

# **BID INFORMATION, REQUIREMENTS, SPECIFICATIONS, STANDARD AND SPECIAL INSTRUCTIONS**

## **BID INFORMATION**

**BIDS DUE BY:** *Tuesday, November 29, 2016 at 3:00 p.m.*  
**BID OPENING DATE:** *Tuesday, November 29, 2016 at 3:00 p.m.*

### **BID RECEIPT LOCATION:**

Town Clerk's Office  
Richmond Town Hall  
5 Richmond Townhouse Road  
Wyoming, RI 02898

### **BID OPENING LOCATION:**

Town Council Chambers  
Richmond Town Hall  
5 Richmond Townhouse Road  
Wyoming, RI 02898

**Sealed Envelopes Must Be Marked As Follows:**

**“RICHMOND HERITAGE TRAIL CONSTRUCTION”**

**The effective date of AWARD shall be on or about December 6, 2016.**

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

**Town Administrator Karen D. Pinch  
Richmond Town Hall  
5 Richmond Townhouse Road  
Wyoming, Rhode Island 02898  
(401) 539-9000**

**Email Address: [townadministrator@richmondri.com](mailto:townadministrator@richmondri.com)**

## BID REQUIREMENTS

1. The Town will hold a non-mandatory site visit on Wednesday, November 16, 2016. Potential bidders should be present at the Town Hall at 10 am and will then complete a visit to the nearby project site for review and to address questions from potential bidders.
2. Sealed bids will be accepted in the Town Clerk's Office until 3:00 p.m. on Tuesday, November 29, 2016.
3. Sealed bids will be opened in the Town Council Chambers at 3:00 p.m. on Tuesday, November 29, 2016.
4. Sealed envelopes must be marked "**RICHMOND HERITAGE TRAIL**" and submitted to the Town Clerk's Office.
5. Proposals shall be for the construction of the Richmond Heritage Trail on town-owned open space lands including 0.4-mile ADA-compliant, stone-dust trail, two wooden walkover structures, picnic platform, and boardwalk supported by helical piles; low-height stone retaining wall; installation of compost soils and seed mixes; and completion of other project components. Refer to design plan Sheets 4-8 prepared by the Professional Engineer for the project and available on the Town of Richmond web site: [www.richmondri.com](http://www.richmondri.com). Sheets 1-3 are the Existing Conditions Plan prepared by the Professional Land Surveyor for the project; copies of the Existing Conditions Plan will be made available, upon request.
6. Proposals shall be submitted on the attached bid sheet.
7. Bids that do not meet minimum requirements may or may not be considered. All exceptions must be listed.
8. Vendors are required to submit two (2) copies of their bids.
9. The Town of Richmond shall award the bid to the responsible bidder whose proposal is determined, in writing, to be the most advantageous to the Town taking into consideration price and evaluation factors stated in the Request for Proposals (RFPs). The award shall be made on the basis of the lowest evaluated or responsive bid price. This applies to negotiation after competitive bidding, not to the bidding itself.
10. Bidders may be asked to appear before a committee comprised of Town officials to present their proposals and qualifications.
11. The Town of Richmond is exempt from Federal excise taxes and State sales taxes.
12. No price escalation clauses will be accepted.

13. The successful bidder must furnish a General Liability Insurance Certificate to the Town of Richmond, within fifteen (15) calendar days after the bid award date.
14. The successful bidder must enter into a Contractual Agreement with the Town of Richmond within fifteen (15) days after the bid award date.
15. No Bid Bond is required.
16. No bidder may withdraw his bid within ninety (90) days after the bid is submitted.
17. Contracts may be competitively negotiated when it is determined, in writing, by the Town Administrator or Purchasing Officer that the bid prices received by competitive sealed bidding either are unreasonable as to all or part of the requirements, or were not independently reached in open competition.
18. The contractor shall complete the project by June 30, 2017.
19. Kindly contact Town Administrator Karen Pinch at (401) 539-9000, or via email, at [townadministrator@richmondri.com](mailto:townadministrator@richmondri.com), with any questions, regarding this Request for Proposals and/or bidding process.

