



# Rhode Island

## Airport Corporation

May 1, 2024

**ADDENDUM NO. 001**  
**Request for Proposals (RFP) No. 34991**  
**Furnish and Install Two Reduced Pressure Zone Assemblies (RPZA) with Housing at**  
**PVD - Rhode Island T. F. Green International Airport**

Prospective proposers and all concerned are hereby notified of the following changes in the document(s) related to **Request for Proposals (RFP) 34991**. These changes shall be incorporated in and shall become an integral part of the contract documents.

**Section (if needed, if not delete)**

1. Updated RFP Document attached, including page numbers, and **corrected** solicitation dates.



# **Rhode Island**

## Airport Corporation

April 29, 2024

### **REQUEST FOR PROPOSALS**

**Furnish and Install Two Reduced Pressure Zone Assemblies (RPZA) with Housing**

**AT**

**Rhode Island T. F. Green International Airport**

**CONTRACT NO. 34991**

## **INTRODUCTION**

The Rhode Island Airport Corporation (RIAC) is seeking Request for Proposals (RFP) for the installation of two (2) reduced pressure zone assemblies (RPZA) with housing to water main lines leading into the Rhode Island T. F. Green International Airport (PVD).

Firms should provide realistic project schedule for completion identifying key milestones and completion date. All work must be substantively complete within 90 days of Notice to Proceed. To prevent conflict with a roadway improvement project, the South Meter RPZA must be completed by September 30, 2024.

The anticipated timeline for the selection process is as follows:

Advertisement	<b>April 29, 2024</b>
Notification Deadline for Pre-Proposal	<b>May 3, 2024</b>
Pre-Proposal Meeting (Mandatory)	<b>May 9, 2024</b>
Deadline for Questions	<b>May 13, 2024</b>
Addendum Issued	<b>May 15, 2024</b>
Deadline for Submissions	<b>May 20, 2024</b>
Interviews (as needed)	<b>May 21, 2024</b>

## **CONE OF SILENCE**

To ensure a proper and fair evaluation, RIAC has established a “cone of silence” applicable to all Competitive Selection Processes, including RFPs, RFQs, NOIs, and IFBs. The cone of silence is designed to protect the integrity of the procurement process by shielding it from undue influences. The cone of silence will be imposed on all Competitive Selection Processes beginning with advertisement for the same and ending with the contract award.

The cone of silence prohibits any communications whether in writing or verbally regarding a specific RFP, RFQ, NOI, or IFB between:

- A potential proposer (which includes vendors, service providers, bidders, lobbyists, and consultants) and their representative(s) and RIAC staff or RIAC consultants engaged to assist RIAC on a specific RFP, RFQ, NOI, or IFB, except for communications with RIAC’s procurement agent or other supporting procurement staff responsible for administering the procurement, provided the communication is strictly limited to procedural matters of the Competitive Selection Process.
- A potential proposer and their representative(s) and a RIAC Board member.
- A potential proposer and their representative(s) and any member of the selection committee or negotiation team.

Further, Proposer(s) shall not offer any gratuities, favors or anything of monetary value to any RIAC employee or Board member in connection with any competitive procurement.

Unless specifically provided otherwise in the applicable solicitation document, in addition to the exceptions set forth above, the cone of silence does not apply to:

- Communications with RIAC's legal department.
- Oral communications at the pre-proposal or pre-bid conference.
- Oral communications during publicly noticed selection committee meetings that are specifically for presentations, demonstrations, or interviews.
- Oral communications during publicly noticed negotiation meetings.
- Oral communications during any duly noticed Board meeting.
- Communications relating to protests made in accordance with RIAC's Procurement protest policy.

Any violation of the cone of silence by a Proposer and their representative(s) will render voidable their response as well as any resulting contract awarded to them.

Any communications regarding matters of process or procedure from a Proposer or lobbyist must be submitted to the assigned procurement agent.

### **REQUEST FOR PROPOSALS (RFP) REQUIREMENTS**

RIAC will conduct a mandatory pre-proposal meeting/site tour on **[Date: see table on page 1] at 10:00 AM in the Grant Room located on the 2<sup>nd</sup> floor of the Rhode Island T. F. Green International Airport**. Interested firms must notify RIAC of their intent to attend the mandatory pre-proposal meeting by close of business at **5 PM EDT, on [Date: see table on page 1], by email to: [procurement@pvdairport.com](mailto:procurement@pvdairport.com)** .

