



**REQUEST FOR PROPOSALS**  
**SANITARY SEWER**  
**WASTEWATER FACILITIES PLAN**

**PROPOSALS ARE DUE BY FEBRUARY 11, 2022, 3:00P.M.**

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**REQUEST FOR PROPOSALS**  
**FOR PROFESSIONAL ENGINEERING SERVICES**  
**WASTEWATER FACILITIES PLAN**

**1. Introduction**

***Overview of Scope of Services***

The Town of Coventry (Town) is seeking the services of a qualified engineering firm (Consultant) to prepare a comprehensive Wastewater Facilities Plan update. The Town of Coventry has undertaken this revision and updating of the sanitary sewer program to identify the infrastructure necessary to deliver sanitary sewer service to our current and future customers within the corporate limits of the Town. Completion of this update shall include the development of a prioritized short-term and long-term Capital Improvements Plan (CIP) with detailed descriptions and cost estimates, which shall be prepared based on the findings and design criteria for construction, maintenance and expansion of the sanitary sewer system.

**2. Project Description**

***Summary of the Coventry Wastewater System***

The Town's existing sewer collection system has been constructed over a period of approximately 38 years beginning in 1984. The system consists of 13.5 miles of gravity sewer pipelines and 9.6 miles of pressurized lines, ranging in size from 1.5 inches to 30 inches in diameter. Some lines are dry or not currently active but available for future use. Portions of the system were developed privately and subsequently acquired by the Town and the specifications and location of some of those lines are not precisely known.

The current system serves 1,841 accounts. The projected service area for growth would potentially include approximately another 8,000 accounts.

The establishment and growth of the Town of Coventry sewer program is intended to improve public health and the quality and health of the environment through the efficient management and treatment of wastewater. The Town is endowed with many freshwater bodies of water including the Pawtuxet River, Carbuncle Pond, Arnold Pond, Whitford Pond, Great Grass Pond, Carr Pond, Quidnick Reservoir, Stump Pond, Flat River Reservoir (Johnson's Pond), Maple Root Pond, Upper Dam Pond, Lower Dam Pond, and Tiogue Lake. Maintaining the natural health and cleanliness of these bodies of water is highly desirable for the health, recreation, leisure and aesthetic beauty of the community.

Compliance with the U.S. Clean Water Act, the National Pollution Discharge Elimination System, and the Municipal Separate Storm Sewer System programs guides the management and implementation of the Town's sewer program.

Expansion of the Town's sewer system is impeded by the extraordinary costs associated with the presence of shallow bedrock (ledge) in certain areas and the great distances required to extend lines to reach more remote or segregated concentrations of development.

Project goals and objectives:

1. Update the Wastewater Facilities Plan (last updated October 2016) using all subsequent studies in order to identify strategies for planning, budgeting and improving the Town's wastewater system based on current demands, future growth, maintenance conditions of the system and emergency contingencies.
2. Provide solutions to existing problems and inadequate sanitary sewer systems.
3. Guide expansion and extension of the sanitary sewer system to serve future growth, including estimates of associated costs.
4. Provide a review of the current funding for the sanitary sewer program and define possible funding options.
5. Provide sanitary sewer program services that can include, but is not limited to, planning and budget support for the Capital Improvements Program; assistance with grant applications; update of maps, project designs and specifications.

### 3. Scope of Work

The scope of work is as follows:

1. Development of an inventory of existing sanitary sewer facilities.
2. Development of design criteria for analysis of existing facilities and design for future facilities.
3. Analysis and evaluation of the existing system under existing and future development conditions.
4. Development of a plan showing the recommended improvements to the system incorporating existing facilities and wherever possible, a technical analysis of alternatives.

5. Address all comments from Rhode Island Department of Environmental Management (RIDEM) and revise the facilities plan as required during the RIDEM review and approval process.
5. Preparation of cost estimates for the recommended improvements specifying any parameters for a system development charge or connection fee associated with new connections to the sanitary sewer system.
6. Prioritization of the sanitary sewer improvements with justifications to support integration into a Capital Improvement Plan program.
7. Analysis of the current funding structure and recommendations for additional options.
8. Preparation of a Wastewater Facilities Plan, including detailed maps and exhibits.