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### **INVITATION TO BID**

Separate sealed bids will be received by the **TOWN OF RICHMOND, RHODE ISLAND** for **HERITAGE TRAIL CONSTRUCTION** on or before **3:00 p.m.** on **November 29, 2016** at the office of the Town Clerk, 5 Richmond Townhouse Rd, Wyoming, RI and at that time will be opened and read in public.

Specifications may be obtained at the Town Administrator Office, 5 Richmond Townhouse Road, Wyoming, Rhode Island, between the hours of 9:00 a.m. and 4:00 p.m. **Monday through Friday** and are available on the Town of Richmond website, [www.richmondri.com](http://www.richmondri.com).

All bids must be submitted on the bid form provided, in duplicate and clearly marked:

(Sealed Bid)

**RICHMOND HERITAGE TRAIL CONSTRUCTION**

Bids must be enclosed in an sealed envelope addressed to "Town Administrator, Richmond Town Hall, 5 Richmond Townhouse Road, Wyoming, RI 02898" and bearing the name and address of the bidder.

No bidder may withdraw his/her bid within ninety (90) days after the scheduled closing time for receipt of bid.

The Town of Richmond reserves the right to reject any/all bids, waive any informalities in the bids received and to accept and award the bid to the lowest qualified bid deemed most favorable to the interest of the Town of Richmond.

Individuals requesting interpreter services for the hearing impaired must notify the Finance Department (401)539-9000, x8 at least three business days prior to the bid opening.

Karen Pinch  
Town Administrator

## STANDARD INSTRUCTIONS TO BIDDERS

### TOWN OF RICHMOND, RHODE ISLAND

**THESE INSTRUCTIONS ARE STANDARD FOR ALL PROPOSALS ISSUED BY THE PURCHASING DIVISION AND MAY BE DELETED, OR MODIFIED BY INDICATING SUCH CHANGE BY "SPECIAL INSTRUCTIONS TO BIDDERS."**

1. Receipt and Opening of Proposal

Sealed proposals (bids) will be accepted in the office of the Town Administrator, Town of Richmond, Rhode Island 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.

2. Form of Bid

Proposal must be submitted on and in accordance with the forms attached hereto, blank places must be filled in as noted, 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 contain irregularities of any kind, may be rejected.

3. Submission of Bids

- A. Envelope containing bid must be sealed and addressed to the office of the Town Administrator, Richmond Town Hall, Wyoming, Rhode Island 02898 and must be marked with the name of the project and name and address of bidder.
- B. The Town Administrator will open the bids at the specified time, and no bid received thereafter will be considered.
- C. Any bidder may withdraw his/her bid by written request at any time prior to the advertised time for opening. Telephonic bids, amendments, or withdrawals will not be accepted.
- D. Unless otherwise specified, no bid may be withdrawn for a period of ninety (90) days from the date of bid opening.
- E. 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.

F. Proposals received prior to the time of opening will be securely kept unopened. No responsibility will attach to an officer or person for the premature opening of a proposal not properly addressed and identified.

4. Prices

Bidders shall state the proposed price 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. In the event there is a discrepancy between the price written in words and written in figures, the prices written in words shall govern.

5. Rhode Island Sales Tax

The Town is exempt from the payment of Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30 Paragraph1, as amended.

6. Federal Excise Taxes

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

7. Award and Contract

Unless otherwise specified, the Town reserves the right to make award by item or items, or by total, as may be in the best interest of the Town. A written award (or acceptance of Bid) mailed (or otherwise furnished) to the successful bidder followed by a Town Purchase Order shall, unless otherwise specified, be deemed to result in a binding contract without further action by either party.

8. Delivery

All prices must be on the basis of F.O.B. Delivery Point Richmond, Rhode Island. Deliveries must consist only of new merchandise or equipment and shall be made between 9:00 a.m. and 3:00 p.m., Monday thru Friday. No delivery shall become due or be acceptable without a written Purchase Order issued by the Town Purchasing Agent.

9. Affirmative Action

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

10. 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 to the best interests of the Town.

