

**Town of Gloucester, Rhode Island  
Request for Proposals  
2018-01**

**2018-01 Town of Gloucester, Rhode Island**

1145 Putnam Pike  
P.O. Box B  
Chepachet, RI 02814

**Phone:** (401) 568-6206 Ext 5  
**Fax:** (401) 567-4554  
**Web:** [www.glocesterri.org](http://www.glocesterri.org)

**Request for Proposals  
2018-01**

**Strategy for Reducing Risks from Natural Hazards in Gloucester, RI**

The Town of Gloucester, Rhode Island (Town) is soliciting proposals from qualified planning/engineering firms to conduct an update to the Town's Hazard Mitigation Plan, which will identify potential hazards, town-specific vulnerabilities and proposed actions to mitigate threats. Firms expressing interest will be provided with a copy of a request for proposal (RFP).

Five (5) sets of the sealed proposal will be accepted in the Treasurer's Office at:

Town of Gloucester  
Treasurer's Office  
1145 Putnam Pike  
P.O. Box B  
Chepachet, RI 02814

until **3:00 p.m. on Monday, April 9, 2018**, and will then be publicly opened and read. **NO PROPOSALS WILL BE ACCEPTED AFTER THE 3:00 p.m. DEADLINE.**

Proposals will be evaluated in accordance with R.I. General Law 45-55-5 (2) "Competitive Sealed Bidding."

A certificate of Insurance showing Professional Liability and Workers Compensation with a waiver of subrogation will be required of the successful bidder. The Town reserves the right to reject any or all proposals or parts thereof, to waive any formality in same or reject any proposal deemed not to be in the best interest of the Town.

The Town will provide interpreters for the hearing impaired at the bid opening, provided a request is received three (3) days prior to said meeting by calling 401-568-6206, ext. 5

Diane L. Brennan, Director of Finance

Town of Gloucester, Rhode Island  
Request for Proposals  
2018-01

## **TOWN OF GLOCESTER**

# **STRATEGY FOR REDUCING RISKS FROM NATURAL HAZARDS – PLAN UPDATE**



**2018**

Town of Gloucester, Rhode Island  
Request for Proposals  
2018-01

**BID INFORMATION, REQUIREMENTS  
AND SPECIFICATIONS**

**BID INFORMATION**

BIDS DUE BY: Monday, April 9, 2018 at 3:00 p.m.

BID OPENING DATE: Monday, April 9, 2018 at 3:15 p.m.

BID RECEIPT AND OPENING LOCATION:

Town of Gloucester  
Treasurer's Office  
1145 Putnam Pike  
P.O. Box B  
Chepachet, RI 02814

**Sealed Envelopes Must Be Marked As Follows:**

**“STRATEGY FOR REDUCING RISKS FROM NATURAL HAZARDS – PLAN UPDATE”**

**Town of Gloucester, Rhode Island**  
**Request for Proposals**  
**2018-01**

**I. BID REQUIREMENTS**

1. Sealed bids marked “STRATEGY FOR REDUCING RISKS FROM NATURAL HAZARDS – PLAN UPDATE” will be accepted in the Town Treasurer’s Office until 3:00 p.m. on Monday, April 9, 2018.
2. Sealed bids will be opened in the Town Treasurer’s Office at 3:15 p.m. on Monday, April 9, 2018.
3. Bidders are required to submit five (5) copies of their bids in a sealed envelope.
4. Bids that do not meet minimum requirements may or may not be considered. All exceptions must be listed.
5. Contracts may be competitively negotiated when it is determined, in writing, that the bid prices received by competitive sealed bidding either are unreasonable as to all or part of the requirements or were not independently reached in open competition.
6. The Town of Gloucester shall award the bid to the responsible bidder whose proposal is determined, in writing, to be the most advantageous to the Town.
7. The Town specifically reserves the right to cancel the contract or any portion thereof providing, in its opinion, the services or materials supplied are not satisfactory or consistent with the terms of this Request for Proposals (RFP).
8. The bidder shall guarantee to perform the services offered and the total price of the proposal for a period of not less than 60 days from the deadline for submission of proposal.
9. None of the services covered by the contract shall be assigned in full or in part, or sub-contracted without prior written permission from the Town.
10. Award will not be made to any person, firm or company in default of a contract with the Town, the State of Rhode Island or the Federal Government.
11. The Contractor agrees to defend, indemnify, protect, save and keep harmless the Town of Gloucester for any and all loss, cost, damage or exposure arising from the negligent acts or omissions of the Contractor in undertaking this project.
12. The Contractor will maintain in full force at all times workers compensation insurance for all labor employed on the project. Workers Compensation coverage must meet the statutory obligation of the State and supply evidence of the same to the Town of Gloucester.
13. The successful bidder shall execute a Contractual Agreement within fifteen (15) days after the Gloucester Town Council awards the bid.
14. The Town of Gloucester reserves the right to reject any or all bids and to accept the bid that is most acceptable.
15. The plan update shall begin no later than thirty (30) days after the Town Council awards the bid.
16. The Town of Gloucester is exempt from Federal excise taxes and State sales taxes.
17. The Town of Gloucester does not discriminate on the basis of race color, creed, national origin, age, marital status, sex, physical or mental disability. By submission of your bid, you, the contractor, agree not to discriminate in named areas; and in the event of non-compliance, the Town may declare the contractor in breach and take any necessary legal recourse including termination and/or cancellation of the contract.

