

TOWN OF HOPKINTON

Renovations to Hopkinton Animal Control Facility



2024

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BID SUMMARY

Bids Due By: Friday, April 26, 2024 at 2:00p.m.
Bid Opening Date: Friday, April 26, 2024 at 2:15 p.m.

BID RECEIPT LOCATION:

Town Clerk's Office
Hopkinton Town Hall
1 Town House Road
Hopkinton, RI 02833

BID OPENING LOCATION:

Town Council Chambers
Hopkinton Town Hall
1 Town House Road
Hopkinton, RI 02833

Sealed Envelopes Must Be Marked As Follows:

“Renovations to Hopkinton Animal Control Facility”

The effective date of AWARD shall be on or about **Monday, May 6th, 2024.**

Single Point of Contact: All requests for information related to this bid package shall be directed to:

**Brian M. Rosso
Town Manager
1 Town House Road
Hopkinton, Rhode Island 02833**

REQUEST FOR PROPOSALS FOR **THE TOWN OF HOPKINTON RHODE ISLAND** **Hopkinton Animal Control Facility Renovations**

SECTION 1 – OVERVIEW OF PROCESS

1.1 Background

The Town of Hopkinton is requesting Proposals for the expansion and remodeling of the existing animal shelter building to allow expansion of the administrative, animal holding and animal isolation spaces.

1.2 Instructions

This RFP and additional documents includes a description of the scope of services, proposal requirements, and instructions for submitting your proposal. Failure to follow these instructions may result in the rejection of your proposal.

1.3 Purpose of RFP

This request for Proposals has been issued by the Town of Hopkinton to solicit bids for the **expansion and remodeling of the existing animal shelter building**. Bidders should carefully examine the specifications and fully inform themselves of all language that could in any way affect the equipment or the cost. Should the bidders find discrepancies, omissions in the specifications, or question their interpretation, they should notify the Town Manager’s office and obtain clarification prior to submitting any proposal. Failure to obtain clarification of any issue does not relieve the bidder from any responsibility in the bidding of this project, which meets the needs of the Town of Hopkinton. **See Section 5, Form 5.1 Bid Specifications.**

The bid documents and work specifications may be accessed on the Town website: www.hopkintonri.gov as of Monday, April 8th, 2024.

1.4 Scope of work

See Section 5, Form 5.1 *Bid Specifications*.

1.5 RFP Schedule

Bid documents and specifications are accessible.....	Monday, April 8, 2024
Non-Mandatory pre-bid meeting + Site inspection	April 17, 2024, 1:00 PM
Sealed bids will be accepted	2:00pm on April 26, 2024
Sealed bids will be opened at	2:15pm on April 26, 2024

1.6 Questions and Inquiries

Prior to the acceptance of bids, a Non-mandatory pre-bid meeting will take place to answer any and all questions by potential bidders. This will take place on Wednesday April 17th @ 1:00 pm

at 397 Woodville Road, Hopkinton RI. Throughout the process, all questions and inquiries can be directed to the Town Manager's office via (401) 377-7761 or via email at brian.rosso@hopkintonri.gov

SECTION 2 – SUBMITTAL REQUIREMENTS

2.1 Proposal Format Requirements

Bids must be submitted on and in accordance with the bid sheets attached as **Section 5, Form 5.3 Bid Proposal form**, blank places must be filled in as noted, and no change shall be made in the phraseology of the proposal or in the item or items mentioned therein. Bids must contain the name and proper address of the bidding firm and must be signed by a responsible member of the firm with his/her signature and official title. Proposals that are not complete, or contain any omissions, erasures, alterations, additions, or irregularities of any kind may be rejected.

- a. Envelopes containing bids must be sealed, submitted to the Town Clerk's Office, and marked "**Renovations to Hopkinton Animal Control Facility**"
- b. Bidders are required to submit three (3) copies of their bids.
- c. A signed copy of the Bid Instructions, found in Section 5, Form 5.2 *Bid Instruction Agreement* shall be submitted to the Town Clerk's office at the time the bid is submitted.
- d. Proposals shall be submitted on the attached bid sheet. (Reference forms in Section 5, Forms 5.1 *Bid Specifications* and 5.3 *Bid Proposal Form*)
- e. Bids are to be submitted on or before the date and time due and signed by a person authorized to represent the bidder.
- f. Bids that do not meet minimum requirements may or may not be considered. All exceptions must be listed.