Procedurally the Consultant shall:

1. Meet with Town staff to establish a working relationship, detailed task outline and project schedule.
2. Analyze and evaluate rules, statutes, regulations, and technical information pertinent to study development. Specifically, the plan must meet the requirements of the Rhode Island Department of Environmental Management rules and regulations for the Operation and Maintenance of Wastewater Treatment Facilities (250-RICR-150-10-4).
3. As draft chapters are completed they are to be presented to staff for review and comment. The Town assumes there will be a 60% and 90% review of the draft before the final report is prepared.
4. Present a draft report to the Town staff, the Planning Commission and the Town Council in work sessions.
5. Assist staff with the process of public hearings, and presentations to the Planning Commission and the Town Council for adoption.
6. Perform final printing of adopted plan and deliver to the Town twenty-five (25) printed copies and one (1) electronic version in PDF of the adopted Wastewater Facilities Plan.

Consultant may submit proposals for the Wastewater Facilities Plan and Sanitary Sewer Program Support and shall be free to include any tasks they believe are important and should be part of the study. The Town may select the most responsive firm to develop the project.

**Closing Date and Anticipated Project Schedule**

Submit one (1) original, four (4) copies, and an electronic PDF version of the consultant’s proposal in an envelope marked:

**TOWN OF COVENTRY, RHODE ISLAND  
REQUEST FOR PROPOSALS  
FOR CONSULTANT SERVICES  
WASTEWATER FACILITIES PLAN UPDATE**

Addressed to:

Town of Coventry  
1670 Flat River Road  
Coventry, RI 02816  
Attention: Town Manager

All proposals must be received no later than 3:00 p.m. (local time), Friday, February 11, 2022. Proposals received after this date and time will not be accepted. Faxed or emailed proposal submittals are not acceptable.

Funding for this project is from the Town’s current budget for fiscal year 2021-2022. Award of a Consultant contract is anticipated to occur in January. It is anticipated that a final executed contract will be procured within 21 to 30 days after the award.

The preparation of the recommended Wastewater Facilities Plan shall be completed by July 31, 2022. This will include bound copies required to begin public review and hearing process. Public review and final adoption will occur shortly after the Town receives bound copies.

Consultants submitting proposals, which are evaluated as being highly responsive to the RFP, may be requested to make an oral presentation to the Consultant Selection Committee.

Proposals shall remain in effect for a period of sixty (60) days after the closing date. Each responding Consultant may withdraw their proposal in writing at any time before closing date and time.

The proposal must state that the Consultant is an Equal Opportunity Employer and will comply with all Federal, State and local laws, rules and regulations.

## 4. Contract terms

### **TOWN'S RIGHT TO ACCEPT, REJECT, AND AWARD PROPOSALS**

The Town reserves the right to:

- Accept or reject any or all proposals received as a result of this RFP;
- To negotiate contract terms with qualified Consultant;
- Take into consideration any or all information supplied by the Consultant in his/her proposal and the Town's investigation into the experience and responsibility of the Consultant. In addition, the Town may accept or reject proposals based on minor variations from the stated specifications, when such action is deemed to be in the Town's best interest.
- Award a contract to that respondent the Town determines to be the most responsive and responsible to this RFP. The successful Consultant shall commence work only after an agreement with the Town is negotiated, a contract fully executed, and a notice to proceed has been issued.
- Cancel the RFP process entirely if deemed in the best interest of the Town.

**Incurring costs:** Neither the Town of Coventry, nor its agents, are liable for costs incurred by Consultants prior to the issuance of a contract.

**Pre-proposal Interpretation:** The Town is not responsible for any explanation, clarification, interpretation, or approval made or given in any manner, except by written Addenda. Addenda, if necessary, will be issued on the Town's RFP project webpage <http://www.coventryri.org> not later than three (3) days prior to the RFP closing date. It is the responsibility of the Proposer to check the webpage for any posted addenda, and ensure that the submitted proposal includes said addenda. Questions must be received five (5) calendar days prior to the RFP closing date. Questions shall be submitted to Ben Marchant at [bmarchant@coventryri.org](mailto:bmarchant@coventryri.org).

**Contract payment schedule:** Payment for work will be made monthly upon receipt of Consultant's billing statement, consistent with Town procedures and as established by the Finance Department. Each statement must include summary of progress made through the date of the billing and shall be submitted to the project manager. Monthly payments will be based on the costs incurred as summarized in the progress report.

**Insurance coverage:** The selected Consultant will be required to provide Errors and Omissions, Professional Liability Insurance in the amount of \$1,000,000 for this project as well as the other insurance coverage including Worker's Compensation.

