



TOWN OF NORTH KINGSTOWN, RHODE ISLAND

**100 Fairway Drive
North Kingstown, RI 02852-6202
Phone: (401) 294-3331
Fax: (401) 583-7125
www.northkingstown.org**

REQUEST FOR QUALIFICATIONS Department of Planning Local Hazard Mitigation Plan

*Sealed proposals for the above will be accepted in the Office of the Purchasing Agent, Town Municipal Offices, 100 Fairway Drive, North Kingstown, RI 02852, until **10:00 am on January 31, 2024** and will then be publicly opened and read aloud. The Municipal Offices are open 8:30am – 4:30pm, Monday through Friday. Please plan accordingly.

***PLEASE SUBMIT ONE ORIGINAL AND ONE DIGITAL COPY IN PDF FORMAT ON A FLASHDRIVE.**

NO BIDS WILL BE ACCEPTED AFTER THE JANUARY 31, 2024 10:00AM DEADLINE

IT IS THE RESPONSIBILITY OF THE PROSPECTIVE BIDDERS TO MONITOR THE TOWN AND/OR STATE OF RHODE ISLAND PURCHASING WEBSITES FOR ANY SUBSEQUENT BID ADDENDUM. NO ADDENDA WILL BE ISSUED OR POSTED WITHIN FORTY-EIGHT (48) HOURS OF THE BID SUBMISSION DEADLINE.

All questions are to be submitted in writing via email to: Tim McDavitt, Purchasing/Finance timcdavitt@northkingstownri.gov **NO LATER than Tuesday January 16, 2024 at 4:00pm** in order to post any necessary Addendum in a timely manner. **NO QUESTIONS WILL BE ACCEPTED AFTER JANUARY 16, 2024.**

Bid Format

1. Company Overview:
 - Provide an overview of your company, including its history, experience, and areas of expertise.
 - Highlight any relevant certifications, partnerships, or awards that demonstrate your capabilities.
2. Client References:
 - Include a list of current and past clients who can serve as references for your services.
 - Provide contact information for at least three references, including the name, organization, position, and contact details.

The Town of North Kingstown reserves the right to reject any or all proposals or parts thereof; to waive any formality in same, or accept any proposal deemed to be in the best interest of the Town.

The Town of North Kingstown will provide interpreters for the hearing impaired at any pre-bid or bid opening, provided a request is received three (3) days prior to said meeting by calling 294-3331, ext. 142.

SELECTION CRITERIA

The bid will be evaluated as to R.I.G.L. 45-55-5.2(2) "Competitive Sealed Bidding" and the award shall be made based on the lowest evaluated or responsive bid price from a qualified vendor.

The following factors will be considered in determining the qualified bidder:

- Competence to perform the services as reflected by technical training and education; general experience in providing the required services; and the qualifications and competence of persons (Design-Build Partnership) who would be assigned to perform the services, both design and construction related.
- Ability to perform the services as reflected by workload and the availability of adequate personnel, equipment, and facilities to perform the service expeditiously; and
- Past performance as reflected by the evaluation of private persons and officials of other Governmental and Utility entities that have retained the services of the vendor with respect to such factors as control of costs, quality of work, and an ability to meet deadlines.
- Demonstrated experience in the type of work required, and all design-build partnership experience.
- Record of the vendor in accomplishing work on similar projects in the required time: (List references and listing of like projects completed or currently in progress on Experience Sheet.) Completion of Experience Sheet is required for bid consideration.
- Quality of work previously performed by the vendor for the Town of North Kingstown, if any.
- Meets or exceeds Insurance Requirements.
- Review of Subcontractors.
- Time schedule for plan completion.
- Acknowledgement of Bid Addenda (if any)
- **SEE ARTICLE 7 OF INFORMATION FOR BIDDERS.**

NOTE: IN OUR ONGOING EFFORTS TO PREVENT FRAUDULANT ACTIVITY, ALL SUBMISSIONS MUST INCLUDE THE FOLLOWING:

- **A COPY OF THE VENDOR'S W-9**

TOWN OF NORTH KINGSTOWN, RHODE ISLAND INFORMATION FOR BIDDERS

ARTICLE 1. RECEIPT AND OPENING OF BIDS

Sealed bids must be submitted in SEALED ENVELOPES, addressed to the **Town of North Kingstown Municipal Office Building, ATTN: Purchasing/Finance, 100 Fairway Drive, North Kingstown, Rhode Island 02852**, and clearly marked with the name of the item bid, and the date and time of opening. The Purchasing Agent will receive bids up to the specified time as noted on the Invitation to Bid/Request for Proposal, and publicly opened and read aloud at the specified time. **The Town of North Kingstown will respectfully follow any Covid-19 guidelines in place at the time of opening.**

Proposals submitted for a specified item must not be combined under the same cover with any other bid item.

It is the bidder's responsibility to see that their bid is delivered within the date/time, and at the place prescribed. Proposals received prior to the time of opening will be date/time stamped and securely kept unopened. No responsibility will attach to any officer or person for the premature opening of a proposal not properly addressed and identified.

Bids may be withdrawn personally or by written request at any time prior to the time specified for the opening. Bids may be modified in the same manner. Negligence on the part of the bidder in preparing the bid confers no right of withdrawal or modifications to bid after such bid has been opened.

Any bid received after the time and date specified shall not be considered, by messenger or by mail, even if it is determined by the Town that such non-arrival before the time set for opening was due solely to delay in the mails for which the bidder is not responsible. Conditional or qualified bids will not be accepted.

ARTICLE 2. PREPARATION OF BID

Each bid must be submitted on the prescribed form. All blank spaces for bid prices must be filled in, in ink or typewritten, both in words and figures. Erasures or other changes must be explained or noted over the signature of the bidder.

Each bid must be submitted in sealed envelopes, clearly labeled, so as to guard against opening prior to the time set, therefore.

The Town may consider any bid not prepared and submitted in accordance with the provisions hereof and reserves the right to reject any or all proposals in whole or in part, toward any item, group of items, or total bid; to waive any technical defect or formality in same, or to accept any proposal deemed to be in the best interest of the Town.

ARTICLE 3. TELEGRAPHIC MODIFICATION

Telephonic, telegraphic, or oral bids, amendments or withdrawals will not be accepted.

ARTICLE 4. WITHDRAWAL OF BIDS

Bids may be withdrawn personally or by written request at any time prior to the time specified for the opening. Bids may be modified in the same manner. Negligence on the part of the bidder in preparing the bid confers no right of withdrawal or modifications to bid after such bid has been opened.

ARTICLE 5. QUALIFICATIONS OF THE BIDDER

The Town reserves the right to request each bidder to present evidence that they are normally engaged in purveying the type of product, service, or equipment bid on. No bid shall be considered from bidders who are unable to show that they are normally engaged in purveying the type of product or equipment specified in the bid proposal.

To receive full consideration, the bidder must submit literature and necessary details, when applicable, on the material or service he proposes to furnish in order that the Town may have full information available when analyzing the proposals.

ARTICLE 6. OBLIGATIONS OF THE BIDDER

It is the responsibility of the bidder to have inspected the Specifications and Contract Documents (including all addenda) which have been posted on the Town of North Kingstown and State of Rhode Island Purchasing websites. The failure or omission of any bidder to receive or examine any form, instrument, or document or to inspect any item specified as a Trade-in shall (if applicable) in no way relieve any bidder from any obligation in respect to their bid.

When applicable, each bidder must inform themselves fully of the conditions relating to the construction of the project and the employment of labor thereon. Failure to do so will not relieve a successful bidder of their obligation to furnish all material and labor necessary to carry out the provisions of their contract. Insofar as possible the contractor, in carrying out the work, must employ such methods or means as will not cause any interruption of or interference with the work of any other contractor.

Any exceptions or deviations from the provisions contained in this specification must be explained in detail and attached to proposal. If such deviations do not depart from the intent of this notice and are in the best interest of the Town, the proposal will receive careful consideration.

ARTICLE 7. TAX EXEMPTIONS

The Town is exempt from payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30 Para. I, as amended. The Town is exempt from payment of Federal Excise Taxes. The prices bid must be exclusive of taxes and will be so construed. Exemption certificates will be completed as required by the successful bidder.

ARTICLE 8. DELIVERY

Delivery shall be F.O.B. North Kingstown, Rhode Island or as specified on the Bid Proposal Form.

ARTICLE 9. CONTRACT PERIOD AND TERM OF AGREEMENT (*When Applicable to Bid*)

Contract period is found in the Standard Form of Agreement. If financially advantageous to the Town of North Kingstown, these contracts may be renewed or extended, from time to time, when agreed to, in writing, by both parties.

ARTICLE 10. LABOR REGULATIONS (*When Applicable to Bid*)

The following paragraphs regarding nondiscrimination in employment shall be included and become part of these specifications:

- a. Contractors shall comply with the provisions of the General Laws of Rhode Island and attention is called to Title 37, Chapter 13, Section 1-16, relative to the payment of wages, obligations, and charges by Contractors on public works projects.
- b. Non-resident Contractors are subject to Section 44-1-6 of the Rhode Island General Laws, as amended. (OUT OF STATE CONTRACTORS.)
- c. The successful bidder will be required to comply with the Davis-Bacon Act (40 USC 2 to a-7) as supplemented by Department of Labor regulations (29CFR Part 5).
- d. The successful bidder will be required to comply with the Contract Works Hours and Safety Standards Act (40 USC 327-330) as supplemented by Dept. of Labor Regulations (29CFR, Part 5).
- e. The successful bidder will be required to comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended, and as supplemented in Department of Labor regulations (41 CFR Part 60).
- f. The successful bidder will be required to comply with the Copeland "Anti-Kickback" Act (18 USC 874) as supplemented in Department of Labor regulations (29 CFR, Part 3).
- g. The successful bidder will be required to comply with the Safety and Health regulations (29 CFR, Part 1926, and all subsequent amendments) as promulgated by the Department of Labor.
- h. The successful bidder will be required to comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352).

ARTICLE 11. SAFETY STANDARDS AND ACCIDENT PREVENTION (*When Applicable to Bid*)

With respect to all work performed under this contract, the contractor shall:

- a. Comply with the safety standards provisions of applicable laws, building and construction codes, and the "Manual of Accident Prevention in Construction" published by the Associated General Contractors of America, the requirements of the Occupational Safety and Health Act of 1970 (Public Law 91-596), and the requirements of Title 29 of the Code of Federal Regulations, Section 1518 as published in the "Federal Register", Volume 36, No. 75, Saturday, April 17, 1971.
- b. Exercise every precaution at all times for the prevention of accidents and the protection of persons (including employees) and property.
- c. Maintain at their office or other well-known place at the job site, all articles necessary for giving first aid to the injured and shall make arrangements for the immediate removal to a hospital or a doctor's care of persons (including employees), who may be injured on the job site. In no case shall employees be permitted to work at a job site before the employer has made a standing arrangement for removal of injured persons to a hospital or a doctor's care.
- d. Bidders are informed that the Project is subject to the requirements of Section 292.675. RSMO, which requires all contractors or sub-contractors doing work on the Project to provide, and require its on-site employees to complete, a ten (10) hour) course in construction safety and health approved by the Occupational Safety and Health Administration ("OSHA") or a similar program which is at least as stringent as an approved OSHA program. The training must be Completed within sixty (60) days of the date of work on the Project commences. On-site employees found on the worksite without documentation of the required training shall have twenty (20) days to produce such documentation.

ARTICLE 12. INSURANCE REQUIREMENTS (*When Applicable to Bid*)

The Vendor/Contractor shall assume responsibility and liability for all injuries to persons or damages to property, directly or indirectly due to, or arising out of, their operations under the contract and shall be responsible for the proper care and protection of all work performed until completion and final acceptance by the Town.

The Vendor/Contractor shall also indemnify and save harmless the Town of North Kingstown against any and all claims of whatever kind and nature due to, or arising out of, their breach or failure to perform any of the terms, conditions, or covenants of the contract resulting from acceptance of their bid.

The Contractor shall furnish the Purchasing Agent with certificates of insurance from companies acceptable to the Town of North Kingstown. All insurance companies listed on certificates must be licensed to do business in the State of Rhode Island. The Vendor/Contractor shall provide a certificate of insurance as specified on the bid proposal form attached. Contracts of insurance (covering all operations under this contract) shall be kept in force until the

Vendor's/Contractor's work is acceptable by the Town.

