



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

REQUEST FOR PROPOSALS

Item Description: Providence Water Hydraulic Model Software

Date to be opened: October 15, 2019

Issuing Department: Providence Water Supply Board

QUESTIONS

- Please direct questions relative to the bidding process, how to fill out forms, and how to submit a bid (Pages 1-8) 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 (Pages 9-13) 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 specifications outlined (beginning on page 14) to the issuing department’s subject matter expert:
 - **Peter DiLorenzo – Principal Engineer & Kristin Meseck – GIS Supervisor**
 - **401-521-6300 ex. 7230 & 7218 respectively**
 - pdilorenzo@provwater.com & kristinm@provwater.com

Pre-bid Conference

No Pre-bid Conference has been scheduled for this RFP.



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INSTRUCTIONS FOR SUBMISSION

Bids 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 bids will be publicly opened and read at the Board of Contract Meeting in the City Council Chambers, on the 3rd floor of City Hall.

- Bidders must submit **2 copies** of their bid in sealed envelopes or packages labeled with the captioned **Item Description** and the **City Department to which the RFP and bid are related.** (On page 1)
- Communications to the Board of Contract and Supply that are not competitive sealed bids (i.e. product information/samples) should have “**NOT A BID**” written on the envelope or wrapper.
- 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 bid.
- The bid envelope and information relative to the bid 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 bid 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 bid by design.

All bids 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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BID 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 bid package **MUST** include the following, in this order:

- Bid Form 1: Bidder's Blank as the cover page/ 1st page (*see page 6 of this document*)
- Bid Form 2: Certification of Bidder as 2nd page (*see page 7 of this document*)
- Certificate Regarding Public Records (*see page 8 of this document*)
- Forms from the Minority and Women Business Enterprise Program: Based on Bidder Category. *See forms and instructions enclosed (pages 9-13) or on: <https://www.providenceri.gov/purchasing/minority-women-owned-business-mbewbe-procurement-program/>*

***Please note: MBE/WBE forms must be completed for EVERY bid submitted and must be inclusive of ALL required signatures. Forms without all required signatures will be considered incomplete.**

- Bidder's Proposal/Packet: Formal response to the specifications outlined in this RFP, including pricing information and details related to the good(s) or service(s) being provided. Please be mindful of formatting responses as requested to ensure clarity.
- Financial Assurance, *if requested* (as indicated on page 5 of this document under "Bid Terms")

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 bids.**



**BOARD OF CONTRACT AND SUPPLY
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NOTICE TO VENDORS

1. The Board of Contract and Supply will make the award to the lowest qualified and responsible bidder.
2. In determining the lowest responsible bidder, cash discounts based on preferable payment terms will not be considered.
3. Where prices are the same, the Board of Contract and Supply reserves the right to award to one bidder, or to split the award.
4. No proposal will be accepted if the bid is made in collusion with any other bidder.
5. Bids may be submitted on an “equal in quality” basis. The City reserves the right to decide equality. Bidders must indicate brand or the make being offered and submit detailed specifications if other than brand requested.
6. A bidder 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.
7. The Board of Contract and Supply reserves the right to reject any and all bids.
8. Competing bids 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 bids were unsealed/opened. Bids may also be accessed electronically on the internet via the City’s [Open Meetings Portal](#).
9. 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.
10. In case of error in the extension of prices quoted, the unit price will govern.
11. 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.
12. Delivery dates must be shown in the bid. If no delivery date is specified, it will be assumed that an immediate delivery from stock will be made.
13. A certificate of insurance will normally be required of a successful vendor.
14. 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.](#))
15. No goods should be delivered or work started without a Purchase Order.
16. **Submit 2 copies of the bid to the City Clerk, unless the specification section of this document indicates otherwise.**
17. Bidder 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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BID TERMS

1. Financial assurances may be required in order to be a successful bidder for Commodity or Construction and Service contracts. If either of the first two checkboxes below is checked, either of the specified assurance **must accompany** a bid, or the bid will not be considered by the Board of Contract and Supply. The third checkbox indicates the lowest responsible bidder 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 _____, 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 contract sum for each awarded project.
 - d) No financial assurance is necessary for this item.
2. Awards will be made within **sixty (60) days of bid opening**. All bid 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 bidder 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 bidder 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 bidder shall, submit a certificate of insurance, in a form and in an amount satisfactory to the City.