The consultant shall carry, at a minimum, comprehensive or commercial general liability, personal injury, and property damage insurance in the amount of \$1,000,000 aggregate total for all claims arising out of a single accident or occurrence. The consultant shall include the Town, its' officers, agents, and employees as named insured on insurance policies issued for this project, or shall furnish an additional insured endorsement naming the same as an additional insured to the Consultant's existing public liability and property damage insurance.

The consultant shall carry, at a minimum, automobile liability in the amount of \$1,000,000 aggregate total for all claims arising out of a single accident or occurrence. In addition, the consultant shall insure the work for 100 percent of replacement value for the life of the contract against all loss or damage by fire, theft, vandalism, and malicious mischief.

Before the contract is executed, the consultant shall furnish to the owner a certificate of insurance for limits set out above which is to be in force and applicable to the project.

**Contract requirements:** The successful Consultant will complete a Town standard contract in the form of a ***Professional Services Contract*** which shall incorporate a contract, the Scope of Work, a list of tasks, a work schedule, and certificates of insurance.

The Town will issue the **Notice to Proceed** after the execution of the contract.

The contract shall not be assigned in part or in total and the Consultant shall be solely responsible for the work of sub-consultants.

**Project budget.** Prospective Consultants shall clearly show and define which tasks they will perform for their proposed fee. Details shall include Consultant and sub-consultant staff hours for each task.

## 5. Proposal Requirements

### **Proposal Instructions**

The Consultant must submit a definitive proposal for the end results that are set forth in this RFP. The proposal must describe the intended performance of the Consultant on the activities prescribed and the resources to perform the activities. The selected Consultant must have demonstrated experience in this type of study. The professional staff necessary to conduct the required study must be available for timely response in preparing the Plan Update. The Consultant should have available a project manager with demonstrated skill in managing an interdisciplinary team. The Town expects

the Consultant to maintain the same project manager and key team members through the duration of the project. Sub-consultants proposed by the Consultant shall be listed in the proposal.

**Required Information:** The proposal shall include, as a minimum, the following items:

1. The name of the person(s) authorized to represent the Consultant in negotiating and signing any contract that may result from this document.
2. A description of the organization, size, and structure of the Consultant's team.
3. A statement that the proposal includes all terms and conditions of the RFP.
4. A problem statement from the Consultant's viewpoint, the objectives of the proposed Consultant work, the Consultant's proposed methodology, and a work plan for completing the work. If the Consultant chooses to modify the objectives section, those modifications shall be explained. The Consultant should clearly define the assumptions behind the Proposal.
5. At least three (3) references of former clients with summaries or samples of previous work that demonstrate the Consultant's ability to conduct a study of this scope and magnitude.
6. A list of similar master plans developed within the past five (5) years.
7. The name of the Consultant's project manager and the names of professional persons who will perform the work, a current resume for each, including a description of qualifications, skills, responsibilities, and the special knowledge material to this project.
8. A list of the tasks, responsibilities, and qualifications of any proposed sub-consultant(s).
9. A work schedule showing duration, dependency, and the dates of completion of the tasks necessary to meet the Town's objectives.
10. Any Consultant proposed modification or addition to the objectives detailed in the proposal will be separately assigned resources to permit clear distinction between those items required for the requested proposal and modified proposal.
11. The Consultant shall provide a current rate schedule for all consultant and sub-consultant team members who will be assigned to the project. This rate schedule shall be submitted in a separate sealed envelope with the following information clearly printed on the envelope:

**Town of Coventry, Rhode Island**  
**Request for Proposals for Consultant Services**  
**Wastewater Facilities Plan Update**  
**Consultant & Sub-Consultant Rate Schedule**

12. The rate schedule envelop will be opened when a Consultant has been selected and negotiations for final Scope of Work and Consultant Fees are undertaken.
13. Provide a statement outlining the anticipated involvement of Town staff.
14. Provide a schedule of the Consultant and sub-consultant staff hours associated with each task defined in the proposal.
15. A brief discussion of whether and how any work done on behalf of any other agencies within Rhode Island would affect work to be provided to the Town.