The limits of the insurance must be at least in the amounts specified below;*

1. (R) Commercial General Liability – Occurrence Form
\$1,000,000/\$1,000,000.
2. (R) Automobile Liability – \$1,000,000. With both of the above naming the Town as additional insured.
3. (R) Worker's Compensation (if legally allowed and available). Waiver of subrogation applies to Worker's Compensation
4. (NR) Professional Liability – \$1,000,000.00
5. (NR) Asbestos Liability – \$1,000,000.00

*Sample Certificate of Insurance attached (R) REQUIRED (NR) Not Required

The Vendor/Contractor shall secure, pay for, and maintain insurance as necessary to protect himself against loss of owned or rented capital equipment and tools, with provision for waiver of subrogation against the Owner, and shall secure, pay for, and maintain insurance as necessary to protect against errors and omissions which may result from this project.

When applicable, the Vendor/Contractor shall require similar insurance in the above amounts to be taken out and maintained by each sub-contractor. The Vendor/Contractor shall be fully responsible for the acts and omissions of their subcontractors and of persons employed either directly or indirectly by him/her. Nothing contained in the contract shall create any contractual relation between any sub- contractor and the Town of North Kingstown.

ARTICLE 13. PERFORMANCE BOND & LABOR AND MATERIAL PAYMENT BOND(When Applicable to Bid)

The successful bidder will be required to furnish the Town with a performance Bond and Labor and Material Payment Bond, each in the amount of 100% of the contract price, as security for faithful performance of the Contract and executed by a surety company licensed to do business in the State of Rhode Island and approved by the Town. The failure of the successful bidder to supply the required Bonds within a time specified or within such extended period as the Town of North Kingstown may grant based upon reasons determined sufficient by the Town, shall constitute a default, and the Town may either award the contract to the next lowest bidder or re-advertise for bids

ARTICLE 14. LAWS, ORDINANCES AND CODES

All applicable Federal and State Laws, Ordinances and Codes of the Town of North Kingstown, Federal Labor Standards, and regulations of all authorities having jurisdiction over this Project shall apply to this contract the same as though written herein in full.

The Town of North Kingstown will not award the Contract to any Contractor who is, at the time ineligible under the provisions of any applicable regulations issued by the Secretary of Labor,

United State Department of Labor, or is not qualified under applicable Ordinances of the Town of North Kingstown, or the laws of the State of Rhode Island.

ARTICLE 15. LIQUIDATED DAMAGES (*When Applicable to Bid*)

The successful bidder, upon their failure or refusal to execute and deliver the contract and bonds required within 10 days after he received notice of the acceptance of their bid, shall forfeit to the Owner, as liquidated damages for such failure or refusal, the security deposited with their Bid.

Failure on the part of the Contractor to complete the project within the agreed time schedule will result in a liquidated damage cost of One Hundred Dollars (\$100.00) per day, excluding Saturdays, Sundays, and holidays, to the Contractor, until completion (final Acceptance), excluding warranty periods. The Town may apply liquidated damage costs to current payment requests not yet paid.

ARTICLE 16. POWER OF ATTORNEY (*When Applicable to Bid*)

Power of Attorney: Attorneys-in-fact who sign bid bonds or contract bonds must file with each bond a certified and effectively dated copy of their power of attorney.

ARTICLE 17. NOTICE OF SPECIAL CONDITIONS (*When Applicable to Bid*)

Attention is particularly called to those parts of the contract documents and specifications which deal with the following:

- a. Inspection and testing of materials
- b. Insurance requirements
- c. Wage rates
- d. Stated allowances

ARTICLE 18. METHOD OF AWARD – LOWEST QUALIFIED BIDDER (*When Applicable to Bid*)

If at the time this contract is to be awarded, the lowest bid submitted by a responsible bidder does not exceed the amount of funds then estimated by the Owner as available to finance the contract, the contract will be awarded. If such bid exceeds such amount, the Owner may reject all bids. The awarding authority will not award this contract unless the Contractor furnishes satisfactory evidence of his/her ability and experience to perform this work, and that he/she has sufficient capital and equipment to enable him/her to complete the work successfully and to complete it within the time named in the contract. **Pre-bid conferences may or may not be scheduled.**