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BID FORM 1: Bidders Blank

1. Bids must meet the attached specifications. Any exceptions or modifications must be noted and fully explained.
2. Bidder's responses must be in ink or typewritten, and all blanks on the bid form should be completed.
3. The price or prices proposed should be stated both in **WRITING** and in **FIGURES**, and any proposal not so stated may be rejected. **Contracts exceeding twelve months must specify annual costs for each year.**
4. Bids **SHOULD BE TOTALED** so that the final cost is clearly stated (unless submitting a unit price bid), however **each item should be priced individually**. Do not group items. Awards may be made on the basis of *total* bid or by *individual items*.
5. All bids **MUST BE SIGNED IN INK**.

Name of Bidder (Firm or Individual): _____

Contact Name: _____

Business Address: _____

Business Phone #: _____

Agrees to bid on (Items(s) to be bid): _____

If the bidder'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*: _____

****If you are submitting a unit price bid please insert "Unit Price Bid."***

Use additional pages if necessary for additional bidding details.

Signature of Representative

Title



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BID FORM 2: Certification of Bidder
(Non-Discrimination/Hiring)

Upon behalf of _____ (Firm or Individual Bidding),

I, _____ (Name of Person Making Certification),

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

1. Bidder 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 Bidder'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 Bidder, on
this _____ day of _____ 20_____.

Signature of Representative

Printed Name



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Certificate Regarding Public Records

Upon behalf of _____ (Firm or Individual Bidding),

I, _____ (Name of Person Making Certification),

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

understanding that:

1. All bids 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 bids 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 bid value.
The goal for Women's Business Enterprise (WBE) participation is **10%** of the total bid value.
The goal for combined MBE/WBE participation is **20%** of the total bid 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.

Bid Requirements:

All Bidders: All bidders 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 bid**. Your bid will not be accepted without an affidavit.

Bidders who will be subcontracting: Bidders who will be subcontracting must submit the **Subcontractor Disclosure Form** as part of their bid 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 bidders are required to submit **Subcontractor Utilization and Payment Reports** with each invoice.

Waiver Requests:

If the percentage of the total amount of the bid 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 Bidder 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 Bidder 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 bidder 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 bid will not be accepted.

Verifying MBE/WBE Certification

It is the responsibility of the bidder 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.

Form Instructions:

Access all bid 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

Revised May 8, 2018



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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 bid 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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MBE/WBE PARTICIPATION AFFIDAVIT

Item Discussion (as seen on RFP):

Bid Opening Date _____
Prime Bidder: _____
Prime Bidder (Company) Phone Number: _____
Prime Bidder (Company) Zip Code: _____

Which one of the following describes your business' status in terms of Minority and/or Woman-Owned Business Enterprise certification with the State of Rhode Island? _____ MBE _____ WBE _____ Neither MBE nor WBE

By initialing the following sections and signing the bottom of this document in my capacity as the contractor or an authorized representative of contractor, I make this Affidavit:

It is the policy of the City of Providence that minority business enterprises (MBEs) and women business enterprises (WBEs) should have the maximum opportunity to participate in procurements and projects as prime contractors and vendors. Pursuant to Sec. 21-52 of the Providence Code of Ordinances and Chapter 31-14 *et seq.* of the Rhode Island General Laws (as amended), MBE and WBE participation goals apply to contracts.

The goal for Minority Business Enterprise (MBE) participation is 10% of the total bid value.
The goal for Women's Business Enterprise (WBE) participation is 10% of the total bid value.
The goal for combined MBE/WBE participation is 20% of the total bid value.

I acknowledge the City of Providence's goals of supporting MBE/WBE certified businesses. Initial _____

If awarded the contract, I understand that my company must submit to the Minority and Women's Business Coordinator at the City of Providence (MBE/WBE Office), copies of all executed agreements with the subcontractor(s) being utilized to achieve the participation goals and other requirements of the RI General Laws. **I understand that these documents must be submitted prior to the issuance of a notice to proceed.** Initial _____

I understand that, if awarded the contract, my firm must submit to the MBE/WBE Office canceled checks and reports required by the MBE/WBE Office on a quarterly basis verifying payments to the subcontractors(s) utilized on the contract. Initial _____

If I am awarded this contract and find that I am unable to utilize the subcontractor(s) identified in my Statement of Intent, I understand that I must substitute another certified MBE and WBE firm(s) to meet the participation goals. **I understand that I may not make a substitution until I have obtained the written approval of the MBE/WBE Office.** Initial _____

If awarded this contract, I understand that authorized representatives of the City of Providence may examine the books, records and files of my firm from time to time, to the extent that such material is relevant to a determination of whether my firm is complying with the City's MBE/WBE participation requirements. Initial _____

I do solemnly declare and affirm under the penalty of perjury that the contents of the foregoing Affidavit are true and correct to the best of my knowledge, information and belief.