2.2 Prices

Bidders shall state the proposed price(s) in the manner as designated in the Bid Proposal Form. In the event that there is a discrepancy between the unit prices and the extended totals, the unit prices shall govern.

2.2.a Rhode Island Sales Tax

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

2.2.b Federal Excise Tax

The Town is exempt from the payment of any excise or Federal excise taxes. The price bid must be exclusive of taxes and will be so construed.

2.3 Delivery

When applicable, all prices must be on the basis of F.O.B. 1 Town House Road, Hopkinton, Rhode Island. Deliveries shall be made between the hours of 8:30 a.m. and 3:00 p.m., Monday through Friday.

The Bidder agrees that this bid shall be good and may not be withdrawn for a period of ninety (90) working days, Saturday, Sunday and legal holidays excluded after the opening of bids.

Town will take into consideration the following factors: (1) demonstrated experience in the type of work required; (2) record of bidder in accomplishing work on other, similar projects in required time frame; (3) quality of work previously performed by the bidder for the Town of Hopkinton, if any; (4) recent experience showing accuracy of cost estimates.

2.4 “Or equal” bidding

When the name of a manufacturer, a brand name, or a manufacturer's catalogue number is issued as the bid standard in describing an item this description is used to indicate quality, performance and other essential characteristics of the article required. If bidding on other than the make, model, brand or sample specified, but equal thereto, the bidder must so state by giving the manufacturer's name, catalogue number, and any other information necessary to prove that the intended substitution of a commodity is equal in all essential respects to the bid standard. Bidder must prove to the satisfaction of the Town Manager or by a person or persons designated by him in his or their sole discretion, that his/her designated substitute is equal to the bid standard: otherwise, his/her bid will be declared "No Bid" in so far as the item in question is concerned.

SECTION 3 – EVALUATION OF RESPONSES

3.1 Receipt, opening, and withdrawal of Bids

Bids will be accepted in the Hopkinton Town Hall until the time indicated on the advertisement for bids, for the commodities, equipment, or services designated in the specifications and will then be publicly opened and read.

The Town Clerk will decide when the specified time has arrived to open bids, and no bid received after the posted deadline will be considered.

Any bidder may withdraw his/her bid by written request at any time prior to the advertised time for bid opening. Telephonic bids, amendments, or withdrawals will not be accepted.

Unless otherwise specified, no bid may be withdrawn for a period of ninety (90) days after the date of bid opening.

Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened.

Bids received prior to the time of opening will be securely maintained by the Town Clerk. No responsibility will attach to an officer or person for the premature opening of a bid not properly addressed and identified.

3.2 Town's Right to Reject

The Town reserves the right to reject any and all proposals, to waive any informality in the proposals received, and to accept the proposal deemed to be most favorable, in the best interests of the Town. The Town reserves the right to terminate the Agreement. Failure of the Contractor to perform any work under this Agreement for a period of ten (10) days following its commencement, without the consent of the Town, shall constitute a breach of the Agreement and the Town may at its option, by written notice, terminate his/her obligations hereunder or otherwise effect the completion of the work uncompleted by the Contractor, and may offset against the contract price herein set forth, the cost and expense of completing such work, or in the event the Town has at the time of such breach and termination paid to the Contractor an amount in excess of the fair value of the work then completed, the Contractor shall refund to the Town promptly upon demand, an apportioned amount of the total sum thereto paid by the Town.

3.3 Award and Contract

Unless otherwise specified, the Town reserves the right to make an award by item or items, or by total, as may be in the best interest of the Town. If applicable, a written award Notice to Proceed, *form 5.5* and an Anti-Collusion Certificate for Contract, *form 5.6* will be provided to the successful bidder.

SECTION 4 – SUCCESSFUL BIDDER REQUIREMENTS

4.1 General Requirements

The successful bidder must comply with the following general requirements:

- a. The successful bidder shall execute the Notice of Award and Notice to Proceed forms (Section 5 Forms 5.3 *Notice of Award* and 5.4 *Notice to Proceed*) within fifteen (15) days after Hopkinton Town Council Awards the bid.
- b. The successful bidder shall execute a Contractual Agreement within fifteen (15) days after the Hopkinton Town Council awards the bid, signing both the AIA Contract below in Section 4.2 *AIA Contract* as well as the Anti- Collusion Contract in Section 5, Form 5.5 *Anti-Collusion Certificate for Contract*.
- c. The plan update shall begin no later than thirty (30) days after the Hopkinton Town Council awards the bid.

4.2 AIA Contract

The successful bidder may be required to submit a fully executed Rhode Island custom AIA contract. If awarded the contract, the successful bidder may be required to obtain the specified AIA Documents from <https://documentsondemand.aia.org/?filter=Rhode>.

4.3 Affirmative Action

Any firm providing services to or doing business with the Town of Hopkinton, R.I. shall adhere to the Town's Affirmative Action Plan for Equal Employment.

4.4 Insurance and Bond(s)

The successful bidder shall provide the following insurance(s)/bond(s):

4.4a Certificate of Liability Insurance

- A. Commercial General Liability Insurance in the amount of one million dollars (\$1,000,000).
- B. Automobile Liability Insurance in the amount of one million dollars (\$1,000,000).
- C. Umbrella Liability Insurance in the amount of five million dollars (\$5,000,000).
- D. Workers Compensation and Employers' Liability Insurance in the amount of one million dollars (\$1,000,000).

4.4b Performance Bond

- A. A Performance Bond in the full amount of the bid submitted as security for faithful performance of the work.

4.4c Labor and Materials Payment Bond

- A. If the successful bidder subcontracts any of the work, the bidder must furnish a Labor and Materials Payment Bond for the full value of the bid price.

4.5 Labor Regulations

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

- A. The successful bidder shall not discriminate in employment practices and conform with Executive Order No. 11246.
- B. Bidders must, if required, submit a compliance report concerning their employment practices and policies in order to maintain their eligibility to receive the award.
- C. Successful bidders shall submit to the Hopkinton Town Manager a list of all subcontractors who will perform work on the project, and written signed statements from authorized agents of labor pools with which they will or may deal with for employees on the work, together with any information to the effect that such labor pools practices or policies are in conformity with Executive Order No. 11246; that they will affirmatively cooperate in or offer no hindrance to the recruitment, employment, and equal treatment of employment, and equal treatment of

employees seeking employment and performing work under this contract; or a certification as to when such agents or labor pools have failed or refused to furnish them, prior to award of the contract.

4.6 Wage Rates

This is a prevailing wage project. Attention of the bidders is particularly called to the requirements as to conditions of employment to be observed and minimum wage rates to be paid under the contract. In conformity with the provisions of Chapter 13 of Title 37, General Laws, Rhode Island, 1956, as amended, the minimum wages for a day's work paid to craftsmen, teamsters and laborers shall not be less than the customary and prevailing rate of wages for a day's work in the locality where the work is undertaken. Such a schedule of wages has been established on a minimum hourly basis and is on file in the office of the State Department of Labor and Training.

4.7 Remedies

Except as may be otherwise provided, all claims, counterclaims, disputes and other matters in question between the Town and the successful bidder arising out of or relating to this agreement or the breach thereof will be decided in a court of competent jurisdiction within the State of Rhode Island.

4.8 Indemnity

The successful bidder shall at all times indemnify and save harmless the Town, its servants and agents, from any and all claims and from any suits, litigation, damages, losses or the like arising out of injuries sustained or alleged to have been sustained by any persons or damage to property in connection with the contract work, caused in whole or in part by acts or omissions of the successful bidder, his subcontractors, material persons, or anyone directly or indirectly connected with the contract work.