Town of North Kingstown Request for Qualifications For Local Hazard Mitigation Plan 5-Year Update

Background

The Town of North Kingstown is a coastal community situated on Narragansett Bay in Washington County, Rhode Island. The town is landlocked on three sides with the Bay forming its eastern boundary. The Hunt River forms the northern border of the town while the Annaquatucket and Pettaquamscutt (Narrow) rivers both run through the southern portions of the town. The town measures at 58.3 square miles, comprised of approximately 6,343 acres of wetlands (22.6%) and 14,085 acres of forest (49.8%). North Kingstown's coastal location and low-lying areas, makes the town susceptible to coastal flooding, river flooding and flash flooding, and storm surges. Other notable hazards include, but are not limited to, winter storm events, hurricanes, drought, wildfire, and a confirmed tornado experienced as recently as 2021.

Development in the Town varies from the large industrial/business park of Quonset Point to the sod farms and low-density residential areas of Slocum to the historic coastal village of Wickford. Based on the *2023 North Kingstown Datasheet* from HousingWorks RI at RWU, the population of North Kingstown was estimated at 27,696 and the town has approximately 12,222 housing units. Coastal buildings are primarily residential with more than 3,000 homes and businesses in coastal flood or storm surge areas. Most of these areas are close to being fully built out, and it is expected that existing land uses will generally continue. More recently, development has moved towards the western portion of the town and along Post Road, as the available land on the coast has become mostly developed.

Existing Local Hazard Mitigation Plan

The original plan was developed by the town and adopted in 2005. The 2019 update to the plan addresses adaptation to climate change and projected sea-level rise scenarios in North Kingstown. Much of this information was made available from partnership work as part of a pilot project with the University of Rhode Island Coastal Resources Center and the RI Sea Grant to study climate change and sea level rise.

I. PURPOSE AND INTENT

The purpose of this request is to contract a qualified consultant to update the existing “*Strategy for Reducing risks from Natural Hazards in North Kingstown, Rhode Island*” (Hazard Mitigation Plan), which was last adopted by the Town in August 2019 (approved by the town in June 2005). The plan is designed to identify the Town's specific vulnerabilities, identify potential hazards, and actions to mitigate threats. Elements of the current plan will be re-written and updated to include appropriate information regarding recent natural hazard occurrences, demonstrate how the mitigation efforts have been implemented, and identify how priorities may have changed over the previous years. The plan must meet the requirements of the mitigation planning regulations

under the 44 CFR Part 201 and include information to maximize the potential credits the town may gain as part of the CRS program. The updated plan shall also consider the findings of the CRB Workshop Summary of Findings and the 2019 North Kingstown Comprehensive Plan Re-Write.

The final deliverable will be an updated Hazard Mitigation Plan (HMP) that will achieve FEMA/CRS and RIEMA approval for the required 5-year update, to be adopted by the Town of North Kingstown before the current plan's expiration in August 2024.

Schedule.

The details of work required to be performed is outlined in the section entitled "Scope of Services".

All final deliverables will be reviewed by the Planning Department for accuracy.

The Town anticipates entering into the contract by mid-February 2024 and holding an initial meeting with the Committee by the end of February 2024. **This project has an accelerated timeframe. The Consultant will be required to submit a complete draft of the Hazard Mitigation Plan for RIEMA and FEMA review no later than June 6, 2024. The final updated HMP must be completed and adopted by the FEMA before the current HMP expiration date of August 22, 2024.**

A digital version (.doc and .pdf) of the Final HMP on flash drive shall be delivered to the Town within two (2) weeks after the receipt of FEMA approval.