Signature of Bidder

Printed Name

Company Name

Date



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SUBCONTRACTOR DISCLOSURE FORM

Fill out this form only if you WILL SUBCONTRACT with other parties. If you will not subcontract any portion of the proposed bid, do not fill out this form.

Prime Bidder: _____

Primary NAICS Code: _____

Item Description (as seen on RFP): _____

Please list all Subcontractors below. Include the total dollar value that you propose to share with each subcontractor and the dollar amount to be subcontracted. Please check off MBE and WBE where applicable. The directory of all state-certified MBE/WBE firms is located at www.mbe.ri.gov. Business NAICS codes can be found at <https://www.naics.com/search/>

Proposed Subcontractor	MBE	WBE	Primary NAICS Code	Date of Mobilization	\$ Value of Subcontract
					\$
					\$
					\$
					\$
					\$
					\$
A. MBE SUBCONTRACTED AMOUNT:					\$
B. WBE SUBCONTRACTED AMOUNT:					\$
C. NON MBE WBE SUBCONTRACTED AMOUNT:					\$
D. DOLLAR AMOUNT OF WORK DONE BY THE PRIME CONTRACTOR:					\$
E. TOTAL AMOUNT OF BID (SUM OF A, B, & C):					\$
F. PERCENTAGE OF BID SUBCONTRACTED TO MBEs AND WBEs. (Add A and B. Divide by E and multiply results by 100).					%

Please read and initial the following statement acknowledging you understand. If the percentage of the total amount of the bid being awarded to MBE or WBE vendors is less than 20% (Box F) and the prime contractor is NOT a Rhode Island State-certified MBE or WBE, you must fill out the **MBE/WBE WAIVER REQUEST FORM** for consideration by City of Providence MBE/WBE Outreach Director. Initial _____

Signature of Prime Contractor

Printed Name

Date Signed

Revised May 8, 2018



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MBE/WBE WAIVER REQUEST FORM

**Fill out this form only if you are subcontracting and did not meet the 20% MBE/WBE participation goal.
State-certified MBE or WBE Prime Bidders are NOT REQUIRED to fill out this form.**

Submit this form to the City of Providence MBE/WBE Outreach Director, Grace Diaz, at mbe-wbe@providenceri.gov, for review **prior to bid submission**. This waiver applies only to the current bid which you are submitting to the City of Providence and does not apply to other bids your company may submit in the future.

Bid Opening Date: _____

Prime Bidder: _____

Company Trade: _____

Item Discussion (as seen on RFP): _____

To receive a waiver, you must list the certified MBE and/or WBE companies you contacted, the name of the primary individual with whom you interacted, and the reason the MBE/WBE company could not participate on this project.

MBE/WBE Company Name	Individual's Name	Company Trade	Why did you choose not to work with this company?

I acknowledge the City of Providence's goal of a combined MBE/WBE participation is 20% of the total bid value. I am requesting a waiver of _____ % MBE/WBE (20% minus the value of **Box F** on the Subcontractor Disclosure Form). If an opportunity is identified to subcontract any task associated with the fulfillment of this contract, a good faith effort will be made to select MBE/WBE certified businesses as partners.

