



City of Pawtucket, RI

***** Addendum #1 *****

RFQ # 25-025

Citywide Traffic Sign Evaluation & Replacement Program

***This RFP has been changed to an RFQ with updated requirements on Proposal Contents and Bid Form, sections 8.0, 9.0 & 11.0, attached**

February 5, 2025

The attention of consultants submitting proposals for the above-referenced project is called to the following Addendum to the Request for Qualifications indicated above. The items set forth herein, whether of omission, addition, substitution or other change, are all to be included in, and form a part of the proposed Contract Documents for the work.

Inclusion of this Addendum must be acknowledged in the spaces provided in the document entitled "Request for Qualifications RFQ #25-025 – Citywide Traffic Sign Evaluation & Replacement Program." Failure to acknowledge any and all addenda in the above specified bid form may be cause for rejection of the bids by the Owner on the grounds that it is not responsive.

This Addendum consists of 2 pages and 1 attachment (revised RFQ sections 8.0, 9.0 & 11.0 Proposal Form)

ADDENDUM ITEMS

1. Answers to questions received (answers in bold)

1. Will all the contracts for sign replacement be put out for competitive bid or will some of the work be done by City forces?

This has not been decided but will probably be a mix of City and public bid contracts.

2. Does the City want to collect information on sign locations relative to ADA compliance?

This is not a top priority but will be discussed with the selected consultant.

3. In regards to RFP #25-025 (Citywide Traffic Sign Inventory, Evaluation and Replacement Program), do you have a sense of how many signs there are? Is there an old inventory that could be referenced?

We do not have an old inventory

4. Can you please provide bid results from the last time this bid?
We do not have any previous projects like this
5. Can we include a Link in the addendum for existing sign inventory?
We do not have this data.
6. Are there any non-standard signs included in the inventory?
Yes, this will include all city signs, MUTCD standard and other signs.
7. Is there a standard for sign post in the inventory?
The City standard post is a U-Channel post, 2lb/ft for no parking signs and 3lb/ft for larger signs.
8. Do we have sign installation data?
We do not have this data.
9. Is there a sign accuracy requirement?
Yes, this will be discussed with the selected consultant through the qualification process
10. Is this for all signs?
Yes, this will include all City signs. It will not include private signs.
11. Each sign – do we want a photo or link?
Yes, we want a photo of each sign. The specifics can be discussed with the selected consultant during the qualification process.
12. Would school zone change be required per the MUTCD?
This will be discussed with the selected consultant through the qualification process
13. Typically, when we conduct sign inventories, we don't grab retroreflectivity readings for any signs in **a) poor condition** and **b) any signs not of high-quality material** (i.e. engineering sheeting) as these will be scheduled for replacement any way. This helps to cut down time in the field and will save budget on the project as a whole. I wanted to confirm this approach would work for this project.
Yes, this will be discussed with the selected consultant through the qualification process

Eric Hammerschlag

Eric Hammerschlag
City Engineer

8.0 - Proposal Content and Organization

All proposals must include the forms supplied in Section 11.0 and shall be subject to all requirements of the Contract Documents, including these instructions to Respondents. All proposals must be regular in every respect and no interlineations, excisions or special conditions shall be made or included in the Proposal Form by the Respondent. The Owner may consider as irregular any Proposal on which there is an alteration of or departure from the Proposal Form hereto attached and at its option may reject the same.

Respondents must also include an overview of their company's experience including, but not limited to, the number of years the company has been providing these services, the length of time the company has occupied its present address, the size of the company (including the number of employees and locations), and, if applicable, certifications or licenses that demonstrate the Respondent's legal authority and/or competency to render the service(s) requested per this RFQ.

Respondents must identify any subcontractors to be used in the performance of any work contracted under this RFQ, including their name(s), contractor license #, address and phone number, and specific description of the subcontracted work to be performed.

All documents comprising the proposal shall be enclosed in a sealed envelope which shall be clearly labeled with the words, "**RFQ 25-025 – Citywide Traffic Sign Evaluation & Replacement Program**" as well as name of Respondent, and date of proposal opening. All Proposal Forms must be signed

Two (2) copies of your proposal—one (1) original hard copy and one (1) electronic copy, on flash drive or similar format; —must be submitted at the time of submission. Proposals must be in the following format

- **Proposal Form**
- **Company Overview**
- **All licenses and/or certifications**
- **Anti-Kickback Acknowledgement**
- **Qualification statement/references**

Please state any and all additions, deletions, and exceptions, if any, that you are taking to any portion of this proposal. If not addressed specifically, the City of Pawtucket assumes that the vendor will adhere to all terms and conditions listed in this RFP.

Submission of a proposal is acknowledgement and acceptance of the City of Pawtucket's Purchasing Rules and Regulations and General Terms and Conditions of Purchase.

The proposal shall also include:

1. A detailed description of the Consultants experience and capabilities to perform the work described.
2. A minimum of four (4) client references that demonstrate similar projects completed. Each shall include the client's name, title, address, and current telephone number of the individual directly responsible for the work.
3. Identify past projects, including size and scope, budgets, and on-time performance.
4. Staff & Key Personnel. Proposed organization structure and capabilities.
5. Identify your capacity and work plan to support this project with your office staff

9.0 - Evaluation Criteria

The evaluation of proposals will be conducted in a time frame convenient to the City. If the Contract is awarded, it will be awarded by the Owner to a responsible Respondent on the basis of the criteria outlined in this section.

The City of Pawtucket reserves the right to accept or reject any or all proposals, and to otherwise act in its best interest including, but not limited to, directly negotiating with any Vendor who submits a proposal in response to this RFQ and to award a contract based upon the results of those negotiations alone. The City reserves the right to consider as unqualified to do the work outlined herein any Respondent who does not habitually perform with his or her own forces the major portions of the work involved in this Contract.

Further, the City reserves the right to waive irregularities it may deem minor in its evaluation of proposals.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The City of Pawtucket may elect to require presentations(s) by vendors in consideration for award.

Proposals will be evaluated in three (3) phases:

1. The first phase is an initial review to determine if the proposal, as submitted, is complete. To be complete, a proposal must meet all the requirements of this RFQ.
2. The second phase is an in-depth analysis and review based on criteria below, and requirements found in Section 8.0 of this RFQ, and their associated weights.

<u>Evaluation Criteria</u>	<u>Importance</u>
Experience	40%
References	20%
Project Approach	20%
Staff and Personnel	20%

3. The third is a comparison of each proposal's weighted evaluation relative to the costs proposed during negotiations that may be undertaken following the Owner's evaluation of proposals.

In the event that the City requires further information and/or a demonstration of any equipment or process offered in any proposal, all vendors asked for same will do so at no cost to the City.

11.0 – Proposal Form

RFQ #25-025, Citywide Traffic Sign Inventory, Evaluation, and Replacement Program

Date: _____

Submitted By: _____

(Include Name, Address and Telephone No.) _____

Name and remittance address that will appear on invoices:

Physical address of business:

General Information

Is your firm a sole proprietorship doing business under a different name? ____ Yes
____ No

If yes, please indicate sole proprietorship, a name, and the name you are doing business under.

Is your firm incorporated? ____ Yes ____ No

Will any of the work spelled out in this bid be outsourced? ____ Yes ____ No

If so, please explain below:

Have you or your firm been subject to suspension, debarment or criminal conviction by the City of Pawtucket, the State of Rhode Island, or any other jurisdiction?

Yes: _____ No: _____

Have the City of Pawtucket and/or the State of Rhode Island ever terminated contracts with your firm for cause?

Yes: _____ No: _____

Has your firm ever withdrawn from a contract with the City of Pawtucket and/or the State of Rhode Island during its performance?

Yes: _____ No: _____

Have you or your firm been involved in litigation against the City of Pawtucket and/or the State of Rhode Island.

Yes: _____ No: _____

If you answered yes to any of the foregoing, please explain the circumstances below. If you or your firm has been involved in litigation against the City of Pawtucket and/or the State of Rhode Island, please include the case caption, case number and status. (If more space is needed, please attach separate sheet and submit with the bid.)

Is your company bonded? Yes ____ No ____

Please describe the nature and extent of all insurance coverage:

Addenda

The following Addenda have been received. The noted modifications to the Bidding Documents have been considered and all costs are included in the Bid Sum.

Addendum #1, Dated: _____

Addendum #2, Dated: _____

Addendum #3, Dated: _____

References

Please list at least four (4) companies with whom you have contracted to provide similar services. Preferably, references should be municipalities which are of approximate size as the City of Pawtucket, and a website address should be included if available.

<p><u>Reference #1</u></p> <p>Company Name: _____</p> <p>Contact Person: _____ Telephone #: _____</p> <p>Contract Dates: _____ To _____</p> <p>Website Address: _____</p>

<p><u>Reference # 2</u></p> <p>Company Name: _____</p> <p>Contact Person: _____ Telephone #: _____</p> <p>Contract Dates: _____ To _____</p> <p>Website Address: _____</p>
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<p><u>Reference # 3</u></p> <p>Company Name: _____</p> <p>Contact Person: _____ Telephone #: _____</p> <p>Contract Dates: _____ To _____</p> <p>Website Address: _____</p>
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<p><u>Reference # 4</u></p> <p>Company Name: _____</p> <p>Contact Person: _____ Telephone #: _____</p> <p>Contract Dates: _____ To _____</p> <p>Website Address: _____</p>
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Scope of Work Statement

The Scope of work in Section 4.0 has been provided for information only and will be agreed upon with the consultant during the negotiation phase of the project. This RFQ is a request for qualifications only.

Proposal Form Signatures

The Corporate Seal of

(Respondent - please print the full name of your Proprietorship, Partnership, or Corporation)

was hereunto affixed in the presence of:

(Authorized signing officer) (Title) (Seal)

(Authorized signing officer (Title) (Seal)

If the Proposal is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

State of _____)
County of _____) .ss

_____ ,
being first duly sworn, deposes and says that;

(1) He is (owner, partner, officer, representative or agent) _____ of _____, the
BIDDER that has submitted the attached bid;

(2) He is fully informed respecting the preparation and contents of the attached Bid and all pertinent circumstances respecting such Bid;

(3) Such Bid is genuine and is not a collusive or sham Bid;

(4) Neither the said BIDDER nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including the affiant, has in any way colluded, conspired or agreed, directly or indirectly, with any other BIDDER, firm or person to submit a collusive or sham bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such a contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other BIDDER, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any other BIDDER, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Local Government or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the BIDDER or any of its agents, representatives, owners, employees or parties in interest including this affiant.

(Signed) _____

(Title)

Subscribed and sworn to before me
This _____ Day of _____, 20 _____

My Commission Expires _____

CERTIFICATE OF COMPLIANCE WITH TAX LAWS

I, _____ of _____, certify under
(principal) *(corporation)*
pains and penalties of perjury that said corporation has complied with all the laws of the State of Rhode Island and
Providence Plantations relating to taxes.

Date

Signature

Title

Federal Tax Identification Number

END OF SECTION

Appendix A

ANTI-KICKBACK ACKNOWLEDGMENT

ALL BIDDERS/OFFERORS MUST ATTEST TO THE FOLLOWING:

The vendor acknowledges, under the pains and penalties of perjury, that he/she has not been offered, paid, or solicited for any contribution or compensation, nor has he/she been granted a gift, gratuity, or other consideration, either directly or indirectly by any officer, employee or member of the governing body of the City of Pawtucket who exercises any functions or responsibilities in connection with either the award or execution of the project to which this contract pertains.

Further, the vendor acknowledges, under the pains and penalties of perjury, that he/she has not offered, paid, or solicited by way of any contribution or compensation, nor has he/she granted a gift, gratuity or other consideration either directly or indirectly to any officer, employee, or member of the governing body of the City of Pawtucket who exercises any functions or responsibilities in connection with either the award or execution of the project to which this project or contract pertains.

SIGNATURE OF OFFEROR

DATE

TITLE

COMPANY

Title of RFQ:
