



City of Central Falls

Request for Bid 2021-0008 For Improvements to River Island Park

A mandatory pre-bid meeting will be held on May 5th, 2021 at 1:00pm.

Issue Date: April 26th, 2021

The submission deadline for responses is May 13th, 2021, at 4:00pm.

THE OFFERING

The City of Central Falls received a \$100,000 grant from Rhode Island Department of Environmental Management through the 2016 Green Economy Bond to make improvements to River Island Park. Proposed work includes landscaping and general repairs as well as the design and installation of a natural playground.

This RFP seeks landscaping and general contracting services to complete the following work:

Required tasks:

- Assessment, treatment/removal, and management plan for poison ivy
- Assessment and removal of dead trees (approximately 4); pruning of low tree branches around track; planting of one (1) new tree along track
- Clearing of brush and weeds along fences, walking paths, and existing campground sites, and within areas of new campground site and playground
- Levelling of area for new campground site and playground (if needed)
- Installation of new campground site
- Installation of fire pit at campground site
- Installation of stone dust along walking paths (existing and new path)
- Scraping and painting of wooden rails on footbridge; replacement of one (1) metal surface plate with wood
- Removal of old sign over footbridge entrance and installation of new sign (to be produced by the City)
- Installation of natural playground and furnishings
- Installation of park signs. Signs to be provided by the City of Central Falls.

Additional tasks (as budget allows, in order of priority):

- Installation of level asphalt along path at northwest corner of park along High Street (access to Blackstone Falls apartment building)
- Fixing uneven sidewalk around track caused by growth of tree roots
- Purchase and installation of 1-6 picnic table(s)
- Installation of solar electrical service to power two receptacles at campsite.
- Installation of split rail fencing at the natural playground.
- Provide wooden storage crates for natural playground.
- Purchase and installation of one or more drinking fountain(s) on exterior of storage shed to provide water for people and pets and for filling water bottles.
- Repair loose lags in gate at High Street
- (Replace lost or damaged tools and pump in bike repair station)
- Purchase and install locking gate at north end of footbridge
- Install timber step terraced kayak launch
- Replace sagging beams in fence along High Street
- Replacement of damaged bollard near parking lot
- Mulching of tree beds around track (in spring 2020)

- Installation of twelve (12) hanging baskets (in spring 2020)

Other considerations:

- Public access to field must be maintained throughout the entire construction process.

All landscaping services must be completed by August 31st, 2021, with the exception of poison ivy treatment in the Fall. The City is looking to select a company to provide these services by the week of June 21st, 2021.

The City is seeking a lump sum proposal for the completion of the required tasks and individual costs for each additional task as detailed above and in Appendix X. Please note additional playground elements will be prioritized over general additional tasks. Proposals should outline the proposed scope of work, fee, and schedule.

Written sealed proposals must be submitted to the City Clerk at 580 Broad Street Central Falls, by noon on May 13th, 2021. An award will be made by June 8th, 2021.

The city will hold a **mandatory pre-bid meeting on May 5th, 2021 at 1:00pm.** in the conference Room in Central Falls Department of Public Works at 1280 High Street. An optional walking tour of River Island Park will follow immediately after the meeting, weather permitting. There may be no contact with Central Falls staff except at the pre-bid meeting.

1. Utilities

Overhead electricity is adjacent to the sites. Access to water may be obtained from water connections, as needed.

2. Instructions

Respondents to this solicitation must submit a sealed response no later than 4:00 PM on Friday May 13th, 2021. at the office of the Purchasing Agent, City Hall, Central Falls, Rhode Island. The sealed bids will be publicly opened and read at 4:45pm on May 18, 2021 in the City Hall Council Chambers. An official authorized to bind the Respondent to the provisions of its response must sign the Response Form. The City will review all responses and reserves the right to accept or reject any and all responses.

Response must be submitted in a sealed envelope and addressed to:

City of Central Falls
Purchasing Department
580 Broad St.
Central Falls, RI 02863

Lower left corner of envelope must contain the following identification: SEALED RESPONSE, River Island Park, Solicitation Number 2021-0008. All responses must be received by 4:00 P.M. in the Office of the Purchasing Agent on Friday, May 13th, 2021.

NO RESPONSES WILL BE ACCEPTED AFTER 4:00 P.M.

It is the responsibility of bidder to check the Central Falls purchasing webpage for any addendums.

3. Selection Process

Responses will be reviewed by the Department of Planning and Economic Development. The City reserves the right to contact Respondents with requests for clarification or additional information, or to arrange other follow up activities it deems appropriate. Selection of the qualified contractors will be made expeditiously. The City will use the following evaluation matrix in selecting a vendor. The City reserves the right to objectively and subjectively score each application based upon its own determinations and judgments and Respondents acknowledge this fact as well as waive their right to appeal any scoring or determination in submitting their response.