Please explain here why you are requesting a waiver: _____

Signature of Prime Contractor

Printed Name

Date Signed

Signature of City of Providence
MBE/WBE Outreach Director

Printed Name of City of Providence
MBE/WBE Outreach Director

Date Signed



**BOARD OF CONTRACT AND SUPPLY
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BID PACKAGE SPECIFICATIONS



DESCRIPTION AND / OR SPECIFICATIONS

**125 Dupont Drive
PROVIDENCE, RHODE ISLAND 02907
Telephone: (401) 521-6300**

August 2019

REQUEST FOR PROPOSALS

For: Hydraulic Model Software

Proposal Due Date/Time: Monday, October 14, 2019
2:15 PM

Delivery Address: Department of the City Clerk
Room 311
City Hall
10 Dorrance Street
Providence, Rhode Island 02903

Project Contacts: Peter DiLorenzo, Principal Engineer
Kristin Meseck, GIS Supervisor

Telephone: (401) 521-6300
Peter DiLorenzo, Ext. 7230
Kristin Meseck, Ext.7218

Email: Pdilorenzo@provwater.com
Kristinm@provwater.com

August 2019

INVITATION TO PROPOSE

Providence Water (PW), acting through the City of Providence Board of Contract and Supply, is soliciting proposals from qualified firms for Hydraulic Model Software for Providence Water.

Proposals will be accepted by the Board of Contract and Supply at the Department of the City Clerk, Room 311, City Hall, Providence, Rhode Island 02903 until 2:15 PM, on the 14th day of October, 2019. At 2:15 PM, they will be publicly opened and read aloud at the Board of Contract and Supply meeting held in City Hall Chambers, Third Floor, City Hall, Providence, Rhode Island 02903.

The Request for Proposals will be made available to prospective proposers at the City of Providence Purchasing Department, Room 305, City Hall, Providence, Rhode Island 02903 on or after September 6, 2019. Only one set of documents will be distributed to each prospective proposer.

Prospective proposers can examine the Request for Proposals at Providence Water, 125 Dupont Drive, Providence, Rhode Island 02907 on or after September 6, 2019.

To schedule an appointment to discuss the project or for any and all questions pertaining to the Request for Proposals must be submitted to Mr. Peter DiLorenzo, Principal Engineer and Kristin Meseck, GIS Supervisor telephone number (401) 521-6300, Ext. 7230 and 7218 respectively or by email at pdilorenzo@provwater.com and kristinm@provwater.com

No proposal may be withdrawn for a period of ninety (60) calendar days subsequent to the opening of proposals.

PW reserves the right to waive any informality in or to reject any or all proposals as deemed to be in its best interests.

1.01 Introduction

- A. Providence Water is the main supplier of water for approximately 600,000 people in the State of Rhode Island through its Philip J. Holton Water Purification Plant located in Scituate, RI. In addition to wholesaling water to nine water utilities in the greater Providence area, PW directly serves customers in four communities. In these four communities, PW has a large number of assets including six distribution reservoirs, eleven pump stations, 1000 miles of water mains, 5700 hydrants, and 77,000 meters and service connections through which it provides water for domestic and industrial use and fire protection to its customers.
- B. PW currently utilizes an existing, calibrated model (Infowater), the model includes all of the distribution system mains within the system. PW intends to utilize its existing GIS geodatabase (currently ESRI ArcMAP v10.5 and part of a geometric network) to help create the new model for the entire system. The model will be developed with the capability of syncing with the GIS data for periodic model updates.
- C. Under this project, PW is seeking proposals to provide Water Modeling Software to assist with the management of the water system. The existing model is primarily used for running steady state, extended period simulations, water age analysis, water quality analysis, vulnerability assessment, water main flushing, and capital planning.

1.02 Scope of Work

- A. Software and Licensing for use of Water Modeling Software for two floating seats.
- B. Five (5) year fee commitment for Software Maintenance and Support (including software upgrades)
- C. Optional Training Proposal

1.03 Scope of Services

- A. It is the intent of PW to utilize the successful proposer's software to perform the work described in Section 1.01.
- B. The successful proposer must provide PW with the various software licensing options, and their associated costs, for the software as requested in Section 1.02 and further described in Section 1.05 – Software Requirements.
- C. The successful proposer must provide PW with fixed yearly pricing for up to Five (5) years of software support and maintenance. This should include any and all updates to the proposer's software during the support period.