**Town of Glocester, Rhode Island**  
**Request for Proposals**  
**2018-01**

**II. INTRODUCTION**

The Town of Glocester, Rhode Island is soliciting proposals from qualified planning/engineering firms to conduct an update to the Town's Hazard Mitigation Plan, which will identify potential hazards, town-specific vulnerabilities and proposed actions to mitigate threats.

The current 5-year plan was developed in-house by the Town with limited assistance from a consultant. It was approved by the Rhode Island Emergency Management Agency (RIEMA) and the Federal Emergency Management Agency (FEMA) in 2005.

Bidders should carefully examine the specifications and fully inform themselves of all language that could in any way affect the cost. Should the bidders find discrepancies or omissions in the specifications, or question their interpretation, they should notify the Town Planner to obtain clarification, prior to submitting any proposal. Failure to obtain clarification of any issue does not relieve the bidder from any responsibility in the bidding of the Hazard Mitigation Plan Update, which meets the needs of the Town of Glocester.

The purpose of this initiative is to update the Town's existing Hazard Mitigation Plan. The final deliverable will be an updated Hazard Mitigation Plan for the Town of Glocester that is approved by RIEMA and FEMA and ready for adoption by the Town Council. The Town has formed a Hazard Mitigation Plan Committee consisting of the Emergency Management Director, Chief of Police, Public Works Director, Town Planner, Building/Zoning Official, and the Fire Chiefs from the three fire districts to assist in this process. This Committee has begun the update process and will share all updated information upon request.

This project is funded by grant monies awarded by Rhode Island Emergency Management Agency and FEMA. Project budget not to exceed \$7,500.

A completed draft of the updated plan will be submitted to RIEMA and FEMA for review and comment. The proposed Hazard Mitigation Plan update will then be scheduled for a public hearing and then subsequently considered by the Glocester Town Council, which will vote whether to adopt the plan, as updated.

There is no expressed or implied obligation for the Town to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Any inquiries concerning the request for proposals should be addressed in writing to Diane L. Brennan, Director of Finance. To be considered, five (5) copies of a proposal must be received in the Treasurer's Office in the Town of Glocester, Treasurer's Office, 1145 Putnam Pike, P.O. Box B, Chepachet, RI, 02814, by 3:00 p.m. on **Monday, April 9, 2018**. The Town reserves the right to reject any or all proposals submitted.

**Town of Gloucester, Rhode Island**  
**Request for Proposals**  
**2018-01**

During the evaluation process, the Town reserves the right, where it serves the Town's best interest, to request additional information or clarifications from proposers or to allow corrections of errors or omissions. At the discretion of the Town, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The Town reserves the right to reject any and all bidders if it deems the bidder does not possess the personnel, experience or other resources to complete the audit in accordance with the audit specifications.

The Town reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town and the firm selected.

Any representations made with the submission will be relied upon and if proven to be false will be grounds for termination of the contract, if awarded. This will not limit the municipality from seeking any other legal or equitable remedies.

It is anticipated the Gloucester Town Council will complete the selection of a firm no later than **April 19, 2018**. Following the notification of the selected firm it is expected a contract will be executed between both parties within 15 days of approval.

