

## QUONSET DEVELOPMENT CORPORATION

### Request for Proposal Water and Wastewater Rate Study, Quonset Business Park

The Quonset Development Corporation a quasi-State agency, is a special purpose subsidiary of the Rhode Island Commerce Corporation (RICC) responsible for the development and management of the 3,212-acre Quonset Business Park, located in North Kingstown, RI.

The Quonset Development Corporation (hereafter referred to as the “QDC”) is requesting sealed proposals from qualified consultants to provide a comprehensive water and wastewater cost of service study and rate design review for the corporation’s owned and operated water and wastewater utility system to determine revenue requirements and rate recommendations for Fiscal Years (FY) 2020-2024. These recommendations will be based on an analysis of revenue requirements and a rate impact study for both systems.

Interested firms are requested to submit proposals which clearly indicate the extent to which all requirements of the Request for Proposal will be fulfilled, including but not necessarily limited to staff experience and recent project experience and the firm’s role relative to the various project requirements. Each proposal must include at a minimum the following:

1. Cover letter expressing interest, signed by an owner, officer or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request. The letter must contain a commitment to provide both the services described herein and the personnel proposed for the assignment.
2. Technical information describing the background, qualification, and experience with and for similar projects.
3. Personnel information highlighting the education, professional qualifications, and related project experience of only those individuals who will be assigned to the project.
4. A listing of three (3) references of municipalities, state agencies, federal agencies, or contracted public water/wastewater system operators. The references shall also include the project(s) completed, associated dates, and the name, e-mail address, and phone number of the Principal-in-Charge of the named project(s).
5. A detailed description of planned project components and associated sub-tasks to perform the “Scope of Services” in its entirety.
6. A timeline breaking out each “Scope of Services” component and its associated sub-tasks along with the personnel anticipated to be assigned to each.
7. **In a sealed separate envelope**, a Fee Proposal listing the “Scope of Services” components and sub-tasks with corresponding personnel hours and associated billing rates along with incidental costs necessary to complete the “Scope of Services”. A summary with the total “not-to-exceed” fee shall also be included.

Interested firms may obtain the Request for Qualifications package at the Quonset Development Corporation, 95 Cripe Street, North Kingstown, RI 02852 or via email request to [info@quonset.com](mailto:info@quonset.com), no phone calls please.

No pre-proposal meeting is scheduled. Any questions regarding this Request for Proposal should be directed to Kevin M. Barry, Finance Director for the Corporation at (401) 295-0044 x230 or via email to [info@quonset.com](mailto:info@quonset.com).

Interested consultants shall submit proposal to QDC at the address listed below no later than 2:00 PM Local Time on March 22, 2019. Please submit 1 paper original, 3 paper hard copies and 1 electronic/PDF copy on CD or flash drive of your response. The package shall be labeled with the firm’s name and marked: “RFP 2019-006 Water and Wastewater Rate Study”

Steven J. King., P.E.  
Managing Director  
Quonset Development Corporation  
95 Cripe Street  
North Kingstown, RI 02852

The proponent assumes responsibility for submissions submitted by mail or commercial delivery service. Facsimile and email submissions will not be accepted. Proposals misdirected to other State locations or which are otherwise not present in the QDC offices at the time of opening for any cause will be determined to be late and will not be considered.

This advertisement does not constitute an offer on the part of QDC; rather, it is placed in order to solicit proposals. The Corporation reserves the right to reject any and all proposals received, to waive any formalities in the proposals received, and to accept those proposals which in its sole judgment best serves the interests of the Corporation.