

**Town of Warren Request for Proposals
Multi-Purpose Field Preparation**

Submittal Deadline August 22, 2019 at 11 AM

Town of Warren Request for Proposals Multi-Purpose Field Preparation

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1. INTRODUCTION

The Town of Warren (the Town) owns a certain parcel or parcels of land identified as Assessor’s Plat 19, Lot 47 The intent of this Request for Proposal (RFP) is to identify one or more bidders with whom the Town might retain to prepare the parcel for the use as multi-purpose fields.

In responding to the RFP, Bidders shall provide evidence of their qualifications. Responses will be evaluated on the effectiveness, depth, technical feasibility, comprehensiveness and cost. The Town of Warren then intends to choose one of the Bidders as a partner for executing the scope.

In posting this RFP, the Town reserves the right to:

- Contract with the winning Bidder to provide the services identified in Section 3.
- Adjust the scope of work.
- Reject any and all responses resulting from this RFP.
- Cancel the Solicitation at any time prior to the execution and approval of a contract. If this Solicitation is canceled, all proposals received in response to this RFP will be rejected.

The Town is not liable for any costs incurred by any person or firm responding to this RFP. The Town reserves the right to reject, as non-responsive, any proposals that do not contain the information requested in this RFP. Specific instruction for developing and submitting the RFP

are provided in Sections 5 and 6. Late responses will not be accepted. The Town is under no obligation to return any proposals or materials submitted by a Bidder in response to this RFP.

Please direct all questions regarding this RFP (email only) to:

Bob Rulli
Director, Office of Planning &
Community Development
brulli@townofwarren-ri.gov

2. TOWN OBJECTIVE

Prepare land for use as multi-purpose fields.

3. REQUESTED SERVICES

The successful Bidder will provide all services necessary including disk harrowing of the area, corn stalk residual removal, roto-tilling, rolling, grading, aeration prior to seeding, seeding, fertilizing and the application of Sol-U-Cal Lime and final rolling.

4. SUBMITTAL INSTRUCTIONS

- 4.1 Questions – All questions related to this RFP must be submitted via email to Bob Rulli at the email address noted above.
- 4.2 Addenda to RFP – If it becomes necessary to revise any part of this RFP, or if additional information is necessary to clarify any of its Provisions, an addendum will be posted on the statewide procurement site, <http://www.purchasing.ri.gov>.
- 4.3 Content – The requirements listed in this Section represent the minimum content that must be included in each submittal. They are not intended to limit substantive content (unless expressly stated otherwise). It is the Bidder's responsibility to include information in their submittal that meets these minimum content requirements, as well as, any additional information that further demonstrates relevant qualifications.

- 4.3.1 Cover Letter
- 4.3.2 Description of Firm and Experience – Describe your firm’s legal structure, areas of expertise, length of time in business, number of employees and other information that would be helpful in characterizing your company.
- 4.3.3 Use of Subcontractors – Bidder must identify any subcontractors that will be used on this project and describe the contractual arrangement that will exist with all subcontractors. The Bidder will be considered the prime Contractor and will be fully responsible for the performance of all services, including the quality and timeliness of work performed by the subcontractor.
- 4.3.4 References – Provide three (3) municipal references for which your firm and/or your key personnel have provided similar services.
- 4.3.5 Bid Submittal – Three (3) copies of submittal must be received by the Warren Town Clerk, 514 Main Street, Warren RI 02885, prior to 11:00 am on August 22, 2019. Any submittal received after this time will be automatically rejected.

5. SELECTION CRITERIA

Responses will be based on experience, references, timing and price.

6. PROJECT TIMELINE

Milestone	Milestone Date
RFP announced	August 6, 2019
End of question period	August 19, 2019
Responses posted to http://www.purchasing.ri.gov	August 20, 2019
Bids due	August 22, 2019 @ 11:00 AM

BID FORM:

TO: Town of Warren
Office of the Town Clerk
514 Main Street
Warren RI 02885

PROJECT: _____

DATE: _____

SUBMITTED BY: _____

ADDRESS OF BIDDER: _____

TELEPHONE NUMBER: _____

LICENSE #: _____

BID

Having examined the place of work and all matters referred to in other sections of his document prepared by the Town of Warren, Public Works Department for the above-mentioned project, we the undersigned, hereby propose to enter into a contract to perform the work for a total sum of:

(Numerical Sum)

(Written Sum)

ACCEPTANCE:

This bid shall irrevocably be open to acceptance for ninety (90) days from the bid closing date. If this bid is accepted by the Owner within ninety (90) days, we will:

1. Furnish the required bonds and insurance certificates in compliance with the provisions of instructions to bidder.
2. Commence work in accordance with the approved schedule with a completion date no later than ninety (90) days from the date of the notice to proceed.

BID FORM SIGNATURES:

(Bidders Printed Name)

By: _____
(Signature)

Title: _____