



**REQUEST FOR QUALIFICATIONS**  
**Public Water Feasibility Study for the Village of Chepachet**

**RFQ - #2023-01**

**RESPONSES DUE: May, 12, 2023 at 3:00 pm.**

Town of Gloucester – Finance  
1145 Putnam Pike  
Chepachet, RI 02814  
401-568-6206

## **INFORMATION AND INSTRUCTIONS**

The Town of Glocester, Rhode Island is soliciting qualified firms for conducting a ***Public Water Feasibility Study for the Village of Chepachet***.

The ***Public Water Feasibility Study for the Village of Chepachet*** is funded through the Rhode Island Commerce's Site Readiness Grant Program and the Rhode Island Infrastructure Bank's Municipal Infrastructure Grant Program.

The selected firm will be responsible for following Rhode Island Department of Health and Rhode Island Department of Environmental Management guidelines related to public drinking water.

The Town Council reserves the right to reject any and all responses and to waive technicalities or irregularities, and after careful consideration of all submissions and factors involved, make the award to best serve the interests of the Town of Glocester.

## **INTRODUCTION**

The objective of this RFQ is to provide for sufficient information that enables qualified Consultants to submit a written Statement of Qualifications.

It is the Town's intent to have a Consultant provide a Public Water Feasibility Study for the Village of Chepachet. The selected Consultant is expected to work closely with the Town of Glocester staff, the RI Department of Health and the RI Department of Environmental Management as part of the project team to successfully complete this work.

This RFQ is not a contractual offer, nor is it a commitment to purchase services. Contents of this RFQ and the Consultant's submittal will be used as the basis to determine final contractual obligations. It is understood that this RFQ and the successful Consultant's submittal may be attached or included by reference, in part or in whole, to any agreement regarding the services included in this RFQ between the Town and said Consultant

## **QUESTIONS**

Any explanation desired by a submitting Consultant regarding the meaning or interpretation of the RFQ, or any part thereof, must be submitted in writing (via email) and directed to Adam Muccino, Finance Director at [adammuccino@glocesterri.org](mailto:adammuccino@glocesterri.org), no less than three working days prior to the time that submittals are due. Any interpretation made will be in the form of an addendum to the RFQ, issued by the Town and will be posted to the Town Website – <https://www.glocesterri.org/>. It is the sole responsibility of the Consultant to obtain any RFQ updates or addenda. Please include ***“Public Water Feasibility Study for the Village of Chepachet”*** in the subject line for all emails and correspondence related to this project.

## **SUBMISSION PROCEDURES**

For consideration, Consultants are required to submit five (5) hard copies of their response. Failure to provide the submittal in the appropriate manner will result in disqualification. Fax submittals are not permitted and will not be accepted. Submittals and modifications thereof received after the stated time of closing will not be considered. The Town is not responsible for late deliveries.

Due Date: May 12, 2023 at 3:00 pm.

## **CONDITIONS AFFECTING THE WORK**

Before submitting a proposal, each submitting Consultant is advised to:

1. Examine this RFQ documents thoroughly.

2. Chepachet Village Revitalization Plan - [https://www.glocesterri.org/Chepachet\\_Village\\_Revitalization\\_Plan\\_-\\_2020.pdf](https://www.glocesterri.org/Chepachet_Village_Revitalization_Plan_-_2020.pdf)
3. Review and be familiar with the RIDEM Groundwater Withdrawal Permit Application and Request for Preliminary Determination for Proposed Steer Farm Water Supply Well (available upon request)
4. Ensure familiarity with federal, state, and local laws, ordinances, rules, and regulations that may – in any manner – affect the cost, progress, or performance of the work.
5. Study and carefully correlate said Consultant’s observations with the RFQ response.

Failure to do so will not relieve any Consultant from any contractual obligations of the work described herein.

### **BASIS FOR SELECTION**

The selection will be based on the consultant’s level of experience with evaluating the feasibility of new public water supplies and other options related to providing clean drinking water.

The Selection Committee will be made up of Town staff and may include individuals from the Pascoag Utility District, the RI Department of Health and the RI Department of Environmental Management.

