City of Central Falls

Request for Proposals
20190005- Valley Falls Pond, Consulting Services

Issue Date: Wednesday, July 17, 2019

There will be a pre-bid meeting at 10:00 AM
on Tuesday, July 30, 2019 at Temple Place, Central Falls, RI

The submission deadline for proposals is Tuesday, August 6, 2019 at 4:00 PM
City of Central Falls  
Request for Proposals  
20190005- Valley Falls Pond, Consulting Services

The City of Central Falls is requesting proposals from professional environmental consulting firms to study and characterize conditions in Valley Falls Pond and to recommend management options to control of invasive water chestnut (Trapa natans) and other services associated with the project. The city intends to utilize the data-driven management plan to outline the most feasible steps to move forward toward lake rehabilitation. The work will include the following:

Design and undertake a study of Valley Falls Pond to monitor and evaluate conditions in order to provide necessary data to inform, develop and provide a proper lake management plan to control invasive of water chestnut in the pond. Project to include at minimum: a bathymetric survey; assessment of water circulation patterns and exchange with the Blackstone River; survey of aquatic plants; sediment sampling for Arsenic, Cadmium, Chromium, Lead, Manganese, and Phosphorus; water quality sampling to assess enterococci and nutrient levels against water quality criteria, as well as water column profiles to evaluate background dissolved oxygen/temperature levels for consideration of possible management strategies; a written report documenting data collection, results, and a recommended management strategy to control water chestnut.

1. Receipt and Opening of Proposals
Proposals will be accepted in the office of the Purchasing Agent, City Hall, Central Falls, Rhode Island, until the time below, for the commodities, equipment or services listed in the specifications, and will be then publicly opened and read at the prescribed time in the City Hall Council Chambers.

Bid must be submitted in a sealed envelope and addressed to:
City of Central Falls  
Purchasing Department  
580 Broad St.  
Central Falls, RI 02863

Lower left corner of envelope must contain the following identification: RFP 20190005 - Valley Falls Pond, Consulting Services. All bids must be received by 12:00 p.m. in the Office of the Purchasing Agent on Tuesday, August 6, 2019. No proposals will be accepted after 4:00 p.m.

2. Submission of Bids
- Responses shall be submitted with one original and four (4) hard copies and a digital copy on a compact disc (CD) or universal serial bus (USB) drive, indicating the proposer’s name and proposal title: RFP 20190005 - Valley Falls Pond, Consulting Services, with supplemental information, drawings, warranties and other required documentation, literature and material to be provided, with the response.
- Fee proposals must be submitted in a separate sealed envelope
• Envelopes containing bids must be sealed and addressed to the Purchasing Agent, City Hall, 580 Broad Street, Central Falls, RI 02863 and must be marked with the name and address of the bidder, date and hour of opening, and name of bid item.
• Any bidder may withdraw his or her bid by written request at any time prior to the advertised time for opening. Telephone bids, amendments, or withdrawals will not be accepted.
• Unless otherwise specified, no bid may be withdrawn for a period of thirty (30) days from time of bid opening.
• Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened.
• Proposals received prior to the time opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a proposal not properly addressed and identified.
• Any deviation from the specifications must be noted in writing and attached as a part of the bid proposal. The bidder shall indicate the item or part with the deviation and indicate how the bid will deviate from specifications.
• Specifications shall be made a part of any contract by and between the City of Central Falls and the bidder.

4. Qualifications of Bidders
The City may make such investigations as it deems necessary to determine the ability of the bidder to perform the work. The bidder shall furnish the City with all such information and date for the purpose as may be requested.

5. Addenda and Interpretations
No interpretation on the meaning of the plans, specifications or other contract document will be made to any bidder orally. Every request for such interpretations should be in writing addressed to the Sonia Grace, Purchasing Agent, City of Central Falls, at sgrace@centralfallsri.us and to be given consideration must be received at least ten (10) days prior to the date fixed for the opening of the bids.

All addenda will be posted no later than seven (7) days prior to the deadline submission of proposals.

6. Delivery
All bids are to be FOB various locations within the City of Central Falls, delivery to be supplied with the Purchase Order. No extra charges for delivery, handling or other services will be honored. Only inside delivery and set-up, where required, will be accepted. TAILGATE DELIVERIES WILL BE REFUSED. The vendor must notify the City of Central Falls 24 hours prior to delivery. All claims for damage in transit shall be the responsibility of the successful bidder. The City will not make payment on damaged goods, they must be replaced or adjustments made at the option of the city. The City of Central Falls is only represented by the Purchasing Agent in these matters and that division, or its appointed representative or agent, shall be the only entity to negotiate any settlements. Deliveries must be made during normal working hours. Bid price, where applicable, is to include the cost of uncrating and setting in place. bid price, where applicable, is to include installation.

7. Indemnification and Hold Harmless
The bidder shall protect defend and indemnify the City of Central Falls, including its officers, agents and employees, and hold them free and harmless from all liability, penalties, costs, losses, damages, expenses, causes of action, claims or judgments, including attorney’s fees, resulting from injury to, or death of, any person or damage to property of any kind, which
injury, death or damage arises out of, or is in any way connected with, the performance of the work under any contract made as part of this award. It shall apply to any acts or omissions of bidder's agents, employees, subcontractors or suppliers. The bidder also shall hold the City of Central Falls harmless from any and all claims or liens for labor, services, or materials furnished to the bidder in connection with the performance of the bidder's obligation under any contract between the bidder and City. This section shall not be applicable to injury, death or damage to property arising from the sole negligence or sole willful misconduct of the City of Central Falls, its officers, agents or employees.

8. Property lost, damaged or destroyed.
Any property or work to be provided by bidder will remain at the bidder's risk until written acceptance by the City of Central Falls and the bidder will replace, at bidder's expense, all property or work lost, damaged or destroyed by any cause whatsoever.

9. Evidence of Insurance
The selected Proposer must, in the performance of work and services, agree to comply with all federal, state and local laws and regulations currently in effect or hereinafter enacted during the term of this agreement that are applicable to the Proposer, its employees, agents, or subcontractors, if any, with respect to the work and services described herein.

Proposer shall obtain all necessary insurance required by this RFP before beginning work under this agreement including, but not limited to, Medical Malpractice Insurance. A copy of medical malpractice insurance policy shall be attached hereto, if required by Rhode Island law for this bid and covering all work to be performed under any contract between the City and proposer naming the proposer as as insured. The City, upon award of bid, will request verification from the insurance company to ensure that the agent has properly notified the company and that coverage has been bound.

10. Minority Business Enterprise/Women Business Enterprise
In accordance with R. I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1 and as a condition of state funding for this project, a goal of 10% participation by firms owned and controlled by minorities (MBEs), women (WBEs) or persons with disabilities is established. Vendors submitting proposal should describe how they will meet or exceed the utilization rate and that the rate shall apply to the total contract price, inclusive of all modifications and amendments. The current directory of firms certified as MBEs or WBEs may be accessed at http://odeo.ri.gov/offices/mbeco/mbewbe.php.

11. General Information
Project Description
The City of Central Falls is requesting proposals from professional environmental consulting firms to study and characterize conditions in Valley Falls Pond and to recommend management options to control invasive water chestnut (Trapa natans) and other services associated with the project. The city intends to utilize the data-driven management plan to outline the most feasible steps to move forward toward lake rehabilitation. The work will include the following:

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quality criteria, as well as water column profiles to evaluate background dissolved oxygen/temperature levels for consideration of possible management strategies; a written report documenting data collection, results, and a recommended management strategy to control water chestnut.

The city, through a process of receiving and evaluating proposals, intends to select a qualified firm to undertake and complete the project, tasks and deliverables. Interested parties may obtain the Request for Proposals (RFP) package at the www.centralfallsri.us/purchasing or at City Clerk's Office, City Hall, 580 Broad Street, Central Falls, R.I. 02863, Monday through Friday, from 8:30 AM to 4:30 PM. Request for Proposals must be received by Tuesday, August 6, 2019.

Responses will be evaluated on the basis of their merits, including but not limited to qualifications and experience, proposed services and methodology, proposed schedule and availability, staff assigned, record of performance with the city and other municipalities and proposed fees. Upon evaluation of the proposals, a list of consultants may be prepared and the city may invite candidates to be interviewed. The city reserves the right to accept or reject any or all proposals if it is deemed to be in the best interest to Central Falls.

There will be a pre-proposal meeting held at the project site (entrance on Temple Place, Central Falls) on July 23, 2019 at 10:00 A.M. Individuals requesting interpreter services for the hearing impaired must call (401) 727-7480 at least 72 hours in advance of the meeting date.

**Scope of Services**
Scope of Services to include the following tasks and deliverables

A. **PROJECT MEETINGS**
The consultant shall meet with appropriate members of the City's project team as appropriate (at minimum, three times): 1) project kick-off meeting to discuss project sampling designs, finalize project plan and agree on timeline; 2) to review data collection activities and results; 3) review final report and recommendations.

