs.
- The QEP shall mail or deliver two (2) hard copies of each report to the City of Providence and email an electronic copy to the City and the EPA.

Task 4: Site Re-use and Cleanup Planning

- **Prepare four (4) Remedial Action Work Plans (RAWPs)** per RI Regulations for high priority sites for redevelopment that evaluate: potential re-use and remediation options utilizing the results of Phase I and II ESAs; existing infrastructure; interested redevelopment parties; cleanup alternatives; and costs. The QEP will be responsible for obtaining all required permits for the work at each site.
 - Produce site-specific public notice for redevelopment planning for all four sites.
 - Produce full details and specifications for implementation of cleanup plans for all four sites.
 - Provide preparation and permitting for full cleanup plans for all four sites.
 - The QEP shall mail or deliver two (2) hard copies of each report to the City of Providence and email an electronic copy to the City and the EPA.



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Project Budget

The City of Providence has \$293,800 available for QEP services outlined in this RFP through a Brownfields Assessment Grant provided by the EPA (\$196,400 for Hazardous Substances and \$97,400 for Petroleum).

An additional \$1,200 is available for printing of mailers and brochures needed to engage and educate property owners and quantify environmental liabilities and enhancement of property value to prospective participants (\$600 for Hazardous Substances and \$600 for Petroleum). See Task 2 in the Scope of Work above for more information. The additional \$1,200 for supplies should **not** be included in Proposer's budgets. The printing will be paid for directly by the City of Providence.

Anticipated Project Schedule and Key Milestones*

	TIMELINE
Anticipated Notice to Proceed	April 2019
Kick-off meeting with City, RIDEM, and regional EPA staff	April 2019
Phase I ESAs	**
Phase II ESAs and site-specific Quality Assurance Project Plans (QAPPs)	**
Remedial Action Work Plans (RAWPs)	**
Grant closeout ***	August 2021

* The Consultant shall factor in City of Providence, EPA, and RIDEM review into the Project Schedule.

** Tasks will be iterative and ongoing until all EPA funds are expended.

*** Work associated with this project must be completed by September 30, 2021, consistent with the City's cooperative agreement with EPA.



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Submittal Requirements and Selection Process

*****Only QEP firms who submitted qualifications packages in response to the previous Request for Qualifications (RFQ) and were determined to be qualified via the scoring methodology for the RFQ are permitted to respond to this RFP.*****

Qualifications packages previously submitted in response to the initial RFQ have been evaluated and scored based on the Submittal Requirements and Technical Evaluation Criteria included in the previous RFQ. Only proposals receiving scores of 73 or greater out of 90 possible points shall be permitted to submit full Cost Proposals in response to this Request for Proposals (RFP). The following firms have been qualified via the previous RFQ and may submit proposals in response to this RFP:

- EA Engineering, Science and Technology Inc
- Fuss & O'Neill
- Pare Corporation
- Weston & Sampson Engineers Inc
- Wood Environment & Infrastructure Solutions

All proposals delivered to the City shall be initially reviewed to determine whether they are responsive or nonresponsive to the requisites of this RFP.

Proposers deemed qualified to submit full cost proposals via the previous RFQ (by obtaining the required technical score per the evaluation criteria outlined in the RFQ) are required submit additional completed forms with a full Cost Proposal as outlined below. **Please read information regarding each requirement and the criteria for each carefully.**

The City reserves the right to award the full contract to one proposer, split the award among more than one proposer, award a partial contract for specific tasks outlined in this RFP, award no contract, and/or to re-release this RFP as it deems in the best interest of the City of Providence.

Required Documents:

- An **updated Proposal Form 1: Proposer's Blank** that includes total amount of cost proposal
- **Proposal Form 2: Certification of Proposer** as 2nd page
- **Certificate Regarding Public Records**
- **Financial Assurance**, *if requested (as indicated on page 5 of this document under "Bid Terms")*
- **City of Providence MBE/WBE Participation Affidavit**
- **City of Providence Subcontractor Disclosure Form:** Proposers who will be subcontracting must submit the Subcontractor Disclosure Form. All subcontractors, regardless of MBE/WBE status, must be listed on this form.
- **City of Providence MBE/WBE Waiver Request Form:** If the percentage of the total amount of the proposal



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being awarded to MBE or WBE vendors is less than 20% (Box F on the Subcontractor Disclosure Form) and the prime contractor is not a Rhode Island State-certified MBE or WBE, the Proposer must complete the MBE/WBE Waiver Request Form for review. Waivers will be considered on a case by case basis.