4.9 General Guarantee

Neither the final certificate of payment nor any provision in the contract documents nor any partial or entire occupancy of the premises by the Town shall constitute an acceptance of work not done or relieve the successful bidder of liability with respect to any express warranties or responsibility for faulty workmanship or materials. The successful bidder shall remedy any defects in the work and pay for any damage to other work resulting therefrom, which shall appear within a period of one (1) year from the date of final acceptance of the work unless a longer period is specified by the Town and/or by virtue of any specific product guarantees and/or warranties. The Town will give final notice of observed defects with reasonable promptness.

The successful bidder shall guarantee the satisfactory operation of any item of equipment for one (1) year or for any other time period consistent with any specific product guarantees and/or warranties from the date of final acceptance.

SECTION 5 – LIST OF EXHIBITS AND FORMS

5.1 Bid Specifications

This request for Proposals has been issued by the Town of Hopkinton to solicit bids for the renovations to Hopkinton Animal Control Facility. Bidders should carefully examine the specifications and fully inform themselves of all language that could in any way affect the equipment or the cost. Should the bidders find discrepancies, omissions in the specifications, or question their interpretation, they should notify the Town Manager's office and obtain clarification prior to submitting any proposal. Failure to obtain clarification of any issue does not relieve the bidder from any responsibility in the bidding of this project, which meets the needs of the Town of Hopkinton.

See Attachment 1 for Bid Specifications and related figures and attachments.

5.2 Agreement to Bid Requirements Signature Page

I hereby certify that I have read and agree to these Bid Instructions.

A signed copy of the Bid Instructions shall be submitted to the Town Clerk's Office at the time the bid is submitted.

Date

Name

Company Name

Company Street Address

City/Town/State

Signature

5.3 Bid Proposal Form

THE PROJECT AND THE PARTIES

1.01 TO:

- A. Owner
Town of Hopkinton
1 Town House Road
Hopkinton, RI 02833

1.02 FOR:

Renovations to Hopkinton Animal Control Facility
397 Woodville Road
Hopkinton, RI

1.03 DATE: _____ (BIDDER TO ENTER DATE)

1.04 SUBMITTED BY: (BIDDER TO ENTER NAME AND ADDRESS)

- A. Bidder's Full Name _____
1. Address _____
2. City, State, Zip _____

1.05 OFFER

- A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Bid Documents prepared by Ed Wojcik Architect, Ltd. for the above- mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Sum of:
- B. _____ dollars
(\$ _____), in lawful money of the United States of America.
- C. We have included the required performance assurance bonds in the Bid Amount as required by the Instructions to Bidders.
1. The cost of the required performance assurance bonds is _____ dollars
(\$ _____), in lawful money of the United States of America.
- D. Town of Hopkinton is a government entity and bids should not include taxes.

1.06 ALTERNATES

THE FOLLOWING AMOUNTS SHALL BE ADDED TO OR DEDUCTED FROM THE BID AMOUNT. REFER TO SECTION 01 2300 - ALTERNATES.

ALTERNATE # 1 SYNTHETIC GRASS SURFACING: ADD \$ _____

1.07 ACCEPTANCE

- A. This offer shall be open to acceptance and is irrevocable for thirty days from the bid closing date.
- B. If this bid is accepted by Owner within the time period stated above, we will:
1. Execute the Agreement within seven days of receipt of Notice of Award.
 2. Furnish the required bonds within seven days of receipt of Notice of Award.
 3. Commence work within seven days after written Notice to Proceed of this bid.

1.08 CONTRACT TIME

- A. If this Bid is accepted, we will:
- B. Complete the Work in _____ calendar days from Notice to Proceed.

1.09 CHANGES TO THE WORK

- A. When Architect establishes that the method of valuation for Changes in the Work will be net cost plus a percentage fee in accordance with General Conditions, our percentage fee will be:
 - 1. _____ percent overhead and profit on the net cost of our own Work;
 - 2. _____ percent on the cost of work done by any Subcontractor.
- B. On work deleted from the Contract, our credit to Owner shall be Architect-approved net cost plus _____ of the overhead and profit percentage noted above.