**Evaluation Criteria** The proposals will be review by a selection committee consisting of at least two Town staff members and will be scored and ranked according to the following criteria:

- Introductory letter (5 points)
- Firm's capabilities (20 points)
- Project team (20 points)

- Project approach (40 points)
- Supporting information (15 points)
- Total Possible Points Awarded (100 points)

**Scope of Work Requirements General Statement:** The Town of Coventry provides sanitary sewer service to a current population of approximately 3,600.

The Wastewater Facilities Plan Update to be addressed by this RFP is intended to provide an evaluation of the prior system plans, current system conditions, and projected future needs for serving build-out within the Town. Future urban service demands and capacity enhancement measures are also to be analyzed. A conceptual description of the engineered systems to serve certain areas of interest for expansion to the current system and a planning level cost will be part of the analysis. Detailed scope and cost of this work will be determined separately with the selected consultant.

Public review of the system plan will be accomplished through public informational workshops and formal hearings before the Planning Commission and the City Council for final adoption.

**Evaluate Current Plans, System Conditions, and Preliminary Alternatives:** Consultant shall review existing Wastewater Facilities Plans, reports, studies, codes, regulations, etc., provided by the Town; prepare final schedule, and hold a kick-off meeting with Town of Coventry staff. The Town will provide to the selected Consultant a copy of the following documents (except as noted):

**Coventry Sewer Fund Operating and Financial Data**

- Current Town budget.
- Sewer collection system maintenance reports.
- Three years accurate budget data showing real cash flow for both income and expenses
- Intergovernmental Agreement with Town of West Warwick Wastewater Facility

**Master Plans**

- Town of Coventry Wastewater Facilities Plan, October 2016, Weston & Sampson Engineers, Inc.
- Town of Coventry, Comprehensive Plan.

Rhode Island Department of Environmental Management rules

- RIGL

**Local Plans**

- Center of New England Development Concept Plan
- Xxx Concept Plan

**Maps**

- Coventry zoning map
- Town of Coventry collection and trunk sewer system map showing rim and invert elevations and pipe sizes.

This information is also available for review on the RFP project webpage <https://coventryri.org/bids>.

The Town will be very interested in innovative ideas the Consultant may have that would save the Town money in operation, maintenance, design and construction of future sewer systems and financing, all of which would fall within the scope of a Master Plan.

**Executive Summary, Conclusions and Recommendations:**

Purpose - An explanation of why this Wastewater Facilities Plan Update is being prepared.

Summary - Provide a summary of the findings of the Wastewater Facilities Plan Update.

Conclusions – Provide a detailed list of the conclusions of the Wastewater Facilities Plan Update.

Recommendations – Provide a detailed list of the recommendations for the Wastewater Facilities Plan Update including project descriptions and cost estimates. An operational strategy and a detailed capital improvement plan are of major importance.

**Coventry's Existing Sanitary System:** Describe Coventry's existing sanitary sewer system and include community, system infrastructure, regulatory and financial background.

Community Background – Briefly describe the customer base and land use; residential, commercial and industrial customers; political jurisdictions and agreements; population and a history of Coventry's sanitary sewer system.

Sanitary Sewer System Infrastructure Background – Provide information and mapping of the physical features of the existing system plus an explanation of how the system is currently operated (Operational Strategy). It will also include information on sewer discharge volumes. The Town of West Warwick is responsible for wastewater treatment. The Wastewater Facilities Plan Update should have a brief description as to how the Coventry collection system interrelates to the regional system.

Provide a discussion of existing reserve capacity; evaluate future urban area service potential and a discussion of the computer model, maps and system expansion strategies.

Federal, State and Local Rules and Regulations – Provide a discussion of the Federal, State and local rules and regulations that relate to the Coventry sanitary sewer system.

Funding/Budget – Provide a description and discussion of Coventry's existing funding mechanisms encompassing operations and maintenance (O & M) and capital improvements plan (CIP). Discuss the Town's sewer assessment fee and its inter-relationship with West Warwick Wastewater Treatment.

**Goals of Wastewater Facilities Plan Update:** Goals include providing adequate service for current customers and future growth, solving operational and infrastructure problems with the existing system and insuring compliance with regulatory guidelines.

Future Growth – Review, validate and update as appropriate the growth assumptions and needed projects listed in the current master plan document to accommodate current projected growth.

Infrastructure Problems and Needs – Discuss both operational deficiencies and infrastructure deficiencies of the existing sewer system. This will be accomplished through reviewing existing reports, by holding interviews with appropriate Town staff, and field investigation.