II. SCOPE OF SERVICES

Task 1. PROPOSAL TASKS

- A.** Consultant will review and gain an in-depth understanding of the current state and local hazard mitigation plan (HMP), the Town of North Kingstown Comprehensive Plan 2019, and how the goals in both plans align, in accordance with other town policies, codes, ordinances, and management plans.
- B.** Consultant will review and follow FEMA/CRS/RIEMA requirements to assure inclusion of all elements and identify the necessary revisions in each section to meet the requirements; including but not limited to deficient or outdated data, conditions that have changed in the past five years (i.e. environment, demographics, economics, etc.), the 10-step CRS Activity 510 Planning Process, and all pertinent FEMA Guidelines that have gone into effect since approval of the 2019 plan update.
 - 1. *Expand on existing and new risk hazard assessments. This shall include a review of historic event data.*
 - 2. *Review the FEMA provided review tool to address "Opportunities for Improvement"*

from the past plan update.

- 3. Rank identified hazards consistent with State Hazard Mitigation Plan. Provide description, extent, location, previous occurrences, probability of future occurrences, at-risk populations, and climate change impacts. A map of these hazard areas shall be created.*
 - 4. Expand on and develop mitigation strategies for vulnerability assessments including, but not limited to: sea level rise projections, impacts on critical assets, type and number of repetitive loss properties in hazard areas, types and numbers of existing and future buildings, infrastructure, and critical facilities located in hazard areas, estimate potential losses (dollar value of losses due to vulnerability of identified structures), analyze development trends so that mitigation options can be considered in future land decisions.*
 - a. A list of mitigation goal statements that focus on reducing the risks from the identified natural hazards.*
 - b. A section that identifies and analyzes a comprehensive range of specific mitigation actions and projects being considered to reduce the effects of each hazard, with particular emphasis on new and existing buildings and infrastructure. This section will include a list of prioritized hazards mitigation projects that best meet the communities' needs for multiple hazard damage reduction.*
 - 5. All existing multiple hazard protection measures within the jurisdiction, including protective measures under the National Flood Insurance Program (NFIP).*
 - 6. Research and provide a comprehensive list of mitigation strategies and actions put in place by similar coastal communities. Identify types of actions (such as zoning ordinance amendments, capital budget items, etc.), costs and benefits, and implementation responsibilities.*
 - 7. Summarize the status of all 2019 HMP Mitigation Actions.*
 - 8. Include and identify actions that could potentially improve Community Rating System (CRS) program rating.*
 - 9. Include process by which the Town will incorporate requirements of the mitigation plan into other planning mechanisms such as the capital improvement plan.*
- C.** Consultant will meet with the Hazard Mitigation Committee (HMC), municipal officials, planning supervisors, and/or designated staff from appropriate departments to discuss and provide a briefing on the requirements for the plan update. The Consultant will provide written summaries of these meetings.

With the consultant, the HMC will:

- 1. Hold public hearings, meetings, and/or workshops during the plan development period.*
- 2. Solicit input from citizens and professionals with knowledge of applicable hazards.*
- 3. Solicit input regarding the feasibility of potential mitigation measures for each hazard and the prioritization of mitigation projects.*
- 4. Review the final draft of the plan and the plan's goals and proposed mitigation projects.*
- 5. Be involved in the implementation as well as the updating of the plan's goals and*

proposed mitigation projects.

6. *Conduct community outreach with a public survey to seek input on natural hazard awareness and mitigation strategies.*
- D.** Consultant will cooperate with HMC, planning supervisors and/or designated staff to develop a work plan and timeline for completing all bid tasks and the plan update within the required timeframe.
- E.** Consultant will cooperate with planning supervisors and/or designated staff to identify tasks that can be completed by staff
- F.** Consultant will be responsible for assembling maps and other materials to incorporate into the plan. Please note that as part of the response to this request for qualifications, the consultant should provide potential alternatives to meet this bid task. The alternatives shall include but not be limited to options where the Consultant is entirely responsible for producing such materials, where staff will assist the Consultant in creating such materials, and where Consultant may prepare and update thematic maps and other visual aids to be included in the updated plan. All GIS Files created as part of this project shall be provided to the Town of North Kingstown as a shapefile or geodatabase.
- G.** Consultant will obtain data required for the plan update from its own resources and in cooperation with the planning supervisors, and/or designated staff from appropriate departments.
- H.** Consultant will participate in coordinating public participation including public workshops and soliciting public input as required and make revisions using staff and public input.
- I.** Consultant will work with the HMP draft up through completion of the final draft approval process by utilizing FEMA's "Local Mitigation Plan Review Tool" to verify compliance with FEMA/RIEMA requirements.
- J.** Consultant will present the final draft to town departments, HMC, North Kingstown Planning Commission, North Kingstown Town Council, and/or any other party deemed appropriate by the Planning Department for review and comment.
- K.** Consultant will incorporate recommended changes and deliver revised draft to FEMA/RIEMA for review and comment.
- L.** Consultant will incorporate recommended changes and comments from FEMA/RIEMA, then deliver the final plan in both digital and 4 paper copies to the Town of North Kingstown to prepare it for final printing, binding, and submission to FEMA/RIEMA. The plan must receive final approval by FEMA by **August 24, 2024**. Consultant will continuously work on the HMP until it is approved by FEMA/RIEMA. The digital final plan shall be submitted