- Provide a **Cost Proposal** that includes a **Proposed Project Budget and Labor Breakdown** and divides down the budget into tasks, subtasks, man-hours, and hourly rates for individual team members and firms proposed to participate in all work efforts identified and necessary to meet the intent of the project.

Cost Proposals will be scored and ranked as follows: the Respondent submitting the lowest Cost Proposal will be awarded the maximum number of points (30 points); the next-lowest Cost Proposal will be awarded points based on the product of: (a) the ratio of the lowest Cost Proposal divided by the next-lowest Cost Proposal; and (b) the amount of points awarded for the lowest Cost Proposal, with such product rounded up to the nearest one hundredth (0.01) of a point; the process will continue for each of the remaining Cost Proposals, with points being awarded based on the product of: (a) the ratio of the lowest Cost Proposal divided by the respective Respondent's Cost Proposal; and the points awarded for the lowest Cost Proposal with such product rounded up to the nearest one hundredth (0.01) of a point. *(30 total possible points to be added to previous technical score)*

Lowest Cost Proposal	Next Lowest Cost Proposal	3rd Lowest Cost Proposal	Etc...	Non-Responsive
30 points	<i>(Lowest Cost Proposal/Next Lowest Cost Proposal) x 30 pts</i>	<i>(Lowest Cost Proposal/Third Lowest Cost Proposal) x 30 pts</i>		0 points
				No Cost Proposal provided.

Interviews

The City may reach out for clarification, up to and including interviews, from teams who received scores of 73 or greater out of 90 possible points (on the Technical Evaluation Criteria listed in this RFQ), which shall (if interviews are conducted) have a maximum score of 15 points to be added to the total score of proposals.

Non-Responsive (0 pts)	Poor (3 pts)	Average (9 pts)	Excellent (15 pts)
Proposer declined opportunity for interview.	Proposer was not well prepared for interview and/or interview team raised major concerns about proposer's understanding, approach, and/or experience.	Proposer was prepared for interview and no major concerns were raised by the interview team regarding proposer's understanding, approach, and/or experience.	Proposer was extremely well prepared for interview and no concerns were raised by the interview team regarding proposer's understanding, approach, and/or experience.



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Scoring Sheet *(completed by City Evaluation Team)*

Lead Consultant:							
Subconsultants:							
Technical Evaluation Criteria	Cover Letter <i>(5 possible points)</i>						
	Completed Forms <i>(5 possible points)</i>						
	Qualifications and Relevant Experience <i>(30 possible points)</i>						
	Project Approach and Understanding <i>(30 possible points)</i>						
	References <i>(10 possible points)</i>						
	Proposed Project Schedule <i>(10 possible points)</i>						
Technical Evaluation Score <i>(subtotal of above)</i> <i>(90 possible points)</i>							
Cost Proposal Score <i>(30 possible points)</i>							
Interview Score <i>(15 possible points)</i>							
Total Score (Technical Evaluation Score + Cost Proposal Score + Interview Score)							



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SUPPLEMENTAL INFORMATION

If the issuing department for this RFP determines that your firm's proposal is best suited to accommodate their need, you will be asked to provide the following prior to formalizing an award.

An inability to provide the outlined items at the request of the department may lead to the disqualification of your proposal.

This information is NOT requested to be provided in your initial qualifications package that you will submit to the City Clerk's office by the "date to be opened" noted on page 1. This only serves as a list of items that your firm should be ready to provide on request.

All documents submitted to the City Clerk become public record. Failure to follow instructions could result in information considered private being posted to the city's Open Meetings Portal and made available as a public record.

Documentation Prior to Finalization of Contract Award

If requested upon further notice, prior to finalization of contract award, you must be able to provide:

- **Business Tax ID**
- **Proof of Insurance:** The successful Proposer will be required to provide statements of insurance acceptable to the City prior to execution of contracts general liability coverage of \$1 million per occurrence and \$2 million in the aggregate, proof of worker's compensation coverage per State of Rhode Island, and professional errors and omissions coverage of \$1 million. The City shall be listed as an additional insured for general liability and motor vehicle coverage.