The Selection Committee will review the submittals and evaluate all responses received based on the criteria provided herein. The Town intends to select the Consultant who represents the most qualified team to the Town and begin the negotiation and award process based on the evaluated scores.

The Town reserves the right to either interview selected Consultants or request additional information to help in determining the most qualified Consultant. The Town may make a selection based on any combination of written or interview evaluations. Selection of the committee shall be final. The selected Consultant shall be notified in writing by the Town, and no other method shall be considered to be an official notification of selection by the Town. The Town reserves the right to reject any or all of the submittals.

If the Town elects to select one of the submitting Consultants, the Town will have the right to negotiate with said submitting Consultant over the final terms and conditions of the contract in the best interest of the Town. The primary objective of the negotiations is to maximize the Town’s ability to obtain the best value, based on the requirements and evaluations relating to this RFQ. If an agreement cannot be reached, the negotiations will be terminated and similar negotiations will occur with the second-ranked submitting Consultant.

### **SCOPE OF WORK**

#### **Background**

Located just 20 minutes west of Providence, Rhode Island, Glocester is considered a rural

community. With a population of approximately 10,000 residents and an area of 56.8 square miles, the community provides a small town atmosphere and affordable living. Glocester serves as the gateway into the northwestern part of the state while also serving as an entry point into Connecticut and Massachusetts.

Chepachet Village is the historic, civic, and economic development center of the Town. This study is a part of a much larger initiative to revitalize Chepachet Village, the Town's primary commerce center, which has been on-going for well over 25 years.

The Town has been working towards the revitalization of Chepachet Village since the early 1990's beginning with the Chepachet Village Planning Project, which outlined goals, recommendations and implementation steps to spur economic and historic revitalization. The Town has been steadily working its way towards implementing the steps outlined in the Plan to create an environment in which the Village's resources can thrive and expand.

The first major implementation step was taken in 1991 with the adoption of the local historic district and the creation of the Historic District Commission. The Town recognized that while there is an impressive concentration of historical architecture within the district, the Village was becoming a mix of modern commercial buildings and historic resources. The establishment of the local historic district ensured the protection of the architectural and historic integrity of the Village.

Throughout the years, the Town made infrastructure improvements to enhance the visual character of the district in anticipation of attracting private investments and additional economic development opportunities to the Village. The Town, in partnership with other agencies, saw the implementation of over \$15 million in infrastructure investment contributing to the Village's character as a historic, walkable commerce center including new brick sidewalks and crosswalks, period lighting, street trees, planters, new signage and a new roundabout replacing the only stoplight in the district.

During this time, the Town significantly invested in Glocester Memorial Park, the largest recreational facility in Glocester. This facility, which houses active and passive recreational opportunities for all residents including basketball courts, tennis courts, baseball/soft ball fields, multi-purpose fields, and a playground, acts as yet another draw to bring residents and visitors to the Town's historic and economic center.

The Town also constructed the Senior Center in Chepachet Village to further increase potential traffic through the business district. The Senior Center building was completed in January 2007 and offers a variety of services and activities including meals, exercise classes, and dancing. Other important civic buildings in the Village include Town Hall and a public library. Acting as a leader in the revitalization of historic structures in the Village, the Town heavily invested in the historic Town Hall structure and grounds including new windows, energy upgrades, new exterior paint, significant landscaping improvements and new signage.

As the infrastructure improvements were being implemented, the Town recognized that it had to be at the forefront enabling and encouraging appropriately designed and scaled economic development. As recommended in the Chepachet Village Planning Project, the Town adopted Village District zoning in 2012. The purpose of the Village District is to streamline the permitting of mixed used development to encourage the adaptive reuse of existing buildings and the infill of vacant or abandoned properties in order to create a more vibrant commercial and residential mix while maintaining the historic character of the Village. The village district zoning ensures that historic and modern structures can seamlessly coexist, appropriately accommodating the economic growth that the Town needs.