1.04 General Requirements

- A. The successful proposer must make available to PW the required software within thirty (30) days of the notice of award and intent to purchase.
- B. It is the responsibility of each Proposer before submitting a Proposal to:

1. Examine thoroughly the Contract Documents and other related data identified in the Proposal Documents;
 2. Consider Federal, State and Local Laws and Regulations that may affect cost, progress, performance or furnishing of the Work;
 3. Study and carefully correlate Proposer's knowledge and observations with the Contract Documents and such other related data; and
 4. Promptly notify PW of all conflicts, errors, ambiguities, or discrepancies that the Proposer believes to have discovered in the Proposal Documents.
- C. The proposer, upon request, may review all files and documents necessary for the preparation of a proposal. PW shall make copies of such files and documents readily available for Proposer's review. Should the Proposer request copies of any such files or documents, Proposer will be required to sign PW's Confidentially and Non-Disclosure Agreement prior to obtaining documents. Neither PW nor PW's Consultant (if any) assume any responsibility for errors or misinterpretations resulting from the failure of the Proposer to utilize all available information in preparing a proposal.
- D. PW makes copies of documents available on the above terms only for the purpose of obtaining Proposals for the Work and does not confer a license or grant for any other use.

1.05 Software Requirements

- A. Build/run Network models in ArcGIS, constructing, modifying and updating models directly from the geodatabases.
- B. Capable of handling unlimited main segments in order to eliminate the need to "skeletonize" the model.
- C. Capable of running steady state and extended period hydraulic simulations and allowing the viewing of results in both tabular and graphic format.
- D. Robust reporting engine that allows for the transfer of all input and output data, including graphs and reports, to MS Office software.
- E. Software can work across CAD, GIS, and/or stand-alone platforms while accessing a single, shared, project data source.
- F. Capable of running with open database files that allow for simple import and export to and from other database driven software.
- G. Capable of identifying potential connectivity problem areas and providing a process to easily remedy such errors at the direction of the user.
- H. Capable of determining the most critical valves in the event of failures.
- I. Tools to automatically perform system demand allocations based on water consumption data.
- J. Tools to aid in water security planning and risk assessment.

- K. Tools to aid in system design including the optimization of network improvements and project planning.
- L. Tools including automated algorithms that will perform accurate model calibration for both hydraulic and water quality criteria based on input parameters.
- M. Tools for Pump Operation Optimization to determine pump sequencing to minimize energy costs.
- N. Water Quality Analysis tools including:
 - 1. Water Age Analyses
 - 2. Single Source and Multiple Source Tracing
 - 3. Single Constituent and Multiple Constituent Species Analysis
 - 4. Water Quality Calibration including the ability to automatically calibrate pipe wall reaction rate coefficients
 - 5. Water Temperature Modeling
- O. Capable of performing fire flow analyses for multiple hydrants simultaneously over extended time periods. Capable of performing direct calculations for determining fire flow capabilities throughout the system.
- P. Tools to assist with Unidirectional Flushing including the following capabilities:
 - 1. Utilize external GIS layers to create hydrant nodes and import isolation valves to associate with modeled pipes.
 - 2. Perform extended period model simulations (EPS) when determining pipe velocities, shear wall impacts, and residual pressures.
 - 3. Calculate pipe velocities, residual pressures, and shear stress to ensure UDF program provides optimal conditions for improvement of water quality and hydraulic capacity.
 - 4. Include automated generation of Flush Book (Field Journal) maps for use by O&M crews in the field implementation of UDF programs.
- Q. Tools to assist with rehabilitation planning. Software must include the following functionality:
 - 1. Allow for multiple methods of estimating risk and prioritizing infrastructure for future repair, relining, or replacement.
 - 2. Utilization of external GIS layers to incorporate pipeline break history, soil type, population, and other pertinent GIS information.
 - 3. Prioritization of repair and rehabilitation of infrastructure necessary to maintain adequate water service for critical facilities (hospitals, schools, etc).

4. Detailed rehabilitation costing functionality for developing multiple year planning cost estimates.
- R. SCADA integration providing capability of running model with input values derived from SCADA data.
- S. Ability to publish model input and output data into a format supported by Google Earth, AutoCAD and/or ArcGIS.

1.06 Proposal Submission Requirements

A. Instructions for Completion

1. PW requires the Proposer to submit one original and three copies of their Proposal. The proposal must demonstrate that the proposer's software addresses all of the requirements outlined herein and must describe any additional services the Proposer feels will be necessary for PW to fully utilize the proposed software. **These additional services will be procured separately from this contract.**
2. Proposers to this RFP should follow the proposal format as outlined below. Failure to adhere to the prescribed proposal format will result in finding the Proposal non-responsive. Failure to respond to all requirements will result in rejection. Exceptions to any part of this RFP should be fully noted and explained in the Proposer's letter.