to the town in PDF format and in a digital format adaptable for future revisions. The Consultant shall identify the desktop publishing and layout application/software proposed for this project in its response.

M. Consultant will present the final HMP (approved by FEMA/RIEMA) to the North Kingstown Planning Commission at a regular monthly public meeting for their recommendation to the Town Council regarding its adoption, then present to the North Kingstown Town Council to vote on adoption of the plan.

N. Consultant may be called upon in the future to provide guidance and recount experience in this process.

Task 2. NORTH KINGSTOWN PARTICIPATION

The Planning Department will be responsible for administering the project and overseeing the consultant's work on this project. Representatives of other Town departments will be included on the project team and will be available throughout the study period for assistance. The Town anticipates working with the consultant to compile utilization data and gather additional data as needed. The Town may be able to provide existing operational and regulatory information to the consultant including ordinances, policies, and procedures. The Town will provide any existing plans including the comprehensive community plan. The Town will coordinate staff meetings and assist with the scheduling and coordination of any mechanisms required for gathering input from stakeholders. Staff will also review and comment on draft documentation and maps. Lastly staff will facilitate review and approval of the update HMP through the appropriate committees and the Town Council.

Task 3. SUBMITTAL REQUIREMENTS

It is the intention of the Town of North Kingstown to award a contract to a Respondent who furnishes satisfactory evidence that the Respondent has established experience in public emergency management planning, analysis, and design. The Respondent shall have the ability to execute the work successfully and properly, and to complete it within the time specified in the contract.

Respondent must provide cover sheet, table of contents, resumes, and index sheets. Resumes included with the proposals shall not exceed one single-sided printed page per person listed in the table of organization. The proposal shall include the following:

A. Transmittal Letter

The transmittal shall include the legal name of your firm, address, contact person, telephone number, and email address. If the work is to be performed by a team of consulting firms, please provide information for each firm. Include any proposed sub-consultants with appropriate contact information and the work they will perform. Please describe how the firms/sub-consultants have collaborated to deliver services similar to those being sought through this RFQ.

B. Narrative Description of Work

Provide a detailed narrative of the project proposal including a description of the proposed work plan necessary to complete all services. Include a discussion of deliverables and project milestones. Consultants are encouraged to explain, in detail, their understanding of the scope of work and to identify any supplemental tasks deemed necessary that may enhance the project or reduce the costs: the consultant is encouraged to elaborate and improve upon the tasks listed in the RFQ; however, the consultant shall not delete any requested scope tasks unless explicitly noted. Identify the decision, products, data and corollary information the consultant expects from the Town to ensure successful completion of the project by the consultant in more detail than provided through this RFQ. The level of assistance and information required from the Town staff by the consultant shall be clearly stated. The consultant shall submit a schedule for completing the scope of work.

C. Project Team

Provide a brief description of the firm(s), including size and area of specialization, and location of the office which is proposed to handle this project. Include a table of organization for the project indicating the proposed principal-in-charge, project manager, and key project staff including sub-consultants that will be assigned to the project. Provide a narrative description of the qualifications and experience of each key person along with their proposed project responsibilities. A resume must be included for each person shown on the table of organization. The percentage of the project each person (and firm) will conduct should also be included. The project manager shall be clearly identified, and a description of his/her relevant previous projects listed.

D. Statement of Qualifications

Include descriptions of relevant example projects completed within the past five (5) years that are comparable to the scope of the proposed project. Identify key staff, including sub-consultants and their responsibilities in the example projects and how they will be utilized for the Town's proposed project.

E. References

Provide three (3) references including the name of the project referenced, contract time span and dollar amount, contact names and information. If subconsultants are proposed and have not worked with the main firm on the reference projects, a separate reference should be submitted for each subconsultant. Provide a complete listing of all projects currently under contract and the estimated completion date for each project.

F. Minority Business Enterprise (MBE) Requirement

The project is subject to Chapter 37-14.1 of the Rhode Island General Laws, and regulations promulgated and which require that ten percent (10%) of the work performed on the project be performed by minority business enterprises. The consultant needs to identify: the firm or firms selected to meet this requirement, the tasks to be undertaken, and the dollar value of the participation meeting the ten percent (10%) requirement. A listing of MBE firms is available at www.mbe.ri.gov.

III. ADDITIONAL REQUIREMENTS

IV. PROPOSAL SUBMISSION

General Instructions and Notifications to Bidders.

Before submitting proposals, proposers must examine the Request for Proposal documents thoroughly, and familiarize themselves with Federal, State, and local laws including but not limited to all applicable Federal, State, and local codes or regulations. All regulations and codes of all authorities having jurisdiction over this project shall apply to this RFP the same as written herein in full.

Proposals shall include, but not be limited to, the following information:

1. Company Introduction. Respondents should include a complete description documenting company's background, organizational structure, relevant expertise, and length of experience.
2. Name and qualifications of Project Consultant responsible for day-to-day Project design and management; and serving as point of contact and party responsible for timely and professional project delivery.
3. Consultant's expertise in reference to Project work to be performed, including at least three similar municipal projects with dates of completion and client references.
4. Examples of previously completed, plans similar to what is being required by this RFQ. (URL examples is acceptable).
5. Existing workload. Respondents should describe their capacity to add this project to their existing workload within the timelines expressed.
6. All costs associated with developing or submitting documents in response to this request and/or in providing oral or written clarification of its content shall be borne by the respondent.
7. Certificate of Good Standing to do business within the State of Rhode Island.

Potential respondents are advised to review all sections to this RFQ carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in disqualification of the proposal.

Proposals which depart from or materially after the terms, requirements, or scope of work defined by this Request may be rejected as being non-responsive.

The Town of North Kingstown retains the right to award all or a portion of this request.

V. SELECTION OF FIRM

Responses will be evaluated on the basis of the relative merits of the proposal. All respondents are advised to review all sections of this Request and to follow instructions carefully as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume all aspects of the work. Subcontracts are permitted (but not preferred), provided that their use is clearly indicated in the respondent's proposals, and the subcontractor(s) proposed to be used are identified in the proposal.

Proposals will be evaluated on the basis of the information submitted, along with an analysis of other available information. A selection committee will review the proposals to determine the most qualified submittals, based on the criteria identified in the evaluation criteria table and the following overall considerations:

- Consultant's experience and performance on similar projects
- Consultant's proposed project approach and schedule for completion
- Recent references
- Technical qualifications of team personnel; and
- Quality and completeness of the submittal.

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

Award will not be made to any Consultant in default of a contract with the Town, the State of Rhode Island, or the Federal Government. The Town of North Kingstown does not discriminate on the basis of race color, creed, national origin, age, marital status, sex, physical or mental disability.

ITEM	DESCRIPTION	POINTS
1	Recent References from clients that demonstrate completion of successful projects similar to that described in this RFQ.	10
2	Qualifications of Key Project Staff	10
3	An evaluation of company background – including credentials, résumés, quality and sufficient numbers of staff and the ability to provide appropriately skilled resources throughout the project. Project manager’s demonstrated skills, methodology, and experience, including experience with similar municipalities.	25
4	Responsiveness to submission and understanding of project work to include Assessment of impact to the project based on any Consultant stated clarifications, exceptions, or deviations in response to this RFQ	25
5	Project cost and potential alternatives.	25
6	Quality and Completeness of Proposal.	5
7	Any other criteria the town deems to be appropriate. These points may be awarded as bonus points for exceeding requirements in any of the above categories at the discretion of reviewers.	
TOTAL POINTS		100