In 2018, the Town completed an outdoor pavilion in Chepachet Village. This new civic resource includes an open air, covered pavilion, parking, landscaping, and restrooms. It has already hosted many community events including concerts and festivals. This facility, which compliments the historic architecture of the area, has provided a much needed space to host larger scale community events, drawing large crowds to the Village area throughout the year. The most recent event, the annual Scarecrow Festival held in October 2022, drew over 1,200 people to the Village.

In 2019, the Town received a \$250,000 grant from the National Park Service to fund façade improvements for historic buildings in Chepachet Village. The Town received one of nine (9) total grants awarded nationwide and was the only municipality to receive one of these Historic Preservation Grants. Additionally, in 2019, the Town was awarded \$400,000 from RIDEM to provide major upgrades to Gloucester Memorial Park, the Town's largest recreation facility which is located right in Chepachet Village. These upgrades include a new all ages playground, a new basketball court, a bocce court, shade and picnic areas and the development of a direct pedestrian-only link from the park to the commercial center of the Village.

In 2021, the Town adopted the Chepachet Village Revitalization Plan ([https://www.glocesterri.org/Chepachet\\_Village\\_Revitalization\\_Plan\\_-\\_2020.pdf](https://www.glocesterri.org/Chepachet_Village_Revitalization_Plan_-_2020.pdf)). The plan is built on all previous planning efforts to develop a targeted revitalization plan for Chepachet Village to create a five-year implementation and investment plan to identify opportunities for scattered site affordable housing integrated within mixed-use development, preserve historic resources, strengthen and expand small businesses, improve recreational resources, improve buildings and infrastructure, implement creative re-use of property, increase tourism and develop infill recommendations. This plan assesses current properties, envisions improvements and sets a roadmap to target investments in Chepachet Village.

One of major obstacles to business expansion and development in general identified in the Plan is the lack of public water and sewer infrastructure in Chepachet Village. Engineering and installing individual private wells and wastewater treatment systems on an individual parcel basis is often cost prohibitive for small businesses. Reuse of underutilized spaces, such as second floors, can also be hindered by water and septic requirements, including for affordable housing. The recommendations in the Plan include exploring opportunities to establish a reliable, permanent, potable drinking water source for the Village.

## **PURPOSE**

The Town of Gloucester has issued this RFQ for the purpose of soliciting qualified Consultants to conduct a ***Public Water Feasibility Study for the Village of Chepachet***.

This study will examine existing conditions and assess viable alternatives capable of delivering potable water to Village residents and businesses located within the study area (see Map 1). The Pascoag Utility District has already identified a potential new public water source and filed a groundwater withdrawal permit application and request for preliminary determination with RIDEM for this well (see Map 2 for well location, RIDEM permit also available upon request).

The ***Public Water Feasibility Study for the Village of Chepachet*** will comprehensively analyze several alternatives for providing potable water to the Village including:

1. Extending the Pascoag Utility District Service area into Chepachet using the identified well as shown on Map 2 as a water source.
2. Installing a stand-alone community groundwater supply, treatment, storage and distribution system capable of providing potable water service to Chepachet Village.
3. Installing and developing several, smaller new water supply wells to serve businesses in the Village.
4. Installing point-of-entry treatment systems on existing private wells currently used to provide water to individual structures within the Village.

The study will systematically evaluate all of the above options and determine which option provides the most fiscally and environmentally responsible path in the near and long term that solves the issue of providing potable water in the village.

Once the preferred option is identified, the ***Public Water Feasibility Study for the Village of Chepachet*** will provide the necessary detail for the Town to move forward with the implementation of that option. Depending on the preferred option, this detail may include the limits and best route of any proposed water system, projected water demands for the study area, sizes for the main components of the proposed water system for two scenarios – with and without fire protection, preliminary opinion of cost, recommendations related to individual connections, a schedule for design and construction and a listing of funding sources to assist with project implementation.

## **CONSULTANT SERVICES**

### **Task 1: Project Administration**

Perform project management functions related to the following:

- Staffing the project.
- Budget tracking and fiscal management.
- Invoicing and project status reporting.

- Periodic meetings between the Town, the Pascoag Utility District, RI Department of Health, RI Department of Environmental Management, and property owner of potential public well.