Infrastructure requirements include the need to make appropriate considerations for future service. What reserve capacity may exist, and what potential future urban areas can be most efficiently and cost effectively served by extension of the existing or planned Town system.

**Alternatives and Their Evaluation:** Propose and evaluate alternatives that will meet the previously listed goals and will address future sewer demands, infrastructure needs, regulatory issues, and implementation. Each alternative proposed will include a detailed description, cost analysis, layout drawings and other appropriate material.

**Operational Alternatives** – A component of this Wastewater Facilities Plan will be the development of improvements to the existing operational strategy, including West Warwick Treatment Facility operational objectives and recommendations on how those can be achieved.

**Infrastructure Alternatives** – The Wastewater Facilities Plan Update will develop detailed alternatives for collection and transmission to the West Warwick Wastewater Treatment Regional System. The selected Consultant will work closely with designated Town staff from the Public Works and Engineering in developing the above alternatives. Public Works will be involved in implementing system operational and maintenance strategies. Engineering will be responsible for implementing capital improvement projects.

**The Recommended Plan:** Describe the recommended improvements plan that will allow Coventry to meet the goal of providing sewer service to our existing and future users. This will incorporate the recommended sewer system operational strategy, and any other recommended operational and maintenance improvements. Again, a detailed and prioritized capital improvement plan is an absolute necessity. Prioritization of proposed plans and alternatives will be accomplished jointly by Consultant and Town staff. The recommended physical improvements will encompass collection and transmission to the Town of West Warwick wastewater treatment system. Detailed mapping, narrative project descriptions, and cost tables will be included. Costs will be based on the current year and will be indexed to the most applicable ENR index for future construction. Provide a “cash flow analysis” using the past three year’s audited financial statements as a basis. This analysis is to be projected out no more than ten years at current bond interest rates for the sewer fund.

**Implementation:** Provide an implementation strategy for the recommended plan. Details will include graphs, cost tables and description of sufficient detail to give the Town information to schedule and plan phased improvements depending on demand. This Plan Update will give Town staff sufficient information to:

1. Determine if the sewer system has the capacity to serve the development at the location proposed;
2. Determine the required sewer system improvements to serve the development, line size, gravity service or lift stations;
3. Determine the approximate cost of the required improvements; and
4. Determine how the required improvements fit within the overall plan for expanding the sewer system.

**Appendices:** The Wastewater Facilities Plan Update appendices will include data, modeling results, reference list, maps, other reports, and any other material necessary to provide full background information relied upon in developing the Wastewater Facilities Plan Update recommendations. The appendices may be bound in a separate volume.

**Final Review Process (allow 4 weeks):** Submit ten (10) copies of draft to the Town for review and comment and meet with staff to present the draft plan, answer staff questions, and incorporate appropriate comments into draft plan. At this time the Town will submit the Wastewater Facilities Plan Update to RI Department of Environmental Management for their final review and comment. The selected Consultant will be required to respond to comments from RI Department of Environmental Management.

**Prepare Final Recommended System Plan and Conduct Public Hearings:** Submit twenty five (25) bound copies of the final recommended plan, and 25 copies of a simple summary brochure, to Town staff to begin public hearing process. Consultant shall assist Town staff in presenting final plan to Planning Commission and Council, at least one workshop, and at least one public hearing.

Submit Final Adopted Plan: Submit an electronic file in PDF format along with 25 bound copies, and 50 copies of a simple executive summary brochure, of the adopted Wastewater Facilities Plan Update to the Town, within two (2) weeks of final adoption.

**BIDDER INFORMATION FORM**

Name of Bidder: \_\_\_\_\_

FIRM NAME AND ADDRESS OF BIDDER – This bid is submitted in the name of:

FIRM NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

COMPANY LICENSE #: \_\_\_\_\_

BY: \_\_\_\_\_

(Signature)

TITLE: \_\_\_\_\_

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.

**ANTI-COLLUSION CERTIFICATE FOR CONTRACT AND FORCE ACCOUNT**

Title 23, United States Code, Section 112(c), requires, as a condition precedent to approval by the Director of Parks and Recreation of the contract for this work, that there be filed a sworn statement executed by, on behalf of, the person, firm, association, or corporation to whom such contract is to be awarded, certifying that such person, firm, association, or corporation has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such contract. This sworn statement shall be in the form of an affidavit executed and sworn to by the successful bidder before a person who is authorized by the Laws of this State to administer oaths. If the original of such sworn statement is not signed and submitted, the bid will not be considered responsible.

In order to comply with the above-noted Section 112(c), every bidder must complete the required certification statement.

A bidder will not be considered for award of contract under this invitation for bid unless such bidder completes the following required certification statement prescribed below:

To the Town of Coventry

STATE OF RHODE ISLAND

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_ (name of party signing affidavit) \_\_\_\_\_ (title), being duly sworn, do depose and say: On behalf of \_\_\_\_\_ (name of Contractor), that said Contractor has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with Coventry contracts.

Contractor: \_\_\_\_\_

By: \_\_\_\_\_

(print name)

Signature: \_\_\_\_\_

Sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 2022

My commission expires \_\_\_\_\_.

Signature and Seal of Notary Public

## **LIABILITY/INSURANCE**

### **Liability:**

The Contractor shall and does assume all liability under the terms of the Workmen's Compensation Law of the State in which the work is being performed.

Contractor assumes all liability for injury to persons or damage to, or loss of property of (a) Contractor, his agents or employees, (b) Owner, its agents or employees, and (c) any other person, firm or corporation arising in any way directly or indirectly out of the performance of this Contract whether or not such injury, damage, or loss is due to the negligence of the Contractor, its agents or employees. This foregoing assumption of liability by Contractor shall include, without limiting the generality of the foregoing, any injury, damage, or loss arising out of the operation of motor vehicles. This assumption of liability by Contractor shall also include, without limiting the generality of the foregoing, any injury, damage or loss (1) arising out of the negligence of Contractor, (2) arising out of the joint or combined negligence of Contractor and Owner, (3) arising out of the negligence of a third party or parties and Contractor, or (4) without limiting in any way the foregoing, arising in any way, directly or indirectly out of the conduct or occurrence not fully limited to the separate sole negligence of the Owner as proven by Contractor or third party.

Should the Owner or an agent or employee of the Owner be made a party to any suit or proceeding, even though such suit or proceeding is groundless, false or fraudulent, arising out of injury, damage, or loss for which the Contractor assumes liability under this Contract, the Contractor will defend such suit or proceeding and shall indemnify and hold harmless the Owner, its agents or employees, of and from all liability loss, expenses, judgements (including interest thereon), including Attorney's fees.

Since Contractor hereunder shall be an independent Contractor and not agent, servant, or employee of Owner, Contractor assumes full responsibility for compliance with any and all Federal, State or municipal laws, ordinances, and regulations, including (but not limited to) those having to do with labor, wages and benefits, or taxes and duties collectible from employees under all applicable provisions of the law.

Should the Company choose to subcontract, the Company shall remain fully responsible for the performance of all obligations, which it is required to perform under the Contract. Any subcontract entered into by the Company shall name the Town as a third party beneficiary.

**Insurance:**

Unless otherwise specified, the Contractor shall, before commencing work hereunder, procure and thereafter maintain policies of insurance satisfactory to the Owner covering the liabilities assumed above in the following minimum amounts.

Property Damage	\$1,000,000 (each accident)
Bodily Injury	\$1,000,000 (each person)
Workmen’s Compensation Insurance	All liabilities imposed by Workmen’s Compensation Statutes
Employer’s Liability Insurance	\$ 100,000
Contractual Liability Insurance	\$1,000,000
Completed Operations Insurance	\$ 500,000

Owned, Hired and Non-Ownership Vehicle Bodily Injury and Property Damage to the following Limits:

-bodily injury	\$ 500,000 (each person)
-accidental death	\$1,000,000 (each accident)
-property damage	\$1,000,000 (each accident)

The Contractor agrees to file with the Owner before commencing work hereunder, copies of policies of such insurance which shall contain by endorsement, the specific liabilities assumed above, together with certificates of insurance which shall contain a provision that no change in the amount of said insurance, or termination thereof, shall take place without previous 10 days written notice to the Owner and its written consent to change or termination.

**Best and Final Offer (BAFO)**

If the Town determines a BAFO is necessary, it shall request one from the Offeror. The Offeror shall submit its BAFO and any BAFO received after the deadline or not received shall not be considered.

**Bid Security**

~~In the form of a bid bond, certified check, Treasurer’s Check or Cashier’s Check in the amount of five (5) percent of the bid amount must accompany each bid.~~

**Prevailing wage, OSHA Safety Training and Apprenticeship Requirements**

Bidders must comply with the provisions of the Rhode Island labor laws, including R.I. Gen. Laws §§ 37-13-1 et seq. and occupational safety laws, including R.I. Gen. Laws §§ 28-20-1 et seq. These laws mandate for public works construction projects the payment of prevailing wage rates, the implementation and maintenance of occupational safety standards, and for projects with a minimum value of \$1 Million, the employment of apprentices.

The successful Bidder must submit certifications of compliance with these laws from each of its subcontractors prior to their commencement of any work. Prevailing wage rates, apprenticeship requirements, and other workforce and safety regulations are accessible at [www.dlt.ri.gov](http://www.dlt.ri.gov).

**BID PROPOSAL FORM**

Name of Bidder: \_\_\_\_\_

Total Cost of Project: \_\_\_\_\_  
\_\_\_\_\_

The undersigned in submitting this proposal agrees as follows:

The entire work shall be subject to the requirements of the Contract Documents and Specifications.

Prior to execution of the Agreement for this work, the Contractor shall furnish the Owner with copies of Certificates of Insurance.

Time of Completion:

The undersigned agrees to commence work after \_\_\_\_\_ and to fully complete the total project by \_\_\_\_\_.

Withdrawal of Bid:

The undersigned agrees that this bid may not be withdrawn for a period of sixty (60) days after the bid opening date or receipt thereof.

Rejection of Bid:

The undersigned agrees that the Owner reserves the right to accept to reject any total bid, or part thereof, and to award the total contract or part thereof to other than the low bidder. All decisions regarding contract awards will be final.

**Does this proposal include the use of subcontractors?**

Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes", vendor must:

- List each subcontractor involved in project

Subcontractor Name	Subcontractor Dollar Amount


Specifically state what tasks each subcontractor will perform.

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- The Town of Coventry requires that the awarded vendor provide proof of payment of any subcontractors used for this project.
- Proposals shall include a plan by which the Town of Coventry will be notified of such payments.
- Primary contractor shall not allow any subcontractor to commence work until all insurance required of subcontractor is obtained.

**VENDOR RESPONSIBILITY FORM**

*(A separate sheet of paper may be used if necessary)*

Summarize briefly your experience in providing the commodities or service outlined in the attached specifications:

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List the names and addresses of three (3) firms, **with telephone numbers and contact names**, for which you have provided similar commodities or services:

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List the name and address of one bank or other institution that can provide the Town with an adequate credit reference:

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Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone #: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name and Title

By: \_\_\_\_\_

Signature

**EQUAL OPPORTUNITY EMPLOYER**

This company provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, this company complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.

This company expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.

Bidder: \_\_\_\_\_  
Print Name of Company

Address: \_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
Signature of Person Authorized to Sign Bid  
\_\_\_\_\_  
Print Name and Title of Person Authorized to Sign Bid

**TOWN OF COVENTRY, RI**

**STATEMENT UNDER OATH TO ACCOMPANY BID**

The bidder represents, and it is a condition of the acceptance of this bid, that the bidder has not been a party with other bidders to any agreement to bid a fixed or uniform price.

ATTEST/WITNESS:

\_\_\_\_\_

Name of Bidder (Print)

\_\_\_\_\_

By: \_\_\_\_\_

Signature of Person Authorized to Sign

\_\_\_\_\_

Name and Title of Signatory (Print)

STATE OF \_\_\_\_\_

LOCALITY OF \_\_\_\_\_, TO WIT:

On this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, before the undersigned officer, personally appeared \_\_\_\_\_, known to me or satisfactorily proven to be the person whose name is subscribed on the foregoing instrument for the purposes therein contained. IN WITNESS WHEREOF, I have hereunto set my hand and official seal the day and year aforesaid.

\_\_\_\_\_

Notary Public

My Commission Expires: \_\_\_\_\_

## **REQUIRED ATTACHMENTS**

Each bid shall be accompanied by the following:

- a) Itemized quote of project
- b) Bidder Information Form
- c) Anti-Collusion Certificate for Contract and Force Account
- d) Proof of insurance matching or exceeding stated requirements
- e) Bid Proposal Form
- f) Vendor Responsibility Form; and
- g) Equal Opportunity Employer Form.
- h) Notarized affidavit (non-collusion oath) executed by the bidder, or if the bidder is a corporation, executed by a duly authorized representative of the corporation; and,
- i) Bid security.