### **III. SCOPE OF WORK**

The Consultant shall:

1. Follow the most recent FEMA guidelines to insure that all the required revisions are incorporated into the appropriate sections of the Hazard Mitigation Plan.
2. Examine the recommendations contained in the 2005 Hazard Mitigation Plan and provide suggested amendments for incorporation into the Plan update.
3. Facilitate the approval process and highlight all proposed changes to the Plan using the FEMA Local Mitigation Plan Review Tool.
4. Coordinate with the Gloucester Hazard Mitigation Plan Committee, various Town Departments, the Town Council, and members of the general public.
5. Review FEMA plan update requirements, noting deficiencies or areas outdated or otherwise in need of improvement, and present findings to the Hazard Mitigation Plan Committee to solicit their feedback.
6. Complete specific tasks, as delegated by the Committee, which shall be researched and incorporated into the working draft of the updated plan.
7. Work with the Committee in reviewing, researching, and re-writing components of the Plan such as: identifying/updating the natural hazard profile, reviewing/updating

**Town of Glocester, Rhode Island  
Request for Proposals  
2018-01**

- the inventory of most vulnerable areas, and reviewing/revising risk assessment matrix and recommended actions. The Consultant will ultimately incorporate these components into the working draft of the updated Plan.
8. Recommend and assemble maps and other materials to incorporate into the Plan. The Town's GIS Analyst will assist the Consultant in creating GIS maps.
  9. Present progress on the working draft to the Committee, Town Departments, RIEMA, FEMA, Glocester Town Council or any other party deemed appropriate by the Committee.
  10. Assist the Committee and other staff members throughout the agency and public comment solicitation period.
  11. Update the Plan, in accordance with the Recommended Rhode Island Local Hazard Mitigation Plan Template.
  12. Provide guidance and recount experience regarding this process, as requested by the Committee.
  13. Work continuously and assiduously on the Plan until it is approved by RIEMA and FEMA. Upon receiving FEMA approval, the Consultant will prepare and submit all deliverables as stated in the Project Timetable and Deliverables section of the RFP.

**IV. QUALIFICATIONS**

All work is to be performed by firms or individuals within firms having established experience in public emergency management planning and analysis. Firms and/or individuals must have detailed and relevant experience with applicable Federal and State regulations and programs.

A Statement of Qualifications must be submitted as a part of the respondent's proposal, including a listing of key personnel to be assigned to this project (organizational chart and resumes), relevant experience of the firm, key personnel, and other pertinent information which identifies the respondent's ability to perform the work elements listed in the scope of work. A separate list of all intended sub-consultants must also be provided, identifying the tasks for the sub-consultant and the (proposed) relationship between the respondent and the sub-consultant (i.e. joint venture, straight sub-consultant basis, etc.). Similar qualifications information is to be supplied for each proposed sub-consultant.

**V. SUBMISSION OF PROPOSAL**

Interested parties shall submit five (5) sealed copies of their bid. Sufficient information should be included that would identify the consultant's ability to perform the work within the given project timetable. Particular emphasis should be placed on the consultant's experience with hazard mitigation and emergency management planning.

Included within the bid proposal shall be a lump sum cost for ALL WORK required as enumerated in this Request for Proposals.

**Town of Gloucester, Rhode Island  
Request for Proposals  
2018-01**

**VI. PROJECT TIMETABLE AND DELIVERABLES**

Solicitation of Proposals: **March 15, 2018**

Submission of Proposals: **April 9, 2018**

Selection of Consultant/Award: **April 19, 2018**

Eight (8) paper copies of a draft final report shall be delivered to the Town of Gloucester after the receipt of final review comments from the Town.

Eight (8) paper copies of a final bound report and a digital version (.doc and .pdf) of same on CD, shall be delivered to the Town of Gloucester within two (2) weeks after the receipt of FEMA approval.

Text provided in the final CD version shall be in the latest version of Microsoft Word. Tables, graphs, charts, etc. shall be in the latest version of Microsoft Excel. Drawings shall be done in AutoCAD or in another format that is acceptable to the Town.

**VII. EVALUATION PROCEDURES**

A. Selection Criteria

This will be a “Qualifications Based Selection (QBS)” process. Proposals will be examined by a review team consisting of Town of Gloucester’s Town Planner, Emergency Management Agency Director and other senior staff members and technically evaluated based on the five criteria listed below. Costs will be evaluated separately. It is the responsibility of the Consultant to provide information, evidence or exhibits which clearly demonstrate the ability to satisfactorily respond to the project requirements and the factors listed below. The Town will select the top ranked firm based on the criteria herein as it may apply to the specific Scope of Work.