1.10 ADDENDA

- A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.
 - 1. Addendum # _____ Dated _____.
 - 2. Addendum # _____ Dated _____.
 - 3. Addendum # _____ Dated _____.

1.11 BID FORM SUPPLEMENTS

- A. The following Supplements are attached to this Bid Form and are considered an integral part of this Bid Form:
 - 1. Document 00 4323 - Alternates Form: Include the cost variations to the Bid Sum applicable to the Work as described in Section 01-2300 Alternates.

1.12 BID FORM SIGNATURE(S)

- A. _____
- B. (Bidder - print the full name of your firm) _____
- C. (Authorized signing officer, Title) _____

1.13 IF THE BID 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.

5.4 Notice of Award

TO: _____

RENOVATIONS TO HOPKINTON ANIMAL CONTROL FACILITY

The Town has considered the bid submitted by you, dated _____,
for the above-referenced purchase in response to its Request for Proposals (RFP).

You are hereby notified that your bid has been accepted in the amount(s) shown on the Bid Sheet.

Dated this _____ day of _____, 2024

TOWN OF HOPKINTON, RHODE ISLAND

BY: _____
Brian M. Rosso
Town Manager

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged on this _____ day of
_____, 2024.

BY: _____

TITLE: _____

COMPANY NAME: _____

5.5 Notice to Proceed

TO: _____

DATE: _____

RENOVATIONS TO HOPKINTON ANIMAL CONTROL FACILITY

You are hereby notified to commence WORK on or after _____.

TOWN OF HOPKINTON, RHODE ISLAND

BY: _____

Brian M. Rosso
Town Manager

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE TO PROCEED is hereby acknowledged on this _____ day
of _____, 2024.

BY: _____

TITLE: _____

COMPANY NAME: _____

5.6 Anti-Collusion Certificate for Contract

(Sworn Affidavit)

The successful bidder shall complete an Anti-Collusion Certificate within fifteen (15) days after the Hopkinton Town Council awards the bid.

Title 23, United States Code, Section 112 requires, as a condition precedent to approval by the Town Manager, that there shall be filed a sworn statement executed by, on behalf of the person, firm, association or corporation that they have not, either directly or indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with such contract. This sworn statement shall be in the form of an affidavit executed and sworn to by the **successful bidder** before a person who is authorized by the laws of this state to administer oaths.

THE SUCCESSFUL BIDDER MUST COMPLETE THIS CERTIFICATION STATEMENT

County of _____,

I, _____ (name of party signing affidavit) _____ (title),

being duly sworn, do depose and say : On behalf of _____ (name of contractor),

of _____ (address)

that said contractor has not, either directly or indirectly, entered into agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding.

Printed Name of Contractor: _____

Signature of Contractor: _____

Sworn to before me this _____ day of _____, 2024.

Signature and Seal of Notary Public _____

My commission expires: _____

5.7 Official RFP Posting

The Town of Hopkinton, RI is currently seeking sealed bids for:

RENOVATIONS TO HOPKINTON ANIMAL CONTROL FACILITY

The Town of Hopkinton is seeking bids from qualified contractors for the renovations to the Hopkinton Animal Control Facility. The bid documents and work specifications may be accessed on the Town website: www.hopkintonri.gov as of Monday, April 8, 2024.

A pre-bid meeting will be held beginning at the Hopkinton Animal Control Facility, 397 Woodville Road, Hopkinton, RI at 1:00 PM on Wednesday, April 17, 2024

This is a publicly funded project that must be conducted in compliance with all applicable Federal, State and local laws, and all applicable State of Rhode Island regulations and policies.

The Town of Hopkinton reserves the right to reject any or all bids. Bids are due by 2:00 p.m. local time on Friday, April 26, 2024, in the Town Clerk's Office at Hopkinton Town Hall, 1 Town House Road, Hopkinton, RI 02833. At 2:15 p.m., they will be opened and read aloud. Any bid received after this date and time will be returned unopened.