#### Task 2: Water Supply Analysis

To determine the feasible water supply options for the project area, an estimation of existing and projected future water demands in gallons per day (gpd) is required.

- Using a system acceptable to the RI Department of Health, determine the required current and future flows required to serve the project area considering existing uses, developable land and growth projections.

#### Task 3: Water Supply Alternatives

Investigate and analyze the four (4) alternatives for providing potable water to the project area:

1. Extending the Pascoag Utility District Service area into Chepachet using the identified well as shown on Map 2 as a water source.
2. Installing a stand-alone community groundwater supply, treatment, storage and distribution system capable of providing potable water service to Chepachet Village.
3. Installing and developing several, smaller new water supply wells to serve businesses in the Village.
4. Installing point-of-entry treatment systems on existing private wells currently used to provide water to individual structures within the Village.

#### Task 4: Evaluation of Alternatives

Provide an evaluation of the potential effectiveness of the above alternatives in addressing the near and long term potable water issues for the project area. This evaluation should address:

1. Infrastructure Costs and individual home/business costs
2. Annual operating and maintenance costs
3. Regulatory requirements
4. Demand versus supply of water needs
5. Timeframes
6. Fire Flows
7. Ability to accommodate growth
8. Environmental concerns
9. Potential barriers to implementation
10. Overall viability

#### Task 5: Overview of Recommended Option

Identify the preferred option and outline the necessary steps for the Town to move forward with the implementation of that option. Depending on the preferred option, this detail may include the limits and best route of any proposed water system, sizes for the main components of the proposed water system for two scenarios – with and without fire protection, locations of potential wells, proposed source protection areas, outline of new stand along water supply, including required staffing, recommendations related to individual connections, and a schedule for design and construction.



### Task 6: Cost Summary and Funding Options

For the preferred option, prepare a preliminary opinion of cost and a listing of funding sources to assist with project implementation.

### **PROJECT SCHEDULE**

The Town of Gloucester is looking to have this project completed within 12 months.

### **TOWN RESPONSIBILITIES**

Town staff will assist the selected Consultant where possible, but said Consultant should anticipate and be prepared to be completely self-reliant in accomplishing the tasks associated with this RFQ. The Town will provide, when available, historical information and any other associated documents.

### **SELECTION CRITERIA**

#### 1. Project Team Experience & Qualifications

##### a. Team Organization, Qualifications (15 Points)

In a narrative, identify the team members (include working titles, degrees, certificates and licenses), describe the roles and responsibility of each team member (including sub consultants), and why each team member is critical to the success of the overall contract. Describe the team's experience and capacity for providing the services being requested in this RFQ. Indicate the Consultant firm represented by each key team member.

- i. Provide an organizational chart, demonstrating the Consultant's relationships and hierarchy of the team described above. Identify key members by name, position, discipline and firm, as well as key back up personnel. Key back up personnel shall be provided for all staff in the org chart.
- ii. Resumes of Consultant's key individuals and back up personnel are to be included as an appendix. Resume length shall not exceed two (2) pages per team member. DO NOT submit resumes of employees who will not actively work on this project. Note that changing key personnel after the contract has been awarded will be subject to the review and approval of the Town.
- iii. Provide the forecasted availability of key members to work on this project in average hours per week over the duration of the contract period.

##### b. Project History Summary & Matrix (20 Points)

Provide description of previous experience, including a summarized Project History Matrix.

- i. At a minimum, provide a list of five (5) recent contracts/projects the Consultant has completed in the last five years or are ongoing. Include a point of contact, contact information (phone and email), a brief description

- of the services provided.
- ii. Provide a matrix listing the firm's recent/ongoing projects. Identify all key personnel that completed these recent/ongoing projects and their role in the project.
- iii. Note that only projects completed by key members of the project team will be considered.
- iv. Highlight at least one project that includes a public water feasibility study or similar project that includes key personnel for this proposal.
- c. Consultant & Subconsultant References (5 Points)  
Provide the contact information (to include names, phone numbers, and email) for a minimum of three references for the prime consultant and each of the subconsultants. References should have direct experience with the Project Manager and other proposed key team members on projects of similar type, complexity and size.