B. Technical Evaluation

**1. Company Qualifications and Experience (Maximum 25 points)**

Specialized planning experience is required of the company in a series of work areas - proposals must clearly demonstrate full knowledge, understanding, and experience in the methods, techniques, and guidelines required for the performance of the required work:

- a. Experience demonstrated on similar projects.
- b. Knowledge of current issues and state of the art techniques in the relevant technical areas.



**Town of Gloucester, Rhode Island  
Request for Proposals  
2018-01**

- c. The ability to provide the necessary skills and expertise from in-house resources.
- d. Methods for assuring product quality, cost control, delivery schedule, and project oversight (a narrative description of the quality control plan must be included).
- e. The Consultant shall address the proposed level of effort by task for each employee category.

**2. Personnel Qualifications and Availability (Maximum 20 points)**

Specialized experience is required of the project personnel proposed to undertake the work assignments - proposal must clearly demonstrate the capability, academic background, training, certifications and experience of the proposed personnel:

- a. Availability of the proposed staff must be demonstrated.
- b. A demonstrated expertise and ability for rapid turn-around and flexibility on short-term projects.
- c. Project Manager(s) must have the ability to effectively direct multiple simultaneous work assignments.
- d. Project Manager(s) must have the ability to integrate and utilize interdisciplinary teams effectively on assignments requiring a variety of skills and expertise from in-house resources.

**3. Performance Record of Firm (Maximum 15 points)**

A list of references of at least three (3) recent contracting officers on projects of a similar magnitude and complexity; references must include telephone numbers and affiliation.

**4. Project Understanding (Maximum 15 points)**

The Consultant must demonstrate a comprehension of the role and function of this work in meeting the needs of the Town. In addition, the Consultant shall have a working knowledge of the geographic area, as evidenced by prior work experience in the region.

**5. Project Timeline (Maximum 10 points)**

The Consultant must provide a schedule of tasks that they will undertake to complete the project, providing milestone dates for major elements.

C. Cost Evaluation

**1. Cost Evaluation (Maximum 15 points)**

Cost will be considered as an independent factor from the above evaluation factors. The cost proposal will be evaluated not only to determine whether it is reasonable, but also to determine the Consultant's understanding of the magnitude of the Scope of Work and ability to complete the work.

**Town of Gloucester, Rhode Island**  
**Request for Proposals**  
**2018-01**

D. Oral Presentations

During the evaluation process, the Evaluation Committee may, at their discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Town of Gloucester may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

E. Final Selection

The evaluation committee will recommend a firm for approval by the Town Council.

It is anticipated that a firm will be selected by April 19, 2018. Following notification of the firm selected, it is expected a contract will be executed between both parties.

F. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town of Gloucester and the firm selected. The Town reserves the right without prejudice to reject any or all proposals.

**Town of Gloucester, Rhode Island  
Request for Proposals  
2018-01**

**APPENDIX A**

**PROPOSER WARRANTIES**

- A. Proposer warrants that it is willing and able to comply with State of Rhode Island laws with respect to foreign (non-state of Rhode Island) corporations.
- B. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the Town of Gloucester.
- C. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: \_\_\_\_\_

Name (typed): \_\_\_\_\_

Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX B**

**Town of Glocester, Rhode Island  
Request for Proposals  
2018-01**

FORM OF CONTRACT FOR SERVICES

CONTRACT FOR PROFESSIONAL SERVICES

AGREEMENT (To be signed at award of contract only)

Made as of the \_\_\_\_\_ day of \_\_\_\_\_ in the year of

BETWEEN the Owner:                   The Town of Glocester  
  1145 Putnam Pike  
  P.O. Box B  
  Chepachet, RI 02814

And the Firm: \_\_\_\_\_  
(Name and Address) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For the following Project: Professional Services

- A. The Owner and Firm agree to perform services as set forth in the "Request for Proposals" for the above noted project, at an agreed upon amount of \$ \_\_\_\_\_.

OWNER  
\_\_\_\_\_  
(Signature)

FIRM  
\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name and Title)

\_\_\_\_\_  
(Printed Name and Title)