B. Proposal Format

1. Cover Letter

- a. A cover letter providing a brief history of the responding firm, organization, and appropriate registration number is required. The letter should indicate the principal of the firm who will be PW's primary point of contact during negotiations. The individual must have authority to negotiate all aspects of the scope of services and provisions on behalf of the Proposer. The cover letter transmitting the Proposal must be signed by an officer authorized to bind the Proposer to the terms and conditions of this RFP.

2. Section 1 – Technical Proposal

- a. The following must be submitted to support the Proposer's Technical Proposal. This section is intended to be the heart of the proposal and is where the proposer should demonstrate the capabilities of software including its ability to satisfy the requirements of Section 1.05. Responding Firms should consider PW's evaluation method described in Section 1.09 when developing their Technical Proposal.
- b. *Past Performance:* Provide at least five (5) references that have utilized the software for similar tasks as described in this RFP. For each reference, submit names, addresses, and current telephone numbers of the owners. (These individuals may be contacted as part of the selection/evaluation process).

- c. Additionally, the proposer should make note of any additional services that may be required to complete all described tasks and whether or not those services are included in the base bid.
 3. Section 2 – Price Proposal
 - a. Proposers must provide their prices on and in the format of the enclosed Bidder’s Blank. The Proposer must also include a breakdown of costs for the individual line items included in their proposal including any alternates proposed.
 - b. Proposers must provide a clear description of both the initial costs and the ongoing cost of each piece of software proposed. If the base package of software proposed is not all inclusive of the capability requirements described in Section 1.05 the costs of any individual modules required to provide those capabilities must be included and identified separately.
 - c. Proposers must also provide all schedules of fees identified herein with their proposal submission.
 4. Section 3 – Alternates
 - a. Alternate products outside the scope of this RFP will be considered. The proposing firm should clearly indicate and describe in detail any additional products or services offered in the body of their proposal and clearly demonstrate the benefits of the additional products or services. PW is specifically interested in evaluating the options that exist for training on all of the software included in the proposal as well as the availability and costs related to any additional modules above and beyond the requirements of this RFP that may be available.
 5. Section 4 – Miscellaneous
 - a. Fill out and submit, with the proposal, the Bidder Information and Forms located elsewhere in this RFP. Proposals that do not have completed Bidder Information and Forms will not be considered. In addition, provide any other information that you believe would be helpful to PW in evaluating your firm's qualifications and Proposal.

C. Miscellaneous Instructions

1. Proposals by corporations must be executed in the corporate name by the president or a vice-president (or other corporate officer accompanied by evidence of authority to sign) and the corporate seal must be affixed and attested by the secretary or an assistant secretary. The corporate address and state of incorporation must be shown below the signature.
2. Proposals by partnerships must be executed in the partnership name and signed by a partner, whose title must appear under the signature and the official address of the partnership must be shown below the signature.
3. All names must be typed or printed in black ink below the signature.

4. The Proposal shall contain an acknowledgment of receipt of all Addenda (the numbers of which must be included on the Proposal).
 5. Any and all labor performed under this contract must follow the rules and regulations of the State Labor Laws concerning payment of prevailing wages.
 6. The address and telephone number for communications regarding the Proposal must be shown.
 7. Evidence of authority to conduct business as an out-of-state corporation in the state of Rhode Island shall be attached. State contractor license number, if any, and professional registration numbers must also be shown if required.
- D. PW, through the Board of Contract and Supply, reserves the right to make an award or to reject any and all offers based upon what it considers to be in its best interest.
- E. The chosen firm(s) will be under contract to the City of Providence, Providence Water Supply Board.

1.07 Qualifications / Experience of Firm

- A. PW reserves the right to ask firms to attend a meeting with PW representatives, prior to award, to help in determining Proposer qualifications.
- B. Only Proposers meeting all qualifications will be considered.

1.08 Payment

- A. Software Purchase
 1. The lump sum price shall constitute full compensation for furnishing all required licenses specified in this RFP. Lump sum may be invoiced following delivery of software licensing.
- B. Software Maintenance Yearly Fee
 1. Vendor shall include a yearly software maintenance fee good for up to five (5) years of software maintenance. Payment requests shall be made no more frequently than yearly and shall include payment only for one year at a time.
- C. All payment requests must be submitted to the attention of Peter DiLorenzo, Principal Engineer at Providence Water, 125 Dupont Drive, Providence, RI 02907.
- D. The Successful Proposer shall provide any other documentation required by PW to process the payment request.

