

# RESOLUTION OF THE CITY COUNCIL

No. 154

Approved April 6, 2021

RESOLVED, That the Members of the Providence City Council  
hereby Authorize Approval of the following Contract Award by the Board of  
Contract and Supply in accordance with Section 21-26 of the Code of Ordinances.

URW America  
(Public Works)

\$13,540.00

IN CITY COUNCIL

APR 1 2021

READ AND PASSED

Sabrina Mats  
PRES.

Tina L. Mastrosianni  
ACTING CLERK

I HEREBY APPROVE.

[Signature]  
Mayor

Date: 4/6/21

Office of the Internal Auditor  
City of Providence



March 9, 2021

Mr. Shawn Selleck  
City Clerk's Office  
City of Providence  
25 Dorrance Street  
Providence, RI 02903

Dear Shawn:

I am writing to request that the following requested contract awards be submitted to the City Council and the Finance Committee for approval:

- **Human Resources:**
  - Contract extension with **Mercer** for Healthcare Consultant for a total amount not to exceed **\$56,250.00** in accordance with the Code of Ordinance, Section 21-26;
- **Public Works:**
  - Approval to pay **URW** for Sign Plotting Equipment in the amount of **\$13,540.00** in accordance with Code of Ordinances, Section 21-26;
- **Water Supply Board:**
  - Award to **W. Walsh Company, Inc** for the replacement and rehabilitation of water matins and appurtenances within upper Auburn, Cranston in the amount of **\$2,400,000.00** in accordance with the Code of Ordinances, Section 21-26 (a);
  - Award to **Neptune Technology Group Inc** for various xize no lead water meters up to 2" for an amount not to exceed **\$1,950,000.00** in accordance with the Code of Ordinances, Section 21-26 (a);
- **Law Department:**
  - Approval to pay **Westlaw (Thomson Reuters)** for a three-year contract for online legal research for a total amount not to exceed **\$139,821.57** in accordance with the Code of Ordinance, Section 21-26 (a);

▪ **Healthy Communities Office:**

- Award to **The Providence Center** for behavioral diversion planning services in the amount of **\$89,570.00** in accordance with the Code of Ordinance, Section 21-26;

Sincerely,



Gina M. Costa

Internal Auditor

Cc: Emmanuel Eccheviera, Director of Human Resources  
Leo Perrotta, Director of Public Works  
Jeff Dana, City Solicitor  
Ricky Carulo, General manager, WSB  
Brenda Almonte, Director of Public Property  
Rachel Newman-Greene, Interim Director, HCO  
Alejandro Tirado, Associate Director of Purchasing  
James J. Lombardi, III, Treasurer/Senior Advisor to City Council

Leo J. Perrotta  
Director



Jorge O. Elorza  
Mayor

**DEPARTMENT OF PUBLIC WORKS**  
*"Building Pride in Providence"*

March 4, 2021

The Honorable Jorge O. Elorza  
Chairman, Board of Contract and Supply  
City Hall  
25 Dorrance Street  
Providence, RI 02903

**RE: Requesting Approval of Payments to URW America for Sign Plotting Equipment and Related Hardware and Software**

MinuteTraq ID Number: 31276  
Account Code(s): 101-305-52911

Minority Participation: 0 % MBE, 0 % WBE

Dear Mayor Elorza,

The Department of Public Works respectfully requests approval to pay URW America for Sign Plotting Equipment and related hardware and Software in the amount of \$13,540 in Fiscal Year 2021.

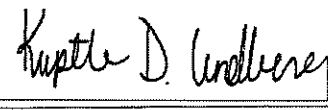
URW America is required to be a sole source provider on this purchase because they are the sole distributor of the software included in the plotting equipment package. See attached letter from the vendor indicating their sole source status. We have been using this sign making software for 16 years and have developed many sign details using that software. Recreating these details and learning a new software would be extremely time consuming. I have discussed the cost of the plotter/cutter with the plotter manufacturer and the price quoted in the attached quote is consistent with the cost the plotter/cutter manufacturer charges. Based on this I believe the price quoted in the attached quote reflects the market value.