B. **HYDROLOGIC SITE CONDITION EVALUATION**
The consultant shall design and undertake a study to determine existing hydrologic site conditions at Valley Falls Pond, including a bathymetric survey of the pond to verify depths throughout the basin, estimate volume, measure and assess water circulation patterns including identifying any inflow, outflow and exchange with the Blackstone River, and estimate water residence time. The resulting data should be presented as part of the prepared project report and include a bathymetric map of Valley Pond.

C. **AQUATIC PLANT SURVEY**
The consultant shall design and undertake a systematic survey (point intercept) of Valley Falls Pond to characterize plant growth. They shall identify plants (record emergent and floating, deploy plant rake for submersed) and quantify aquatic plant coverage in the pond, documenting their presence/absence, with special attention to water chestnut and other invasive species. The resulting data should be presented as part of the prepared project report and include a vegetation map of Valley Falls Pond.

D. **SEDIMENT TESTING**
The consultant shall prepare and complete one surface sediment sampling event (sufficient number of sites, samples and sediment volumes TBD by consultant) to representatively
characterize sediment toxicity throughout the pond. Goals of this sampling program are to assess sediment against direct exposure criteria to understand the health risks of disturbing, handling, transport or disposal of the sediments as may be expected with various management options including harvesting, hand-pulling and chemical treatment. The parameters to be sampled will at minimum include sediment testing for Arsenic, Cadmium, Chromium, Lead, Manganese and Phosphorus. The resulting data should be presented as part of the prepared project report compared against direct exposure criteria and include a station map providing sediment sampling locations in Valley Falls Pond.

E. WATER QUALITY TESTING
The consultant shall prepare and complete one surface water quality sampling event (sufficient number of sites, samples and water volumes TBD by consultant) to representatively characterize water quality in Valley Falls Pond to assess: a) health risks associated with boating or personal contact with surface water by sampling enterococci; b) nutrient (Total Phosphorus) availability to the plants; and c) dissolved oxygen/temperature levels via one water column profile at each location for consideration when selecting possible management strategies. The resulting data should be presented as part of the prepared project report compared RI state water quality standards and include a station map providing water sediment sampling locations in Valley Falls Pond.

F. DRAFT REPORT PREPARATION
Consultant shall draft report summarizing project activities completed, provide all data collected and maps as discussed in tasks B-E, and include review and conclusions of data. Report will include assessment of options for controlling water chestnut growth in the pond, explanation of benefits and challenges of each option, and identification of any constraints to management actions, cost estimates for actions to be considered, and a recommended course of action(s) based on results of this project including timeframes specific to the plant’s lifecycle. Please include short-term actions (within 1-2 years) as well as long term planning (5-15 years) to help facilitate the City’s search for funding opportunities and resources to implement such future actions. Report should be submitted electronically in Microsoft Word to facilitate commenting and review by the city, allowing four-week period for the city’s review.

G. FINAL REPORT SUBMISSION
Once the documents submitted in task (E) is reviewed by the City, consultant will incorporate review comments received from the city and submit final document electronically, in both Word and pdf format.

**Submittal Requirements**
Consultants responding to the RFP must submit the following information as a minimum:

1. General company information, including but not limited to company history, location of the office where the majority of the work would be performed, general staff size and make-up.

2. General qualification of the firm, indicating experience in the various type of work which are components of this project. Example: design of storm drainage system, grading, parking facilities, etc.

3. Experience with specific similar or relevant projects during the past five years. Describe the projects, indicate the nature of the firm’s responsibility, status of the project and the name, address and phone number of the Owner’s representative.
4. Names and qualifications of the key members of the proposed design team, including assignment of the work and the designation of the proposed Project Manager.

5. Technical proposal, describing the approach to the project and how the requested project activities will be managed and accomplished. Address the proposed coordination with the city, including meetings and review processes.

6. Provide a proposed schedule of work.

7. Provide five general references, name, position, address and phone number.

8. Identify subcontractors who may perform more than 10% of the work and provide experience and qualification information on them.

9. Proposed fees, to be submitted in a separate sealed envelope, broken out as follows:
   • Fee and costs for developing and overseeing the project (not including cost of collection and analyzing samples or data).
   • Preparation of draft and final report
   • Fee and costs for each Task A-G (for tasks D & E, please further break out a per station cost for sediment collection, sediment lab analysis, water collection and water lab analysis.

10. Provide a statement indicating that the firm or its principals or owners do not have a conflict of interest in connection with the project.