TOWN OF COVENTRY

Request for Qualifications/Request for Proposals (RFQ/RFP)
Old North Road Drainage Study
Issued November 12, 2026
Responses due December 11, 2026

General Information

The Town of Coventry (herein referred to as "Town") is seeking Statements of Qualifications and Proposals from qualified professional engineering consultants (herein referred to as "Respondent") to prepare a drainage study for a flood prone section of Old North Road at the area of the intersection of Deerfield Road.

One (1) original and three (3) copies of the respondent's written RFQ/RFPs in hard copy must be received no later than 10:00 AM on Friday, December 11, 2026. Envelopes for proposals must be sealed and clearly marked "RFQ/RFP for Old North Road Drainage Study" on the exterior of the envelope addressed to:

Joanne Amitrano, Town Clerk
Coventry Town Hall
1670 Flat River Road
Coventry, RI 02816

No oral, telephonic, emailed, or faxed responses shall be considered. Questions concerning the overall the overall content of this RFQ/RFP shall be addressed in writing to:

Joseph Levesque, P.E., Town Engineer
Coventry Town Hall
1670 Flat River Road
Coventry, RI 02816
Engineering@coventryri.gov

The request for information deadline is November 25, 2026. An addendum with questions and answers, if necessary, will be published on the Town's website by December 4, 2026.

Scope of Services

The Town is seeking professional engineering services to evaluate existing drainage and recurring stormwater flooding within the low-lying, northern section of Old North Road at the intersection of Deerfield Road (see Study Area on Page 4) and to identify feasible improvements to reduce flood risk. The study shall include, at a minimum:

1. **Existing Conditions and Data Review:** Review available drainage mapping, record plans, GIS data, previous studies, documented flooding concerns, topographic information and other relevant information. Conduct field investigations and verification of key drainage infrastructure and site conditions as necessary.
2. **Hydrologic and Hydraulic:** Evaluate the contributing drainage areas and existing stormwater system, including applicable pipes, catch basins, culverts, channels, outfalls, storage areas and other drainage features. Perform planning-level hydrologic and hydraulic analyses for appropriate design storm events to identify capacity limitations, drainage deficiencies and likely causes of flooding.
3. **Drainage Improvement Alternatives:** Develop and evaluate feasible flood mitigation alternatives, which may include improvements to stormwater conveyance and storage, culvert or pipe upgrades, modifications to existing drainage infrastructure, creation of new drainage storage infrastructure and green infrastructure/Low Impact Development measures, where appropriate.
4. **Recommendations and Prioritization:** Develop concept-level recommendations for the preferred improvements, including anticipated flood-reduction benefits, implementation considerations, order-of-magnitude construction costs and recommended priorities or phasing.
5. **Final Report:** Prepare a draft and final drainage study summarizing existing conditions, methodology, analysis results, evaluated alternatives, recommended improvements, conceptual figures, construction cost estimates and recommended next steps.

Required Content of RFQ/RFP 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 stormwater drainage studies 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;
5. The submission shall include a cost estimate to complete the drainage study;
6. Include three recent work samples successfully prepared under the direction of the team leader with the last five years;
7. Qualifications and relevant experience of Respondent's project team, as listed below.

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;
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/RFP provides necessary information to prepare and submit qualifications and proposals for consideration and ranking by the Town. The Town project team will review the submitted Statements of Qualifications and Proposals. The Town project team will review each qualification & proposals and rank the submittal based on the criteria requirements specified with this RFQ/RFP. The Town project team will rank the firms based on the selection criteria. The Town will provide electronic notification to all firms regarding final selection which may take several days following opening of Statements of Qualifications/Proposals. 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/RFP and their submitted Statement of Qualifications/Proposals. This RFQ/RFP and the selected Respondents Statement of Qualifications/Proposals shall be included as attachments to their signed contract with the Town. By submitting its Statement of Qualifications/Proposals in response to this RFQ/RFP, 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 Respondent also recognizes that the sole authority to award a Contract in response to this RFQ/RFP lies with the Coventry Town Council.

Evaluation Criteria

1. Proposal package responsiveness, appearance, and presentation: Provide a readable, clear, and straightforward project approach that addresses the scope of work;
2. Overall qualifications of the Project Manager and Project Team;
3. Project approach and project understanding;
4. Relevant Respondent experience: Provide summaries and photos of relevant project experience, expertise, and qualifications of team members and note the availability of each Project Team Member;
5. Overall schedule including report completion date; and
6. Overall cost to prepare the Drainage Study



STUDY AREA

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;

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: