

Town of Coventry



Request for Qualifications, (RFQ) Green Infrastructure Stormwater Project Design

Issued October 5, 2026

Responses due November 2, 2026

The Town of Coventry (here after referred to as the "Town") is soliciting Statements of Qualifications from qualified, experienced consulting firms (herein referred to as the "Respondent") to develop plans for green stormwater infrastructure at the Coventry Annex/Community Learning Center, 1675 Flat River Road in the Town of Coventry, Rhode Island.

Sealed Statements of Qualifications for this RFQ shall be received until 10 a.m. on November 2, 2026 by the Town Clerk's Office located within the Coventry Town Hall at 1670 Flat River Road, Coventry, RI 02816. No responses to this RFQ will be accepted after the aforementioned date and time.

Statements of Qualifications shall be opened publicly and read out loud in the Town Council Chambers located at the aforementioned address at 10 a.m. on November 2, 2026. Each Response, together with the name of the bidder, shall be recorded and made available for public inspection. Any bid received after the designated date and time of the opening of responses will not be accepted and will be returned to the Respondent unopened.

Respondents are required to submit one original and 4 (four) copies of their response to this RFP. Envelopes shall be sealed and clearly marked Green Infrastructure Stormwater Design. No oral, telephonic, emailed, or faxed responses shall be considered.

The plans will be developed based on a preliminary concept design commissioned by the Rhode Island Infrastructure Bank, provided in Attachment 1. Plans are expected to deviate from this preliminary design based on input from the Town project team.

All questions regarding this RFQ should be directed to Maria T. Broadbent, Asst. Town Manager by email at mbroadbent@coventryri.gov. The request for information deadline is October 19, 2026. An addendum with questions and answers, if necessary, will be publish on the Town website by October 26, 2026.

All work shall be completed and all deliverables provided to the Town no later than August 31, 2027.

Background: The Town seeks to identify a qualified consultant team who has previous experience working with a team of municipal staff to prepare a green stormwater infrastructure project assessment and to develop the final design documents to be used for construction. For the purposes of this RFQ, the Respondent will be referred to as the Consultant once a Contract has been signed with the Town. The Respondent should be prolific in relevant Rhode Island State Law, green stormwater design and management, GIS data, and clear and user-friendly presentation of materials. The Respondent shall deliver final design plans stamped by a Professional Engineer licensed in the State of Rhode Island where required, or by a Rhode Island Registered Landscape Architect, as appropriate.

Scope of Services: This project is funded by the RIIB Stormwater Identification and Realization (SPIRe) Program, and is subject to the conditions of the grant funding received by RIIB from the EPA. The funding is to be used for the planning and design of a green infrastructure water quality best management practices at 1675 Flat River Road, referred to as the Coventry Community Learning Center (CLC)/Town Hall Annex.

These plans will use the preliminary plan done by Fuss & O'Neil as a starting point for their design but are not bound by them. The northern portion of the site has recently undergone construction, including paving the parking lot with a traditional catch basins and piping stormwater drainage system. A preliminary plan done by Fuss & O'Neil funded by RIIB, shows the existing parking lot before it was paved, and areas where trees were recommended for planting, that have since had some trees planted. It should be noted that the large white pine trees at the eastern edge of the property are slated for removal for safety reasons. See Attachment 1 for preliminary plan.

Scope of Work:

- Green infrastructure stormwater construction plans for 1675 Flat River Road. Plans are to be 100% design, suitable for construction and obtaining permits from the Rhode Island Department of Environmental Management, if necessary. Plans to be stamped by a Professional Engineer licensed to work in the State of Rhode Island, or a Landscape Architect registered in the State of Rhode Island.

- Design emphasis is to be placed on green infrastructure: re-piping of existing roof leaders to bioretention basins, increased infiltration, tree planting and tree filters.

- Consulting firms considering submitting responses to this RFQ are highly encouraged to visit the site in person, on their own and at their own expense, before submitting a Statement of Qualifications.