Criteria	Maximum Possible Points
Approach: Effectiveness of the Respondent's proposal of appropriately lighting the parks to fit the context	50 Points
References: Level of recommendation provided by references for the Respondent.	10 Points
Ability to Complete the work: Experience of the Respondent and availability to undertake this work in the timeline provided	40 Points
Total Points	100 Points

4. Response Contents

The following are the elements that should be included in responses to the solicitation. Please provide responses in the order presented in this section.

- a) **Cover Letter/Statement of Qualifications.** The cover letter should introduce the Respondent and address their interest for the project. The cover letter should include a narrative describing the Respondent: the type of services provided, the location of its operations, the number and location of employees, etc. The cover letter should describe major upcoming projects in the next eight (8) months.
- b) **Response Form.** The response form must be included, filled out completely, and signed by the Respondent.
- c) **Project Description.** A description of the Respondent's proposed approach to completing the project, including any graphics and/or cut sheets.
- d) **Project Budget.** A detailed budget for the project
- e) **Project Schedule:** A detailed schedule for the project that shows completion by July 1st, 2021

5. Form of Response

Responses shall be submitted with one Original and Four (4) hard copies and a digital copy on a compact disc (CD) or universal serial bus (USB) drive, with supplemental information, drawings, warranties and other required documentation, literature and material to be provided, with the response.

6. Submission of Response

- a) Envelopes containing bids must be sealed and addressed to the Purchasing Agent, City Hall, 580 Broad Street, Central Falls, RI 02863 and must be marked with the name and address of the Respondent, date and hour of opening, and name of solicitation.

- b) The Purchasing Agent will indicate in the advertisement when the responses will be opened and no response received thereafter will be considered.
- c) Any Respondent may withdraw their response by written request at any time prior to the advertised time for opening. Telephone responses, amendments, or withdrawals will not be accepted.
- d) Unless otherwise specified, no response may be withdrawn for a period of thirty (30) days from time of opening.
- e) Negligence on the part of the Respondent in preparing the response confers no rights for the withdrawal of the response after it has been opened.
- f) Responses received prior to the time of opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a response not properly addressed and identified.
- g) Any deviation from the specifications must be noted in writing and attached as a part of the response. The Respondent shall indicate the item or part with the deviation and indicate how the response will deviate from specifications.
- h) This solicitation document shall be made a part of any contract by and between the City of Central Falls and the Respondent.

7. Rhode Island Sales Tax

The City is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph 1, as amended.

8. Federal Excise Taxes

The City is exempt from the payment of any excise tax or federal transportation taxes. The price bid must be exclusive of taxes and will be so construed.

9. Qualifications of Respondents

The City may make such investigations as it deems necessary to determine the ability of the Respondent to perform the work. The Respondent shall furnish the City with all such information and data for the purpose as may be requested. The City reserves the right to pre-qualify vendors on the basis of cost alone, accept or reject any or all qualifications, and to act in its best interest including, but not limited to, directly negotiating with any vendor who submits qualifications in response to this solicitation and to award a contract based upon the results of those negotiations alone. Qualifications found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The City may, at its sole option, elect to require presentation(s) by vendors clearly in consideration for placement on the pre-qualified list of vendors. The City also reserves the right to waive any formalities.

10. Addenda and Interpretations

No interpretation on the meaning of the plans, specifications or other contract document will be made to any Respondent orally. Every request for such interpretations should be in writing addressed to the City of Central Falls, Office of the Purchasing Agent, 580 Broad Street, Central

Falls, RI 02863 if mailed or jrodriguez@centralfallsri.us if submitted electronically and to be given consideration must be received at least seven (7) days prior to the date fixed for the opening of the responses.

11. Indemnification and Hold Harmless

The Respondent shall protect, defend, and indemnify the City, including its officers, agents and employees, and hold them free and harmless from all liability, penalties, costs, losses, damages, expenses, causes of action, claims or judgments, including attorney's fees, resulting from injury to, or death of, any person or damage to property of any kind, which injury, death or damage arises out of, or is in any way connected with, the performance of the work under any contract made as part of this solicitation. It shall apply to any acts or omissions of Respondent's agents, employees, subcontractors or suppliers. The Respondent also shall hold the City harmless from any and all claims or liens for labor, services, or materials furnished to the Respondent in connection with the performance of the Respondent's obligation under any contract between the Respondent and City. This section shall not be applicable to injury, death or damage to property arising from the sole negligence or sole willful misconduct of the City, its officers, agents or employees.

12. Property lost, damaged or destroyed.

Any property or work to be provided by Respondent will remain at the Respondent's risk until written acceptance by the City and the Respondent will replace, at Respondent's expense, all property or work lost, damaged or destroyed by any cause whatsoever.