1.09 Proposal Evaluation Criteria

- A. In evaluating Proposals, PW will consider the qualifications of Proposers, whether or not the Proposals comply with the prescribed requirements, and such alternates, unit prices and other

data, as may be requested in the Proposal Submission Requirements or prior to the Notice of Award.

- B. PW may conduct such investigations as it deems necessary to assist in the evaluation of any Proposal and to establish the responsibility, qualifications and financial ability of Proposers, proposed Subcontractors, Suppliers and other individuals and entities to perform and furnish the Work in accordance with the Contract Documents.
- C. PW reserves the right to reject any or all Proposals, including without limitation the rights to reject any or all nonconforming, nonresponsive, unbalanced or conditional Proposals and to reject the Proposal of any Proposer if PW believes that it would not be in the best interest of the Project to make an award to that Proposer, whether because the Proposal is not responsive or the Proposer is deemed unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by PW. PW also reserves the right to waive all informalities not involving price, time, or changes in the Work, and to negotiate contract terms with the Successful Proposer.
- D. Evaluation Criteria
 - 1. The following will all be factors in the determination of the successful Proposer:
 - a. Ability of the software to satisfy the requirements of section 1.05.
 - b. Software cost relative to value received.
 - c. Annual licensing and maintenance costs relative to the value received.
 - d. Quality and completeness of the proposal submission.
 - 2. The following table indicates the relative significance of each criteria to be used in determining the successful proposer:

<u>Evaluation Criteria</u>	<u>Distribution</u>
1. Ability of the software to satisfy the requirements of section 1.05.	30%
2. Cost relative to the value received - software	30%
3. Cost relative to the value received - annual licensing & maintenance costs.	30%
4. Quality and completeness of the proposal submission.	10%

1.10 Closing Comments / Contacts

- A. All questions about the meaning or intent of the Proposal Documents are to be directed to PW. Interpretations or clarifications considered necessary by PW in response to such questions will be issued by Addenda mailed or delivered to all parties recorded by PW as having received the Proposal Documents. Questions received less than seven days prior to the date for opening of Proposals may not be answered. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect. Addenda may also be issued to modify the Proposal Documents as deemed advisable by PW.



BIDDER'S BLANK ATTACHMENT

Base Bid

Software Package Provided _____

Base Software/License Cost \$ Per License

Software Annual Maintenance Cost \$ Per License

Module 1

Module Provided _____

Module 1 License Cost \$ Per License

Module 1 Annual Maintenance Cost \$ Per License

Module 2

Module Provided _____

Module 2 License Cost \$ Per License

Module 2 Annual Maintenance Cost \$ Per License

***NOTE**

Bidders must provide a Base Bid software package. Bidders must also supply a list of modules required beyond the Base Bid software package to meet the RFP requirements (if additional modules are required please provide additional sheets). Costs associated with the Modules shall be provided or bidders shall indicate the cost is included in the base bid price.



BIDDER'S BLANK ATTACHMENT

Module 3

Module Provided _____

Module 3 License Cost \$ Per License

Module 3 Annual Maintenance Cost \$ Per License

Module 4

Module Provided _____

Module 4 License Cost \$ Per License

Module 4 Annual Maintenance Cost \$ Per License

Module 5

Module Provided _____

Module 5 License Cost \$ Per License

Module 5 Annual Maintenance Cost \$ Per License

***NOTE**

Bidders must provide a Base Bid software package. Bidders must also supply a list of modules required beyond the Base Bid software package to meet the RFP requirements (if additional modules are required please provide additional sheets). Costs associated with the Modules shall be provided or bidders shall indicate the cost is included in the base bid price.



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

SUPPLEMENTAL INFORMATION

If the issuing department for this RFP determines that your firm's bid is best suited to accommodate their need, you will be asked to provide proof of 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 bid.

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

All bids 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.

You must be able to provide:

- Business Tax ID will be requested after an award is approved by the Board of Contract and Supply.
- **USE THESE BULLETS TO OUTLINE ITEMS YOU WILL NEED VENDORS TO PRODUCE ON REQUEST IF YOU SEEK TO AWARD THIS BID TO THEM.**
- **EX. PROOF OF INSURANCE**