## 2. Project Understanding and Approach

- a. Project Understanding (25 points)
  - i. Describe the Consultant's understanding of the overall project goal
  - ii. Describe the risks applicable to the Town that you propose to evaluate.
  - iii. Describe the Consultant's understanding of the Town's current water availability and water usage.
- b. Description of Approach (30 points)
  - i. Clearly describe the process the Consultant will use to evaluate each of the four (4) alternatives for providing potable water to Chepachet Village.
  - ii. Describe how the Consultant's team will manage and coordinate the necessary disciplines required for accomplishing the services requested.
  - iii. Describe the Consultant's approach to gathering the required data, with as much as possible being gathered independently by the Consultant without assistance from the Town.
  - iv. Describe the Consultant's approach to filling any anticipated gaps in Town provided data.
  - v. Identify the Consultant's project communication plan between the team, Town staff and various stakeholders.
  - vi. Describe of the Consultant's Quality Control (QC) and Quality Assurance (QA) program for the requested services.
  - vii. Include Consultant's approach to effective project management techniques, such as cost control and scheduling tools, and progress reporting to be used on this project.
  - viii. Provide a detailed schedule showing how the consultant intends to accomplish the work and meet the schedule requirements provided in this RFQ. The schedule shall indicate any anticipated workshops, review periods, onsite-work, and draft and final submissions of the Public Water Feasibility Study

## 3. Presentation, Organization and Clarity of Submittal

- a. Formatting, Document Clarity  
Organization of the proposal, and the manner in which information is presented, should promote the Consultant's ability to assemble clear and concise documentation.

## **DELIVERABLES**

The following deliverables are required for this project:

- A written report outlining the feasibility of public water for Chepachet Village which includes information requested in the work tasks listed above.
- Ten hard copies and one electronic version of the final draft for review by Town Council and final work products at project conclusion are required. The Town of Gloucester shall retain ownership of all data generated.

## **REQUIRED CONTRACT PROVISIONS**

Based on the source of funds used for this project, the following contract provisions will be required for the selected Consultant:

- a. Modification or Termination
  - i. Contract may not be modified or terminated except in writing signed by the parties hereto. The Contractor's attention is directed to the fact that this Contract is subject to the Public Works Arbitration Act of R.I. General Laws Section 37-16-1 et., seq Unless otherwise provided in this agreement, all claims, counterclaims, disputes and other matters in question between the Owner and the Contractor arising out of, or relating to, this Agreement or in performance interpretation or breach of it will be decided by arbitration at the election of either party, or in a court of competent jurisdiction within the State in which the Owner is located.
  - ii. Any dispute to be arbitrated shall be done so in accordance with the Construction Industry Arbitration Rules and Regulations of the American Arbitration Association, and judgment upon the award rendered by the Arbitrator(s) may be entered in any court having jurisdiction thereof.
  - iii. However, to the extent allowed by law, if neither party wishes to elect arbitration, and if both parties agree, such claim or controversy may be litigated in a court of competent jurisdiction, as provided in this Agreement. Furthermore, if either party elects to bring such claim or controversy to arbitration, it shall first notify the other party and allow that other party ten (10) calendar days (before filing) within which to have the claim mediated, and shall negotiate in good faith during any such mediation effort.

- iv. In addition, the method of the appointment of an arbitrator shall vary for the method set forth in Article 13 (Appointment form Panel) of the American Arbitration Association (AAA) Construction Industry Arbitration Rules only so far as that: the AAA Shall submit a second, but no further, set of lists should the parties fail to agree upon any of the persons names, or if acceptable arbitrators are unable to act, or if for any other reason the appointment cannot be made from the original submitted lists. If for any reason an appointment cannot be made from the second set of lists, the AAA shall have the power to make the appointment from other members of the Panel without the submission of any additional lists.
- b. Equal Employment Opportunity. During the performance of this contract, the contractor agrees as follows:
  - i. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- c. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). Contractors must pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor.
- d. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Work in excess of the 40 hour standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. No laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous.
- e. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended – Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

- f. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) - Contractors certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.