RIAC requires Proposers to keep proposal to a maximum of ten (10) double sided 8 ½ x 11 pages, no less than size 12 font, excluding:

- Cover Letter (one page, single sided)
- Executive Summary (which should not exceed one page, double sided)
- Resumes (each resume should not exceed one page, double sided)
- Screenshots and examples of previous similar work
- Design layouts and mockups of proposed app
- Professional References
- Fee Schedule (Attachment B)

RIAC will not accept videos, simulations, or other electronic presentations for this submittal. However, such electronic information may be presented during an interview process for the shortlisted proposers.

Proposers shall submit one electronic (Thumb/Flash Drive only accepted) and six (6) printed copies of the proposal to:

Office of Procurement  
Rhode Island Airport Corporation  
Rhode Island T. F. Green International Airport  
2000 Post Road, 3<sup>rd</sup> Floor  
Warwick, RI 02886-1533

**All proposal packages shall be clearly marked on the outside as follows:  
Attn: Request for Proposals No. 34991  
Furnish and Install Two Reduced Pressure Zone Assemblies (RPZA) with Housing**

The proposal must be received no later than **3:30 PM EDT**, on **[Date: see table on page 1]**. RIAC accepts deliveries during normal business hours Monday through Friday 8:30am to 4:00pm EDT excluding national and local state holidays. It is the sole responsibility of the responding firm to ensure delivery of its proposal/bid on or before the due date/time. RIAC will not accept any bid/proposal that is received after the due date/time with **NO EXCEPTIONS**. RIAC will not accept electronic submissions (email, web, fax, etc.). In order to control the dissemination of information regarding this solicitation of Request for Proposals, organizations interested in submitting proposals shall not make personal contact with any member of RIAC staff or Board of Directors regarding this solicitation. Questions concerning this solicitation should be directed, via email, to [procurement@pvdairport.com](mailto:procurement@pvdairport.com) no later than **5:00 PM EDT**, on **[Date: see table on page 1]**. RIAC will respond to all relevant questions by **end of day**, on **[Date: see table on page 1]** via addendum. This addendum will be posted to RIAC's website ([www.flyri.com](http://www.flyri.com)).

RIAC accepts no financial responsibility for any costs incurred by a firm in responding to this solicitation, participating in oral presentations, or meeting with RIAC prior to being awarded the contract. The proposals in response to this solicitation become the property of RIAC and may be used by RIAC in any way it deems appropriate. All information submitted in response to this solicitation is deemed public and subject to disclosure unless a separate redacted public copy is submitted, regardless of whether the information is marked confidential/proprietary. Firms may redact in the public copy any trade secrets or commercial or financial information which is of a privileged or confidential nature pursuant to the Access to Public Records Act (R.I. Gen. Laws § 38-2 et. seq.). If firm does not submit a redacted public copy, RIAC assumes that Proposer is not seeking confidential treatment for any of its information and thus, all information is subject to public disclosure. By submitting a proposal, the Proposer certifies that it has fully read and understands the solicitation of Request for Proposals, has full knowledge of the scope of work to be provided, and accepts the terms and conditions under which the services are to be performed. RIAC will be the sole judge in determining as equivalent products (if applicable).

RIAC reserves the right to interview some, all, or none of the Proposers responding to this solicitation based solely on its judgment as to the firm's proposals and capabilities. Please note, RIAC is tentatively reserving **[see table on page 1] for any potential interviews**. Proposers are asked to reserve these dates accordingly. RIAC reserves the right to request and consider additional information from Proposers and to reject any and all submittals on any basis without disclosing the reason. No firm may withdraw their submittal for at least **one hundred twenty (120) days** after the time and date set for submission.

RIAC reserves the right to waive any irregularities and technical defects. RIAC reserves the right to modify, amend or waive any provision of this **RFP**, prior to the issuance of a contract for the services requested.

### **MINIMUM QUALIFICATIONS**

1. Must be authorized to do business in the State of RI and provide verification in the form of a State of RI business license.
2. Must be primarily engaged in the business of plumbing to include the installation of reduced pressure zone assemblies for at least five (5) years.

