



TOWN OF EXETER, RI

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TOWN OF EXETER

REQUEST FOR PROPOSALS TOWN CLERK'S OFFICE: BASEMENT WATER MITIGATION

Sealed bid proposals for the above will be accepted in the Office of the Town Clerk, 675 Ten Rod Road, Exeter, RI 02822, until 2:00 p.m. on Friday, June 21, 2024.

All bid proposals must be sealed and labeled, "Bid Proposal: Town Clerk's Office: Basement Water Mitigation." Specifications can be found attached to this notice on the Town's Website or obtained by emailing the Town Clerk, clerk@exeterri.gov, or phoning, (401) 294-3891, Ext. 9, or by emailing Exeter Director of Public Works at dpwsuper@exeterri.gov, or phoning, (401) 864-1980.

Bids will be publicly opened and read aloud by the Town Clerk at 2:00 p.m., on Friday, June 21, 2024, in Council Chambers, Town Clerk's Office, 675 Ten Rod Road, Exeter, Rhode Island. Copies of the bids submitted will be made available for review.

The bids received will be considered during the Regular Meeting of the Exeter Town Council on Monday, July 1, 2024, at 7:00 p.m., in Council Chambers, at the address above.

The bid will be awarded on the basis of the lowest qualified bid price or the lowest evaluated or responsive bid price. The Town of Exeter reserves the right to reject any or all proposals or any parts thereof, to waive any informalities and/or technicalities in same, or to accept any proposal deemed to be in the best interest of the Town, whether or not it is the lowest bid.

Lynn M. Hawkins, CMC
Exeter Town Clerk

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TOWN OF EXETER, RHODE ISLAND
REQUEST FOR PROPOSALS
TOWN CLERKS OFFICE: BASEMENT WATER MITIGATION

INFORMATION FOR BIDDERS

Sealed proposals/bids for the water mitigation work to the basement of the Exeter Town Clerk's Building (aka Exeter Town Hall), 675 Ten Rod Rd., Exeter, RI will be accepted in the Office of the Town Clerk, 675 Ten Rod Road, Exeter, RI 02822, until 2:00 p.m. on Friday, June 21, 2024. Bids will be opened and read by the Exeter Town Clerk on Friday, June 21, 2024, at 2:00 p.m. in the Town Council Chambers, Exeter Town Clerk's Office, 675 Ten Rod Road, Exeter, RI 02822. It is anticipated that the award will be made at the July 1, 2024 monthly Town Council Meeting.

BACKGROUND

The Town of Exeter is seeking a qualified vendor to assess and provide preventive measures to mitigate current and potential future basement water issues to Town Clerk's Office (aka Town Hall), 675 Ten Rod Rd. This building's basement is primarily used as storage for town documents, various supplies, and mechanical system and has routinely been susceptible to water seepage. Waterproofing, or the control and management of water entering this area, is required.

I. Proposal/Bid Requirements

1. A brief background of the bidding company and proven experience. Three references that match the work proposal submitted from past or present customers.
2. Proof of current insurance coverage.
3. Work Plan:
 - a) Identify proposed preventive measures and describe effectiveness for eliminating and/or managing water issues to the area for each.
 - b) Provide information on warranties for workmanship and equipment manufacturers.
 - c) Specifications of work to be performed including materials, methods to be used.
 - d) An estimated time schedule for completing each area bid on.
 - e) Include a timetable for payment.
5. Include total cost of work and itemized list detailing costs for each proposed preventive measure, to include labor, materials, demolition/debris removal, and all other costs.

II. Scope of Work:

Basement Waterproofing: The Town of Exeter is seeking single contractor bids to provide professional design and construction services for basement waterproofing for the Exeter Town Clerk's Office. The goal of the project is to determine the source(s) of the moisture and offer options, with costs, for remediation.

Potential bidders may contact the Town Clerk's Office to view the project site, the site conditions, and to take measurements for this project. Respondents must clearly identify in the response a detailed description of the problem and plan, including unit prices and timelines for completion, for each proposed activity.

III. Scoring:

1. Technical Review = 80 points.

- a. A minimum total of 60 technical review points must be attained by any proposal. Proposals that do not attain at least 60 points will be considered non-responsive and cost proposals will not be evaluated.
- b. Technical aspects of the proposals will be scored according to the following:
 - Experience and ability to perform required work = 40 points.
 - Proposed work plan = 30 points
 - Proposed timetable = 10 points

2. Cost Proposal = 20 points

Interested parties may view the building at their own convenience but access to the interior is limited. Please call the Town Clerk's Office (401) 295-7500 to schedule an appointment.