11. Insurance

The SUCCESSFUL BIDDER shall provide the following insurances in accordance with the General Conditions:

A. Workers' Compensation Insurance

The SUCCESSFUL BIDDER shall provide adequate statutory Workmen's Compensation Insurance for all labor employed on the Project who may come within the protection of such laws and shall provide Employer's General Liability Insurance in the amount of \$100,000 for the benefit of his/her employees not protected by such compensation laws.

B. Contractor's Comprehensive Public Liability and Property Damage Liability Insurance

The SUCCESSFUL BIDDER shall carry Comprehensive General Liability Insurance with broad form of Contractual General Liability Endorsement attached, providing for a limit of not less than One Million Dollars (\$1,000,000) for all damages arising out of bodily injuries to or death of one (1) person, and subject to that a limit for each person, a total limit of not less than One Million Dollars (\$1,000,000) for all damages arising out of bodily injuries to or the death of two (2) or more persons in any one accident; and Contractor's Comprehensive Property Damage Liability Insurance providing for a limit of not less than One Million Dollars (\$1,000,000) for all damages arising out of injury to or destruction of property in any one accident; and subject to a limit of not less than One Million Dollars (\$1,000,000) for all damages arising out of injury to or destruction of property during the policy period.

C. Comprehensive Automobile Liability and Property Damage Insurance

The SUCCESSFUL BIDDER shall carry Comprehensive Automobile Liability Insurance covering all owned vehicles, hired vehicles, or non-owned vehicles in the amount of not less than One Million Dollars (\$1,000,000) for all damages arising out of bodily injuries to or the death of any one (1) person; and subject to that limit for each person a total of not less than One Million Dollars (\$1,000,000) for all damages arising out of bodily injuries to or the death of two (2) or more persons in any one accident; and Property Damage coverage in the amount of not less than One Million Dollars (\$1,000,000) for all damages arising out of injury to or

destruction of property.

D. Insurance Covering Special Hazards

Special hazards shall be covered by rider or riders to the Public Liability Insurance and Property Damage Insurance policy or policies hereinabove required to be furnished by the SUCCESSFUL BIDDER, or by separate policies of insurance as follows:

1. Property Damage Liability arising out of the collapse of, or structural injury to any building or structure due to excavation (including borrowing, filling, or backfilling in connection therewith), tunneling, pile driving, cofferdam work, or caisson work; or to moving, shoring, underpinning, razing, or demolition of any building or structure, or removal or rebuilding of any structural support thereof.
2. Property Damage Liability for injury to or destruction of property arising directly or indirectly from blasting or explosions, however caused, other than pressure, prime movers, machinery or power-transmitting equipment.
3. Property Damage Liability for injury or destruction of wires, conduits, pipes, mains, sewers, or other similar property or any apparatus in connection therewith, below the surface of the ground, arising from and during the use of mechanical equipment for the purpose of excavating or drilling within the Project limits; injury to or destruction of property at any time resulting therefrom.

12. Labor Regulations

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

- A. The Contract for Work under this proposal will obligate the contractor and subcontractors not to 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 award of the Contract.
- C. Successful bidders must, if required, submit 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.

13. Wage Rates

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 be not 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 in file in the office of the State Department of Labor and Training.

## SPECIAL INSTRUCTIONS TO BIDDERS

### TOWN OF RICHMOND, RHODE ISLAND DEPARTMENT OF ADMINISTRATION - PURCHASING DIVISION RICHMOND HERITAGE TRAIL CONSTRUCTION

1. Submission of Bids

The following bid forms must be attached and become part of the submitted bid package by a prospective bidder:

BID FORM  
BID FORM – LINE ITEM COSTS  
BIDDER’S QUALIFICATIONS STATEMENT  
BIDDER’S TRADE REFERENCES  
BIDDER’S SUBCONTRACTORS LIST

2. Materials for Construction

The Town of Richmond intends to provide all materials for the project, as identified in the design plans, Sheets 4-8, and items discussed in these specifications. The materials provided by the **TOWN OF RICHMOND** shall be delivered to the general area of the project site for use by the contracted bidder. On-site storage and protection of the items from the elements shall be the responsibility of the selected bidder. Therefore, the sealed bids for the **RICHMOND HERITAGE TRAIL CONSTRUCTION** in the **TOWN OF RICHMOND, RHODE ISLAND** shall include all equipment, tools, labor, clearing and grubbing, excavation, trimming of vegetation, means, methods and construction completion of the proposed trail and trail components, as identified in the plans. No adjustments will be made to the Contract sum for variations in the existing conditions.

3. Specifications

Erosion Control

The Town of Richmond shall furnish straw wattle sediment and erosion control devices for this project. The straw wattle technique shall replace the silt fence technique with locations depicted on Sheets 4 and 5, and described in the detail on Sheet 7 of the design plans.

Stone-dust Trail

The contractor shall complete vegetation clearing and soil excavation, then install bluestone dust or equivalent of grain size of 3/8 to 1/4-inch minus crushed aggregate that is free of debris. The contractor is required to be familiar with the site and verify existing conditions. Contractor shall place crushed stone aggregate over prepared and compacted sub-grade. Level the aggregate to desired grade and cross-section as detailed on Sheet 8 of

the design plans. With moisture penetration, aggregate shall be compacted to 95% compaction using 1,000-lb single drum roller, or double drum roller that can accommodate the 6-ft wide trail. DO NOT use a vibratory plate compactor as vibration separates aggregate particles; this note supercedes the note on the design plans. If surface aggregate dries significantly quicker than sub-surface material, lightly mist surface before completing compaction practices.

Finished trail surface shall be smooth, uniform and solid. Compacted trail shall be firm throughout the profile with no spongy areas. Any significant irregularities in the trail surface shall be repaired to the uniformity of the entire installation. Contractor shall provide, for a period of 60 days, unconditional maintenance and repairs of the trail, as required.

#### Low-height Stone Wall

The Town of Richmond will provide local quarry stone for constructing the low-height walls for the all-persons trail. The wall locations are depicted on Sheet 4 of the design plans. The contractor shall use a woven geo-fabric on the backside of each wall to prevent soil piping through rock voids.

#### Walkover Bridges, Boardwalk, and Picnic Platform

The contractor shall be familiar and experienced with installing helical piles, including use of installation equipment and measurement of torque during installation. Based on site soil conditions, the contractor shall assume the installation will include a helical pile plus a double lead extension of at least 10 ft and torque pressure value of at least 700 ft-lbs. A load bearing of 60 lbs/sf is proposed for these structures. Soil borings (SE-1 – SE-3) were collected along the boardwalk alignment, and bidders shall review the soil boring data and mapping information available for the site and relative to the installation of the helical piles.

Intermediate posts (4" x 4") may be required where spacing between piles exceeds 6'. Intermediate posts are shown on the relative sections (A-A, B-B and C-C). Intermediate posts do not require helical piles; only the 6" x 6" posts are expected to have underlying support helical piles.

The batter anchor turnbuckles are to be considered diagonal braces. The diagonal braces are only required where the deck is 3 ft-4.5 ft above the ground. As designed, no diagonal braces are required, unless a field change is made that necessitates them.

For walkover bridge structures, side safety mesh will be Master Halco permafused II chain-link fence with 2-inch mesh or equivalent product.

The contractor will be able to access the Walkover Structure #2 site with bobcat or other similar equipment for installation of helical piles and other bridge components via the

existing gravel road and short-distance pathway through woodland area. The contractor shall be responsible avoiding the removal of trees for equipment access to the extent practicable, and for restoring the woodland ground surface and soils to pre-disturbance conditions.

#### Parking Lot

The contractor shall place, grade, and compact crushed stone for five car parking spaces, plus install a stone-dust aisle for access to the all-persons, stone-dust trail. The stone-dust aisle installation methods shall follow the description provided in Stone-dust Trail section, above. Contractor shall also install handicap sign post and sign for the handicap access space.

#### Culvert Installation

The Town of Richmond will be responsible for addressing the ditch and culvert component. Bidders ARE NOT responsible for installing the culvert, nor requested to provide a bid for completing the culvert installation.

#### Alternate Bid Item: Compost and Seeding

The contractor shall install and spread 559 CY as thin-layer compost or equivalent topsoil in the areas designated on the plans. Placement of grass and wildflower seed mixes shall occur over 3.2-acre areas with hydro-seed or hand-seeding methods at the rate specified in the plans for each seed mix.

#### Alternate Bid Item: Educational Signage

The contractor shall install five (5) educational sign plaques (manufacturer Fossil, or equivalent) with concrete-filled Sonatube or equivalent footings along the all-persons loop trail, as identified on Sheet 4 and detailed in Sheet 8.

#### 4. Required Completion Date

Due to grant funding requirements for this project, all work on the subject project shall be completed by the construction contractor and its sub-contractors, and shall be turned over to the Town of Richmond on or before **June 30, 2017**.

**B I D F O R M**  
**RICHMOND HERITAGE TRAIL CONSTRUCTION**

Pursuant to and in compliance with the INVITATION TO BID, and the INSTRUCTIONS TO BIDDERS relating thereto, the undersigned bidder hereby states that they have carefully examined the **CONTRACT DOCUMENTS** and the party understands the provisions, requirement, terms and conditions thereof, all of which are acknowledged to be part of the **Bid Proposal**.

Further, he/she has become familiar with local conditions and the extent of work; has determined the required quality, quantity and sources of supply of all materials, tools, supplies, equipment, labor and all other facilities and things necessary or proper or incidental to the continuous execution and completion of the work as required; and hereby agrees to perform the contract in strict accordance with the **CONTRACT DOCUMENTS**.

**The undersigned bidder hereby agrees that the bid proposal submitted shall remain in effect and binding upon the bidder for a period of 90 calendar days, from the date and time bids are received.**

The undersigned bidder declares that his/her bid proposal in all respects is fair and made without collusion with any other person, firm, corporation making a proposal for this work.

**TOTAL BID PRICE:**

\_\_\_\_\_ (written) \_\_\_\_\_ (figures)

BUSINESS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

SIGNED: \_\_\_\_\_

TITLE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

FIN: \_\_\_\_\_

**BID FORMLINE ITEM COSTS**  
**Richmond Heritage Trail Construction**  
**Kingstown Road, Richmond, Rhode Island**

**Date:** \_\_\_\_\_

<b>Project Construction Item</b>	<b>Bid Cost</b>
Erosion control straw wattle installation	_____
Trail vegetation clearing and excavation	_____
6-ft wide stone dust trail installation	_____
Low-height stone wall installation	_____
Walkover bridge #1 construction	_____
Boardwalk construction	_____
Picnic platform construction, table installation	_____
Walkover bridge #2 construction	_____
5-car crushed-stone parking lot, car stops, stone-dust handicap space and sign	_____
<b>Alternates</b>	
Alternate #1: Compost installation	_____
Alternate #2: Grass and wildflower seed installation	_____
Alternate #3: Educational signage and footing installation	_____

**BIDDER'S QUALIFICATIONS STATEMENT**  
**RICHMOND HERITAGE TRAIL CONSTRUCTION**

**All bidders are required to file this form with their submitted bid package.**

**LIST UP TO FIVE SIMILAR PROJECTS COMPLETED BY YOUR FIRM, INCLUDE:  
APPROXIMATE DATE OF COMPLETION AND CONTACT REFERENCE NAME AND  
TELEPHONE NUMBER FOR THE ENTITY FOR WHICH THE WORK WAS COMPLETED:**

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**BIDDER'S TRADE REFERENCES**  
**RICHMOND HERITAGE TRAIL CONSTRUCTION**

**All bidders are required to file this form with their submitted bid package.**

LIST TRADE REFERENCES FOR ENTITIES THAT YOUR FIRM REGULARLY DOES BUSINESS WITH, INCLUDE: NAMES, ADDRESSES & TELEPHONE NUMBERS FOR A MINIMUM OF 3:

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**BIDDER'S SUBCONTRACTORS LIST**  
**RICHMOND HERITAGE TRAIL CONSTRUCTION**

**All bidders are required to file this form with their submitted bid package.**

LIST ALL SUBTRADES FOR USE BY YOUR FIRM IN COMPLETING THE PROPOSED TRAIL CONSTRUCTION, INCLUDE: NAME(S), ADDRESS(ES) AND TELEPHONE NUMBER(S):

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