13. Evidence of Insurance

A policy of auto, general liability and property damage insurance shall be attached hereto, covering any and all work performed under a contract between the City and Respondent, naming the City as an additional insured shall be made part of any contract between the City and Respondent in an amount of not less than \$1,000,000 for projects in excess of \$500,000. A policy of professional liability or errors and omissions insurance covering any and all work performed under any contract between the City and Respondent naming said Respondent shall be attached hereto. A copy of workers compensation insurance policy shall be attached, if required by Rhode Island law for this response and covering all work to be performed under any contract between the City and Respondent naming the Respondent as insured shall be attached hereto. The City, upon award of response, will request verification from the insurance company to ensure that the agent has properly notified the company and that coverage has been bound.

14. MBE/WBE Requirement

The Respondent shall include a plan for meeting the City's requirement that a minimum of 25% of the value of the response will be completed by State-of-Rhode-Island-certified Minority Business Enterprises (MBE) and/or Women Business Enterprises (WBE). Additionally, preference shall be given to Central Falls based sub-contractors and the hiring of employees who reside in the city of Central Falls.

15. General Conditions, Terms and Limitations

The issuance of this solicitation, the submission of a response by any Respondent, or acceptance of such response by the City do not individually or collectively obligate the City in any manner. The City reserves the right (1) to amend, modify, or withdraw this solicitation, (2) to revise any requirements of the solicitation, (3) to require supplemental statements or information from any Respondent, (4) to accept or reject any or all responses, (5) to extend the deadline for submission of

responses, (6) to negotiate or hold discussions with any Respondent and to waive defects and allow corrections of deficient responses, and (7) to cancel this solicitation, in whole or in part, if the City deems it in their best interest to do so. The City may exercise these rights at any time without notice and without liability to any Respondent for their expenses incurred in the preparation of the responses. The City does not assume any liability for any pre-contractual activity and/or costs incurred by the Respondents to this solicitation and reserves all its rights in law and equity with respect to this solicitation.

All submissions become the property of the City. The City shall be entitled to retain and use for the project without compensation to any Respondent any information submitted, including, but not limited to, any concept, element or idea (including financial structures) disclosed in or evident in the submission or meetings or interviews with Respondents. The City believes the information in this solicitation is accurate, but the City makes no warranties to such accuracy and assumes no responsibility for errors or omissions contained herein.

The City shall be the sole decision maker of whether a response complies with the requirements of the solicitation and whether responses have merit. Nothing contained in this solicitation shall limit the City in its selection of entities to be invited to respond to future solicitations for this project or future projects, nor limit the City's discretion in any way in making streetscape improvements. Submission of a response to this solicitation by any Respondent constitutes Respondent's permission and consent to inquiries by the City concerning the Respondent and its ability to undertake the project, including checking references, credit checks, and similar investigations.

It is the policy of the City to comply with all municipal and state laws, policies, orders, rules and regulations, which prohibit unlawful discrimination.

Appendix A

List of required natural playground elements:

- Wood chips (depth?) as ground cover, with depth in fall zones as indicated in plans.
- Sandbox (in two sections, with perimeter created with combination of small boulders and wood timbers and 12" depth of sand throughout)
- Bridge (approximately 3' x 6') separating two sections of sandbox, similar to
- Tabletop sandbox, similar to
- Watch tower/freestanding treehouse, 5' high, similar to
- Watch tower access ladder, similar to
- Open frame play house, similar to
- Climbing wall, 6' x 6', similar to
- Wooden boat, similar to
- Stump climber constructed with approximately X stumps of varying heights in a pyramid shape, (9" to 4' tall?)
- Log balance beam (width and length?)
- Climber intended for toddlers with 3 steps, small platform, and short slide, similar to
- Chin up bar, similar to
- Small wooden seesaw, similar to
- Clear area designated for play with logs, sticks, and rocks, similar to
- 3 standard wooden or composite park benches
- 1 wooden swinging bench in arbor, similar to
- Two wooden or composite sign holders

Additional playground elements, if budget allows:

- 3' wooden fencing along path (north side and south side) with 10' opening in center
- Three wooden bins approximately 2'x3'x18" full of rocks of different sizes

Appendix B:

Plans

Appendix C

Wetlands Permit



**City of Central Falls
Bidder Response Sheet**

The City of Central Falls is seeking BIDS for Improvements to River Island Park

Name of company: _____

Business Address: _____

Federal ID # _____ DUNS# _____

Contact Person: _____

Telephone: _____ Fax: _____

Email: _____

BID

Warranty _____

Total Price- with installation

_____ \$ _____

(written amount)

Guaranteed delivery time after award of bid _____

Name of person authorized to submit proposal

Signature

Title

Date