



## Town of South Kingstown, RI Office of the Town Manager

TO THE HONORABLE TOWN COUNCIL  
FROM THERESA L MURPHY, INTERIM TOWN MANAGER  
SUBJECT RECOMMENDATION FOR AWARD OF CONTRACT - ARPA FUNDS – CONSULTING SERVICES  
DATE JANUARY 19, 2022  
Cc: JAMES RABBITT, PLANNING DIRECTOR  
JON SCHOCK, PUBLIC SERVICES DIRECTOR  
ZACHARY SAUL, FINANCE DIRECTOR

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### **Background**

On July 26<sup>th</sup>, the Town Council approved the proposed distribution of American Rescue Plan Act funds allocated to the Town to address the Covid-19 pandemic recovery efforts. The program was distributed into three broad categories as noted in the following table:

American Rescue Plan Proposed Distribution	
<b>Downtown/Village economic revitalization</b>	
Public Sector Investment	\$4,360,000
Public/Private Sector	2,282,500
<b>Sub-total</b>	<b>\$6,642,500</b>
<b>Response to negative economic impacts</b>	
Housing	400,000
Social Service/non-profit (Grants)	500,000
<b>Sub-total</b>	<b>\$900,000</b>
<b>Municipal Investment</b>	
Focus on services that suffered detrimental effects	<b>\$1,407,500</b>
<b>TOTAL ARP FUNDS</b>	<b>\$8,950,000</b>

As noted in the initial presentation of the proposed ARP program, a critical first component necessary to ensure proper planning and execution of each ARPA project element, is to secure a contract with an experienced firm(s) specializing in project development and management. It was envisioned that this firm(s) would administer the various elements associated with the Town's ARPA Funds. This contract will set the foundation for moving forward with the Downtown/Village economic revitalization Plan as well as the grant program for local Housing and Social Service Agencies.

In October, the Town advertised a Request for Proposals (RFP) from qualified firms for professional consulting services for project development, design (civil, engineering, architecture, landscaping and traffic engineering) and grant management services to maximize the Town's use of the ARPA funds to support the Town's COVID-19 disaster response to economic recovery. The desired scope of services included six areas of focus: 1. Financial Advisory Services; 2. Communication Services; 3. Project Development Services; 4. Project Management Services; 5. Cost Tracking, Accounting & Reporting Services; and 6. Monitoring Services. Three proposals were received on October 29<sup>th</sup> and noted in the table below:

<i>Vendor Name &amp; Address</i>	<i>Cost Estimate</i>	<i>Revised Cost</i>
<b>HCH Enterprises, LLC</b> <b>3016 Post Rd</b> <b>Warwick, RI 02879</b>	\$275/hr \$125/hr	
<b>Anser Advisory Management, LLC</b> <b>18 Tremont Street Suite 401</b> <b>Boston, MA 02108</b>	\$358,800	
<b>Weston &amp; Sampson</b> <b>100 Foxborough Blvd Suite 250</b> <b>Foxborough, MA 02035</b>	\$1,926,000	\$472,800

The three proposals were evaluated based upon the RFP’s proposed scope of services, the vendor(s) demonstrated capabilities, qualifications and experience in project management/financial advisory/grant management services; the ability of the proposer to render services in a timely fashion; total estimated cost; and completeness of the proposal.

**HCH Enterprises, LLC** (Warwick, RI) proposal lacked any information or knowledge of the Town’s established and publicly posted framework for American Rescue Plan spending. While this vendor noted its recent experience with RIDOH and EOHHS in the area of emergency response, they have somewhat limited experience related to municipal projects, noting one recent ARPA-related project with the Town of Warren. Finally, the estimated cost proposal was submitted based on an hourly rate with no projected total estimate for the scope of work as defined in the RFP. In addition, their proposal did not align with or respond to all of the elements contained in the scope of services and as such, was deemed non-responsive to the Town’s RFP.

**Anser Advisory Management LLC** (Boston, MA) proposal lacked any information or knowledge of the Town’s established and publicly posted framework for American Rescue Plan spending. The proposal offered resources heavily directed towards the financial management aspect but lacking in the areas of engineering/design and project management. The proposer’s related project experience with the exception of one town in Massachusetts, was located in the states of Florida and Texas, raising some concern about familiarity with communities located in the northeast. The proposer offered a lump sum cost instead of breaking out costs as requested in the RFP. In addition, their proposal did not align with or respond to all of the elements contained in the scope of services and as such, was deemed non-responsive to the Town’s RFP.

**Weston and Sampson** (Foxborough, MA) proposal was comprehensive, provided full knowledge of the Town’s ARPA spending plan and provided a breakout of estimated costs associated with each element of the Scope of Work as detailed in the RFP. This firm also demonstrated extensive experience with, and a well-established reputation for working with municipalities across the state, including South Kingstown, on a wide variety of projects which include the Middlebridge sewer system and Perryville potable water main project. Based on a review of their submission, it was determined that Weston and Sampson (W&S)

was the most qualified of the three consulting firms, and offered a broad range of in-house expertise to cover the spectrum of the Town's ARPA spending plan, as well as three specialty sub-consultants in the areas of Financial Management (RKG Associates), Federal Grants Management (Corporate FACTS) , and Architectural Design (Union Studio).

The initial proposal of \$1,926,000 assumed full execution from design to construction, with \$1.6 million proposed for project development. Upon review of the W&S detailed proposal, staff met with a representative team from (W&S) including the Vice President and Design Discipline Leader, the Project Team Leader and representatives from Union Studio (Founding Partner) and RKG Associates. The scope of services was reviewed and at the conclusion of this meeting W&S was asked to submit a revised proposal excluding marketing services and reducing Project Development Services to reflect project development through 10% conceptual design. The revised proposal, as submitted, proposes a total cost of \$472,800 (amended scope/proposal). Upon further review of the amended proposal, the review team recommends an award of contract to Weston and Sampson for services as defined in the RFP. Based on previous experiences with Weston and Sampson, and the company's well established, wide-ranging experience with municipal projects, it is the opinion of the review team that this firm is the most qualified to provide grant/funds management, as well as design and project management services to the Town for executing the ARPA spending plan within the Federal regulatory guidelines.

It should be noted that a future additional award of services to Weston & Sampson is expected should their preliminary work be found acceptable and if some or all of the 10% concept designs be deemed viable for full engineering/ architectural design and bid ready specifications/ document preparation.

As with all engineering contracts, a contingency is requested should minor amendments to the scope of work be deemed necessary during this level of effort.

If the Town Council is in agreement with this recommendation, the following resolution is proposed:

"A resolution authorizing an award of contract to Weston and Sampson, 100 Foxborough Blvd., Foxborough, MA, for Professional Consulting Services Related to the American Rescue Plan Act Local Fiscal Recovery Fund, for an amount not to exceed \$492,800, including a \$20,000 contingency, as detailed in the amended proposal, and as further described in a memorandum from the Interim Town Manager to the Town Council dated January 19, 2022."