Once hired, the Consultant team shall meet with the Town staff project team on site within 30 days of the award of the Contract, and again to receive feedback on their preliminary design – before a final design is completed. The Assistant Town Manager will coordinate meetings with the Town project team, to include a representative from the Departments of Human Services, Public Works, Engineering, and the Library.

-Plans shall be drawn in enough detail so that some components of the project can be constructed by Town Department of Public Works Staff.

-Special attention will be placed on designing the CLC courtyard to be an aesthetically pleasing, functional space that showcases nature-based green infrastructure. The space is to be designed as a café dining space, and a public outdoor programming and sitting area. Desired features include native plant rain gardens, permeable pavement area for tables, shaded areas for comfort, and rainwater harvesting.

-Plans shall show all plantings, with all plantings to be readily available, native and non-invasive plants. Emphasis for plantings, in the courtyard shall be for pollinator-friendly plants. No weak-wooded trees shall be included as any of the plantings.

-Where any engineered soils are specified, the Consultant shall provide a source for soils specified.

-A list of all materials to be used in each BMP shall be provided, along with an estimate of their cost.

-The Consultant shall break down each BMP into a separate element for which they shall provide a budget level estimate of cost of materials and construction.

-All grade changes shown on the plans in the CLC courtyard shall be surveyed and marked on grading stakes installed by the Consultant as part of this project.

-Technical support documents including all computations.

-Maintenance plans outlining measures to be taken and their frequency.

Performance reports: The Consultant shall submit to the Town monthly performance reports, according to a schedule outlined at contract signing, that include brief information on each of the following areas: (1) A comparison of actual accomplishments to the outputs/outcomes established in the work plan for the period; (2) The reasons why established output/outcomes were not met; and (3) Additional pertinent information, including, when appropriate, analysis and explanation of cost overruns or high-unit costs.

The Consultant shall inform the Town as soon as problems, delays, or adverse conditions which will materially impair the ability to meet the outputs/outcomes work plan are known.

The Consultant shall prepare and provide requested information to the Town for submission to the EPA in order for the EPA to determine the applicability of an environmental review prior to undertaking project activities.

Expected project outcomes:

-To protect public health and improve water quality by reducing sewer overflows through the management of stormwater.

-The project will increase infiltration and remediation of contaminated stormwater along the roadway and parking lot, and in the open space of the CLC courtyard.

-This project is intended to positively impact the water quality of both near and downstream water bodies.

General requirements for RFQ response: All Respondents to this RFQ are subject to the instructions communicated in the RFQ document and Respondents are cautioned to completely review the RFQ in its entirety and to follow instructions carefully. This work is funded by the Rhode Island Infrastructure Bank from funding from the Environmental Protection Agency. As such, certain requirements are associated with said funding.

Respondent must certify that they understand that the total price to be paid to the Respondent awarded the contract as a result of this RFQ shall not, for any reason, exceed one hundred twenty thousand dollars, (\$120,000).

The Town of Coventry reserves the right to reject any and all submittals. Any Statement of Qualifications submitted by Respondents which fails to provide all requested information will be considered nonresponsive, and will be rejected.

Billing: Billing must be done via signed invoices with valid supporting documentation that indicates the nature and time of the expenses, including payroll records.

Prevailing Wage: Consistent with 40 USC 3141 et seq. (otherwise known as the Davis-Bacon Act) and RIGL 37-13-1 et seq. the consultant shall ensure prevailing wage rates are applied for any public work construction funded through the contract awarded through this RFQ. A copy of the certification or waiver issued by the Department of Administration must be submitted by the consultant at the time of or prior to submission of the first payment request, if required.

EPA Subaward Policy:

The Consultant must report on its activities under 2 CFR 200.332 (d) and must comply with the EPA Subaward Policy, which can be found at www.epa/grants/grants-policy

American Iron and Steel/Build America, Buy America: All final plans prepared by the Consultant as part of the awarded contract shall comply with 33 USC 3914, that requires iron and steel products used products to be used in the project to be produced in the United States. Additionally, the Consultant shall prepare final design documents in such a way that the actual construction shall comply with 43 USC 8301 et seq. (otherwise known as the Build America Buy America Act), that requires iron and steel, manufactured products, and construction materials used in Federally funded infrastructure projects to be produced in the United States.

Publicity: The Consultant is required to place a sign at a prominent place at the site under design displaying the EPA logo in a manner that informs the public that the project is funded in wholly or in part by the EPA. Consultants shall comply with sign specifications provided by the EPA Office of Public Affairs.

All media announcements, signage, reports and any other materials produced for public consumption, printed or electronic, pursuant to awarded Contract must recognize the RIIB, and the EPA as the source of funding for the project.

If the EPA logo is appearing along with logos from other participating entities on websites, outreach materials, or reports, it must not be prominently displayed to imply that any of the recipient or subrecipient's activities are being conducted by the EPA. Instead, the EPA logo should be accompanied with a statement indicating that the Rhode Island Infrastructure Bank, (RIIB), received financial support from the EPA under an Assistance Agreement. More information is available at: <http://www.epa.gov/stylebook/using-epa-seal-and-logo#policy>

Accessibility and Retention of Records & Audit: The Consultant shall agree to maintain all fiscal and activity records to the awarded Contract, including but not limited to the Federal Financial Report, Pursuant to 2 CFR 200.328 and 2 CFR 200.344, and to make such records accessible to the Town, upon request. This requirement is intended to include any auditing, monitoring, and evaluation procedures, including on-site visits, performed by the Consultant.

All geospatial data created must be consistent with Federal Geographic Data Committee (FGDC) endorsed standards. Information on these standards may be found at <http://www.fgdc.gov>.

Termination by the Town. The Town may terminate its Contract with the Consultant at any time by giving written notice to the Consultant of such termination and specifying the effective date thereof, at least thirty (30) calendar days before the effective date of such termination.

Termination for cause. The Town may terminate the Contract with the Consultant without notice in the event of material breach of contract by the Consultant. Upon termination for cause, the Town may require that any equipment, property and unfinished work product acquired via the project for which Town was reimbursed shall be returned to the RIIB.

Environmental Review: The Consultant shall prepare and provide requested information to the Town for submission to the RIIB in order for the EPA to determine the applicability of an environmental review when the project is constructed.

MBE/WBE Compliance & Reporting: The Consultant shall comply with Rhode Island General Laws Chapters 37-14.1 and 37-14.3 and regulations issued thereunder. A Consultant shall submit as part of their response to this RFQ a notarized certificate indication that they meet the State law as listed above, or a signed waiver issued by the Rhode Island Department of Administration must be submitted in response to this RFQ.

Required Content of RFQ Submittal:

1. A letter of interest in the submission describing the Respondents intended project approach with enough detail to show an understanding of the project and the Town's needs;
2. Provide summaries and photos of relevant project experience, expertise, and qualifications of team members, and note the availability of each member;
3. Location, description and photos/renderings of at least three similar projects for which the Respondent has provided green stormwater infrastructure design services in the last three years, including client names, address, contact persons, telephone number, email, project start and end date. References should be for similar or related projects on which key staff that are proposed for this project have worked.
4. The submission shall provide a schedule and demonstrate how the Respondent will manage the work to be performed. *Please note that credit will be given in the evaluation for a firm who able to complete the Annex courtyard project in less than the time allowed by the grant funding. Please indicate time required to complete this portion of the project.*
5. Include three recent work samples successfully prepared under the direction of the team leader with the last five years.
6. Qualifications and relevant experience of Respondent's project team, as listed below.
7. A Consultant shall submit as part of their response to this RFQ a notarized certificate indication that they comply with MBE/WBE Rhode Island General Laws Chapters 37-14.1 and 37-14.3 and regulations issued thereunder, or a signed waiver issued by the Rhode Island Department of Administration.

Qualifications and relevant experience of Respondent's project team:

For the Respondent's team leader and each team member the following shall be provided:

1. Team member's name;
2. Title;
3. The roll the team member will serve on this project
4. Rhode Island Registrations/Licenses (Ex: Registered Engineer/Landscape Architect);
5. The hourly rate to be charged for their services; and
6. The estimated number of hours each employee is expected to contribute to the project.