### **SCOPE**

1. Provide pricing for a turn-key project to replace two (2) existing backflow devices (below ground) with two (2) reduced pressure zone assemblies (above ground) with housing. The housing for the two (2) RPZAs should protect the system from the elements as well as maintain security and safety of the assemblies. The housing should also provide climate control systems so that the assemblies do not freeze during inclement weather. RIAC requesting the Proposer provide a pad-mounted shelter for the housing with electrical service to the shelter.
2. Cap and remove existing subsurface backflow device structures. Existing subsurface structures shall be backfilled to grade including loam and seed. The Proposer shall isolate work such that there is no interruption to water service for the terminal and associated buildings.
3. Install and test the RPZAs in accordance with all federal, state, and local codes. Selected Proposer will be required to provide documentation of necessary licenses prior to construction.

The proposal shall include a plan to conduct survey to locate existing utilities. They survey shall be sufficient to prepare record drawings.

4. The selected firm shall obtain all building permits or clearance for work, as required, prior to the start of work. This includes coordination with State Building Inspector and Warwick Water at a minimum.
5. Attached is a line drawing showing approximate location of existing backflow devices and water services. This does not reflect actual location of water supply lines. Also attached is a drawing with presumed location of the south meter pit, showing new roadway alignment (future construction activities by others). This drawing should be used to identify potential relocation of the south RPZ shelter outside the limits of the future roadway work.
6. This proposal is all inclusive for parts and labor with regards to the following:
  - a. Survey, design, and production of drawings.

- b. Installation, inspection, and testing of RPZA's, and reporting as may be required by state or local agencies.
- c. Emergency call-service applicable to all warranties.

## **SCHEDULE**

1. The project schedule requires the system to be substantially complete within 3 months from the date the contract commences.
2. All work associated with the south meter pit must be completed by September 30, 2024.
3. Proposals should include your project schedule for the design and implementation.

## **SUBMITTAL CRITERIA**

The RFP shall include the following items which will assist in the evaluation:

1. Table of Contents and Cover Letter  
Please provide contact information (name, title, address, phone number and email address) for the individual(s) responsible for 1.) Negotiating and signing a Professional Services Contract, and 2.) Responding to requests for additional information regarding this RFP.
2. Executive Summary  
In a one-page, double sided, narrative format, provide relevant information about the firm's qualifications and capabilities including a brief history of the firm.
3. Statement of Project Understanding  
In one-page, double sided, narrative format, provide your FIRM's general understanding of the project as broadly outlined in this request. Identify any potential challenges or special concerns that may be encountered, based on experience that may affect an estimated project completion date.
4. Implementation Team  
The Firm shall provide an experienced team to RIAC necessary to successfully complete objectives on a timely basis, and on budget. Provide resumes for the team members, including the Manager. Each resume should not exceed one double-sided page. Provide an overview of the team, including an organizational chart. Provide a list of references for similar projects in the past five (5) years. Provide a list of similar contracts in the past 12 months serviced by the proposed team.
5. Technical Details  
Provide a thorough description of the technical solution and approach, including detailed plan and methodology. Include a detailed description of anticipated milestones and key deliverables. Describe the critical factors for the success of the

services, the plan that will be executed. Provide a thorough description of the proposed RPZs and housing, including details and applicable specification sheets.

6. Fee Schedule (Attachment B)

This is a fixed fee purchase. The Proposer shall provide a detailed fee that encompasses all requirements in the RFP and any subsequent RFP Addenda. Pricing shall use prevailing wage as applicable.

**EVALUATION CRITERIA**

Proposals will be evaluated by a Selection Committee, which will be seeking to distinguish which proposer has, through the appropriate combination of several criteria, the abilities to best perform the required services to the satisfaction of RIAC. While some criteria may be ranked higher than others in the selection process, the proposal that achieves the highest overall ranking will be considered top-ranked by the Selection Committee. The proposals will be evaluated using the following criteria:

1. The quality of the Firm's technical solution, approach to the service elements, and ability to identify potential problematic items that could affect the operational efficiency. The quality of the Firm's work plan and schedule. 15%
2. The experience, qualifications, and references of the Implementation Team. 15%
3. Rollup Fee Summary (Attachment B). Fee proposal **includes all parts, material, and labor**. 70%
4. **ISBE Participation – 6% (bonus points)**
  - a. ISBE means small business enterprises that are owned and controlled by one or more individuals who are women or minorities as defined by R.I. Gen. Laws § 37-14.1-3 or a small business enterprise that is owned and controlled by one or more individuals with disabilities as defined by R.I. Gen. Laws § 37-2.2-2.
  - b. To be recognized under this policy, the business must be certified by Rhode Island's Office of Diversity, Equity and Opportunity (ODEO).
  - c. Proposing firms shall submit its proposed ISBE participation rate in a sealed envelope using the form contained as Appendix A. Any firm that does not include an ISBE participation rate shall receive zero (0) ISBE participation bonus.
  - d. ISBE participation will allow a proposing firm to receive a maximum of six (6) bonus points that will be added to its overall score, depending on the proposing firm's ISBE participation rate.
  - e. ISBE rate shall be determined by the following method:
    - i. If the proposing firm is an ISBE firm, then it shall receive the maximum six (6) bonus points.
    - ii. If none of the proposing firms are considered ISBE, then the ISBE



participation rate shall be expressed as a percentage of work anticipated to be subcontracted to ISBEs based on the proposing firm's total work on the project.

- iii. The firm with the highest ISBE participation rate shall receive the maximum six (6) points, all other proposers shall receive ISBE participation points by applying the following formula:
  1. The proposer's ISBE participation rate divided by the highest ISBE participation rate multiplied by the maximum ISBE participation points: six (6).

### **INSURANCE REQUIREMENTS**

Evidence of insurance as specified in the Professional Services Contract.

### **DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION (DBE)**

The firm must indicate that it will comply with all applicable Federal, State and Local regulations and laws, including Affirmative Action and the Disadvantaged Business Enterprise programs.

### **STANDARD CONTRACT**

RIAC's standard Contract is attached hereto and incorporated herein by this reference. RIAC expects the firm to execute this form of PSC without material change, which shall be determined by RIAC in its sole discretion. The term of the Contract will be at the sole discretion of RIAC. Notwithstanding the foregoing, RIAC reserves the right to modify the Contract prior to engaging with the selected firm. Any questions about, or exceptions to, RIAC's Contract must be submitted in writing in advance of submittal of proposal as outlined herein and does not constitute RIAC's acceptance of the modified terms. Firms are advised that exceptions to the following provisions will be summarily disregarded: Indemnification, Waiver of Damages, Termination of Agreement for Cause or RIAC's Convenience, Audits and FAA Required Clauses. **A proposal submission by a firm responding to this solicitation will be deemed as acknowledgement of the foregoing.**

### **ADDITIONAL REQUIREMENTS**

#### **Campaign Finance Compliance**

Every person or business entity providing goods or services at a cost of \$5,000 cumulated value is required to file an affidavit regarding political campaign contributions with the RI State Board of Elections even if no reportable contributions have been made (RI General Law 17-27). Forms may be obtained at Board of Elections Campaign Finance Division website at <https://elections.ri.gov/finance/index.php>. Please call (401) 222-2345 or e-mail [campaign.finance@elections.ri.gov](mailto:campaign.finance@elections.ri.gov) with any questions or concerns.

**Major State Decision-Maker**

Does any Rhode Island “Major State Decision-Maker”, as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a \$5,000 or greater cash interest in this business?

For purposes of this question, “Major State Decision-Maker” means:

- (i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in R.I.G.L § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of president, senior vice president, general counsel, director, executive director, deputy director, assistant director, executive counsel or chief of staff;
- (ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff; and
- (iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

If your answer is “Yes”, please identify the Major State Decision-Maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §36-14-16, 17 and 18.

**Title VI Solicitation Notice:**

RIAC, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises or airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration for an award.

**- END OF RFP -**

**ATTACHMENT A**

**Construction Contract to be posted via  
Addendum**

**FEE SCHEDULE**  
**(ATTACHMENT B)**

**PRICE SHEET FOR PROPOSERS:**

**Total all-in price\* for the turnkey project to replace the two (2) current backflow devices (below ground) with two (2) reduced pressure zone assemblies (above ground) with housing.:**

**\$** \_\_\_\_\_

**Dollar amount in words:**

\_\_\_\_\_

**Breakdown of Total all-in price:**

**1. Cost for Parts and material:**

**\$** \_\_\_\_\_

- **Provide itemized list upon request**

**2. Cost for Labor:**

**\$** \_\_\_\_\_

- **List Hourly Rates by Trade:** \_\_\_\_\_

**Other Cost, ie Permits, etc (Specify):**

**\$** \_\_\_\_\_

**RIAC is a State of Rhode Island, Quasi-Public entity and is therefore sales tax exempt**



# Rhode Island

## Airport Corporation

####END OF ADDENDUM###