Funds in the amount of \$13,540 are available in account 101-305-52911 in Fiscal Year 2021

URW America  
PO Box 700  
Barrington, New Hampshire, 03825

Respectfully Submitted

  
\_\_\_\_\_  
Leo J. Perrotta, Director

  
\_\_\_\_\_  
Financial Approval:

XC: Natale D. Urso, PE, PTOE, Chrystyl Melendez

700 Allens Avenue Providence, Rhode Island 02905  
Phone 401-467-7950/Fax 401-941-2567  
[www.providenceri.com/dpw](http://www.providenceri.com/dpw)



A M E R I C A

Post Office Box 700, Barrington, New Hampshire 03825

## QUOTATION

Phone (603) 664-2130

FAX (603) 664-2295

email: henry@trafficsigndesign.com

Quoted To: CITY OF PROVIDENCE  
TRAFFIC ENGINEERING  
60 ERNEST ST  
PROVIDENCE RI 02905

ATTENTION: NATE URSO

Date: February 19, 2021

Payment Terms: Upon Receipt of Equipment\*

Shipping Method: Best Way

Quantity	Item	Description	QUOTES REMAIN EFFECTIVE FOR 14 DAYS	Package Price
1		<b>URW Traffic Sign &amp; Design System</b> (upgrading 6 full versions)		\$11,290.00
	Software	Layout and production software with optimized plotter driver (backward compatible to X6) Windows 10 compatible FHWA Latest Edition Standard Highway Sign Library (1200+ layouts ready to be cut) Pre-made Street Name Sign Templates FHWA Series2000 Standard Alphabets (fonts) B, C, D, E, E-Modified, F FHWA Standard Highway Signs Manual (.pdf) on CD-R OSHA Safety Sign Library (250+ layouts ready to be cut) 1,000 Commercial Font Library 10,000 Clip-Art image(s) library All software supplied on CD		
	Hardware	ADSI I-TECH 836TF (36") Traffic Model Plotter-Cutter (Made in USA) Hot-tip cutting attachment Up to 650 grams of force selectable in 100 steps. Cuts traffic sign sheeting including Prismatic Hi Intensity and Diamond Grade 3 year manufacturer's warranty (parts & labor) Five (5) pinch wheels One each 45 degree and 60 degree blade(s) All steel construction with stand on wheels		
	Hardware	Computer by Seneca Data (made in USA and supported from Syracuse NY) Display 20" or larger Windows10 Professional Operating System (64 BIT) ADSI Plotter-Cutter Remote Panel Utility 9 PIN Serial Port(s) Intel i5 Processor, 8GB Memory, 1TB Hard-drive Keyboard and Mouse (wired) 3 Year Next Business Day Onsite Manufacturer's Warranty (cpu) 5 Year Manufacturer's Depot Warranty (cpu) System Recovery provided on flash-drive		
	Service & Support	Onsite Setup and Training. *Date mutually agreeable, but not before payment in full has been received. Includes: Unlimited tech support via telephone and internet for as long as customer owns original equipment, provided no unauthorized changes have been made to system and provided customer remains within two (2) release versions of software.	One (1) Day	\$2,250.00
			Total	\$13,540.00
		Customer provides wired internet access.		



PO Box 700  
189 Canaan Back Road  
Barrington, NH 03825  
Phone (603) 664-2130  
FAX (603) 664-2295  
email: henry@trafficsigndesign.com

**Subject:** **Details of Onsite Training Course**  
(includes installation and set up)

**General Description:** Course covers all aspects of software and hardware operation to produce FHWA specification compliant traffic control signs. Fabrication techniques specific to the use and handling of 3M Traffic Sheeting Materials and substrates are thoroughly covered. Hands on exercises such as template building are included and emphasized. Two basic techniques to building (layout) traffic control signs are introduced and practiced.

Course is tailored to recipient(s) skill level.

System setup (software and hardware).

Overview of system; which includes operational aspects of design-layout software and the cutter-plotter.

Introduction and explanation of the "FHWA" method in traffic control sign layout and the "Quick and Easy" (point and click) method. A thorough explanation in the use of the software's coordinate system is discussed. All necessary tools and a variety of techniques are covered.

Overview, discussion and proper use of the FHWA Series2000 Standard Alphabets (Highway B, C, D, E, E-Modified, F)

Hands on exercises commence.

Template building is introduced and practiced.

Plotter-cutter control and maintenance including calibration for customer specific sheeting and applications.

Hands on exercises continue. Sample signs, or live jobs are produced using actual 3M Traffic Sheeting Materials.

College level course



PO Box 700  
189 Canaan Back Road  
Barrington, NH 03825  
Phone (603) 664-2130  
FAX (603) 664-2295  
email: [henry@trafficsigndesign.com](mailto:henry@trafficsigndesign.com)

Mr. Nate Urso  
City of Providence Traffic Engineering  
60 Ernest Street  
Providence RI 02903

February 19, 2021

Re: Sole Source Supplier

Dear Mr. Urso:

This letter is written pursuant to our conversation and your questions regarding URW, our products and services.

Since 1996 URW has been an official contractor to the U.S. Federal Highway Administration (re: contract DTFH61-96-C00078) Our principal responsibility in this capacity has been to update and maintain the Standard Highway Signs Library (SHS). Within this project URW has redesigned and produced the new Series 2000 Standard Alphabets (B,C,D,E,E-Modified,F and lowercase). We provide these Alphabets as part and parcel of the traffic sign making systems that we sell. In addition we provide all the full size plot files (cutter-plotter ready) in accordance with the U.S. FHWA 2004, 2009 and 2010 SHS specification. All software items mentioned and bundled with the Allen Datagraph plotter with Hot-tip cutting head are products manufactured and or distributed exclusively by URW America, Inc.

The sign making systems that we sell are turnkey. We do not sell our system through any second or third party, therefore we are a sole-source provider.

Please do not hesitate to contact me should you have additional questions, or require further clarification.

Sincerely,

  
Henry Mikiewicz  
Chief Technical Officer

## Company Profile

Founded in 1972, URW is considered a pioneer in the field of digital type and software tool development. URW created the world's first CAD/CAM system for the design and production of digital typography. In addition to production related tools URW owns one of the largest digital typeface libraries in the industry. A partial list of companies that license URW's typefaces include: Microsoft, Daimler Chrysler, Adobe, Agfa, Deneba, Corel, Macromedia, Micrografx and Gerber Scientific.

## Industry Leader and Commitment to Excellence

URW is a principal contractor and advisor for the Federal Highway Administration. We have completed a design and engineering project to revise and update the Standard Highway Signs Manual and Standard Alphabets (Series B, C, D, E, E Modified and F) which is integral to the Manual On Uniform Traffic Control Devices (MUTCD). The entire library of Standard Highway Sign drawings (SHS) as well as the Alphabets have been produced in digital form.

Today, the entire set of Standard Highway Signs are available for use with our sign making system. Every drawing and layout has been created in the full array of sizes ready to be cut.

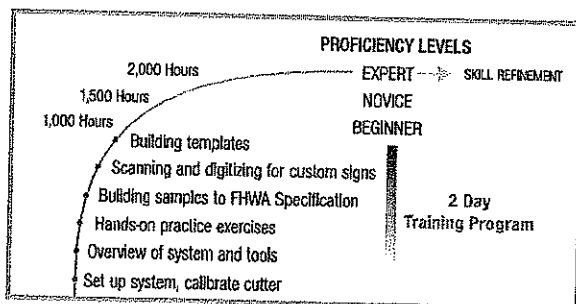
## Credentials — Customer Education & Support

URW's training is the most comprehensive, hands-on program in the industry, tailored specifically for DOT sign shop personnel. Every aspect of sign fabrication is methodically and patiently covered, from design through material handling. Your sign shop will be producing FHWA specification compliant signs with your new equipment by the end of the first day.

Our lead instructor, Henry Mikiewicz is considered one of the foremost authorities on the design and fabrication of roadway marking and signage in this country. Mr. Mikiewicz has over 30 years of design experience and is the product manager for the new FHWA Standard Highway Signs Manual.

Following is what one of our customers had to say...

*"URW has created the most user-friendly solution for designing and fabricating FHWA compliant Traffic Control Signs. It truly is a point-and-shoot system. URW's training program is so thorough and focused on the type of work we do, it's difficult to imagine that a more complete training format could even exist."* Frank Pacifico, Manager DDOT Signals, Signs, Markings, Washington DC.



Our goal in training is to reduce your learning curve. In just two days, we will teach you the skills it would take an average, computer literate person to learn over a six month period on their own.



Official Contractor  
U.S. Federal Highway Administration





A M E R I C A

### URW Customer References

City of Waltham, MA  
Traffic Operations  
contact: Lisa Gerlach, Engineering  
phone: (781) 314-3402

Town of York, ME  
Highway Department  
contact: Dan Kingsbury  
phone: (207) 451-8199

City of Methuen, MA  
Public Works  
contact: Mike Lough, Supervisor  
phone: (978) 382-1800

City of Portland, ME  
Sign Shop  
contact: Frank Mackie, Supervisor  
phone: (207) 699-9126

Town of Winchester, MA  
Highway Department  
contact: Michael Wise, Supervisor  
phone: (781) 721-7100

City of Warwick, RI  
Sign Shop  
contact: Tom McGovern  
phone: (401) 864-8287

Town of North Attleboro  
contact: Joe Ferreira  
Public Works  
phone: (774) 306-1022

City of Auburn, ME  
Sign Shop  
contact: Adam Stevens, Supervisor  
phone: (207) 783-1733

City of Attelboro, MA  
Sign Shop  
contact: Jim Proulx  
phone: (508) 726-2124

City of Chelsea, MA  
Public Works  
contact: Lou Cetina  
phone: (781) 426-6467

Maine Turnpike Authority  
Sign Shop  
contact: Rick Parlin  
phone: (207) 829-3767

Town of Andover, MA  
Public Works  
contact: Rob Charette  
phone: (978) 228-0456

Town of Norton, MA  
Sign Shop  
contact: Jared Ferrara  
phone: (508) 904-0416

Town of Greenfield, MA  
Public Works  
contact: Mike Duclos  
phone: (413) 834-3742

Town of Colonie, NY  
Public Works  
contact: Rob Sammons, Supervisor  
phone: (518) 857-2655

Smithtown, NY  
Traffic Safety  
contact: Tony Cannone, Supervisor  
phone: (631) 514-4099

Jefferson County, NY  
Highway Department  
contact: Scott Frezzo, Fabricator  
phone: (315) 767-4145

Town of Manlius, NY  
Highway Department  
contact: "Scooter"  
phone: (315) 289-7373

# MBE/WBE PARTICIPATION AFFIDAVIT

Item Description (as seen on RFP):  
URW Traffic Sign & Design System

Prime Bidder: URW America, Inc.

Prime Bidder (Company) Phone Number: (603) 664-2130 or (603) 767-7878

Prime Bidder (Company) Zip Code: 03825

Which one of the following describes your business' status in terms of Minority and/or Woman-Owned Business Enterprise certification with the State of Rhode Island? ☐ MBE ☐ WBE ☒ Neither MBE nor WBE

By initialing the following sections and signing the bottom of this document in my capacity as the contractor or an authorized representative of contractor, I make this Affidavit:

It is the policy of the City of Providence that minority business enterprises (MBEs) and women business enterprises (WBEs) should have the maximum opportunity to participate in procurements and projects as prime contractors and vendors. Pursuant to Sec. 21-52 of the Providence Code of Ordinances and Chapter 31-14 *et seq.* of the Rhode Island General Laws (as amended), MBE and WBE participation goals apply to contracts.

The goal for Minority Business Enterprise (MBE) participation is 10% of the total bid value.  
The goal for Women's Business Enterprise (WBE) participation is 10% of the total bid value.  
The goal for combined MBE/WBE participation is 20% of the total bid value.

I acknowledge the City of Providence's goals of supporting MBE/WBE certified businesses. Initial JW

If awarded the contract, I understand that my company must submit to the Minority and Women's Business Coordinator at the City of Providence (MBE/WBE Office), copies of all executed agreements with the subcontractor(s) being utilized to achieve the participation goals and other requirements of the RI General Laws. I understand that these documents must be submitted prior to the issuance of a notice to proceed. Initial JW

I understand that, if awarded the contract, my firm must submit to the MBE/WBE Office canceled checks and reports required by the MBE/WBE Office on a quarterly basis verifying payments to the subcontractors(s) utilized on the contract. Initial JW

If I am awarded this contract and find that I am unable to utilize the subcontractor(s) identified in my Statement of Intent, I understand that I must substitute another certified MBE and WBE firm(s) to meet the participation goals. I understand that I may not make a substitution until I have obtained the written approval of the MBE/WBE Office. Initial JW

If awarded this contract, I understand that authorized representatives of the City of Providence may examine the books, records and files of my firm from time to time, to the extent that such material is relevant to a determination of whether my firm is complying with the City's MBE/WBE participation requirements. Initial JW

I do solemnly declare and affirm under the penalty of perjury that the contents of the foregoing Affidavit are true and correct to the best of my knowledge, information and belief.

J. Mikiewicz  
Signature of Bidder

URW America, Inc.  
Company Name

HENRY MIKIEWICZ  
Printed Name

2/19/2021  
Date

MBE/WBE WAIVER REQUEST FORM

Fill out this form only if you are using subcontractors and did not meet the 20% MBE/WBE participation goal. MBE or WBE Prime Bidders that are certified by the State of Rhode Island are NOT REQUIRED to fill out this form.

Submit this form to the City of Providence MBE/WBE Outreach Director, Grace Diaz, at mbe-wbe@providenceri.gov for review prior to bid submission.

This waiver applies only to the current bid which you are submitting to the City of Providence and does not apply to other bids your company may submit for in the future.

Prime Bidder: URW America, Inc.  
Company Trade: Industrial Design Sign Making Equipment  
Item Description (as seen on RFP): \_\_\_\_\_

To receive a waiver, you must list the certified MBE and/or WBE companies you contacted, the name of the primary individual with whom you interacted, and the reason the MBE/WBE company could not participate on this project.

MBE/WBE Company Name	Individual's Name	Company Trade	Why did you choose not to work with this company?

I acknowledge the City of Providence's goal of a combined MBE/WBE participation is 20% of the total bid value. I am requesting a waiver of 20 % MBE/WBE (20% minus the value of Box F on the Subcontractor Disclosure Form). If an opportunity is identified to subcontract any task associated with the fulfillment of this contract, a good faith effort will be made to select MBE/WBE certified businesses as partners.

FMikiewicz  
Signature of Prime Contractor

Henry Mikiewicz  
Printed Name

2/19/2021  
Date Signed

\_\_\_\_\_  
Signature of City of Providence  
MBE/WBE Outreach Director

\_\_\_\_\_  
Printed Name of City of Providence  
MBE/WBE Outreach Director

\_\_\_\_\_  
Date Signed