Selection Process: This RFQ provides information necessary to prepare and submit qualifications for consideration and ranking by the Town. The Town project team will review the submitted Statements of Qualifications. The Town project team will review each qualification submittal and rank the submittal based on the criteria requirements specified with this RFQ. The Town may invite firms for interviews, but this is not a required step in the selection process. At the conclusion of interviews (if held), the Town project team will rank the firms based on the selection criteria and the interviews. The Town will provide electronic notification to all firms regarding final selection which may take several days following opening of Statements of Qualifications.

Upon completion of the selection process, the highest ranked firm will be asked to submit a sample contract for their services based on this RFQ and their submitted Statement of Qualifications. This RFQ and the selected Respondents Statement of Qualifications shall be included as attachments to their signed contract with the Town. By submitting its Statement of Qualifications in response to this RFQ, Respondent accepts the evaluation process as outline in the following section, acknowledges, and accepts that determination of the “most qualified” firm may require subjective judgements by the Town. The Respond also recognizes that the sole authority to award a Contract in response to this RFQ lies with the Coventry Town Council.

Evaluation Criteria:

1. Firms will not be considered unless engineer(s)/landscape architect(s) are properly registered/licensed in the State of Rhode Island;
2. Proposal package responsiveness, appearance, and presentation: Provide a readable, clear, and straightforward project approach that addresses the scope of work; limited resources;
3. Overall qualifications of the Project Manager and Project Team;
4. Project approach and project understanding: Preference shall be afforded to those firms that, in the opinion of the Town project team, will be able to adequately present a clear project plan, computations, and clear and concise documents suitable to be issued as a Request for Bids to construct the project; and
5. Relevant experience: Provide summaries and photos of relevant project experience, expertise, and qualifications of team members, and note the availability of each member.
6. *Time schedule in which the Respondent commits to completing the Annex Courtyard portion of the project less that that allotted by the grant funding.*

PROPOSERS NON-COLLUSION AND COMPLETENESS AFFIDAVIT FORM

The undersigned proposer, having fully informed himself/herself regarding the accuracy of the statements made herein, certifies that:

1. The Respondent shall have no association with Town staff that could be considered a conflict of interest. Any such relationship will subject the firm to immediate disqualification in consideration for this project.
2. The Respondent developed the proposal independently and submitted it without collusion with, and without any agreement, understanding, communication or planned common course of action with, any other person or entity design to limit independent competition;
3. The Respondent, its employees or agents have not communicated the contents of the proposal to any person not an employee or agent of the proposer and will not communicate the proposal to any such person prior to official opening of the proposal and award;
4. No elected or appointed official or other officer or employee of the Town of Coventry is directly or indirectly interested in the Respondents response to this RFQ, or in the supplies, equipment, work or labor to which it related, or in any of the profits thereof;
5. That the total price to be paid to the Respondent hired through this RFQ shall not, for any reason, exceed \$120,000 (one hundred twenty thousand dollars)
6. The Respondent certifies they meet the State of Rhode Island MBE/WBE contracting requirements and have included in their response to this RFQ an approved MBE/WBE utilization plan or waiver a from the Rhode Island Department of Administration Division of Equity, Diversity & Inclusion

The undersigned, acting as the duly authorized representative of the Respondent, hereby declares and certifies under penalty of perjury that all information, representations, financial statements, and technical data contained with this response to RFQ for Green Infrastructure Stormwater Design are true, correct, and complete. The Respondent acknowledges that any willful misrepresentation, omission, or fraudulent statement made herein may result in the immediate disqualification of the proposal, termination of any subsequent contract, and potential legal liability under applicable state and federal laws.

Legal Name of Responding Firm

Signature

Name of Respondent's Representative,
Duly Authorized

Title of Respondent's Authorized Representative

Subscribed and sworn to before me this _____ day of _____, 2026

Notary Public
My Commission Expires: