

**CITY OF EAST PROVIDENCE  
DEPARTMENT OF PUBLIC WORKS**

**REQUEST FOR PROPOSALS**

**ENGINEERING SERVICES FOR  
WATER SUPPLY MANAGEMENT PLAN UPDATE**

**I. INTRODUCTION and BACKGROUND**

The City of East Providence requests proposals from qualified engineering firms (Consultants) to provide professional engineering services for the development of the 5 – Year update of the City’s Water Supply Management Plan pursuant to RIGL 46-15.3-7.5(b) and Section 9.01 of the RPWSSMP “Completion and Filing of Water Supply System Management Plans”.

The City of East Providence is an urban community with a population of approximately 50,000 people. Most of the City is fully developed as residential, commercial, and industrial property and is entirely served by the City’s water distribution system. The City purchases all of its water from the Providence Water Supply Board whose source is the Scituate Reservoir. As such, the City does not own or operate a water supply source or treatment facility.

The City’s distribution system is divided into a high and low service area. The system is supported by a pumping station, an 8-million gallon storage tank, and a 1-million gallon elevated storage tank, located in an area of the City known as Kent Heights. The low service area includes the 8-million gallon storage tank. The high service area is supported by the 1-million gallon elevated tank. The pumping station boosts the pressure of water from the Low Service System to the High Service System. Both tanks are used to provide equalization storage for periods of peak demand, to provide flow for fires, and to provide an emergency supply of water.

The City’s 30-month interim update was recently approved the Water Resources Board. The last 5-Year update of the City’s Water Supply Management Plan was completed in-house by City staff in October 2000. This plan was approved by the Water Resources Board on May 14, 2002. This 5-Year update to the plan is due on May 14, 2007.

**II. STATEMENT OF THE PROJECT**

The City of East Providence is requesting the services of a qualified engineering firm to complete the 5-Year update of the City's Water Supply Management Plan in accordance with all applicable Rules and Regulations and requirements of the Rhode Island Water Resources Board.

Applicable review documents to be made available for the purpose of preparing a comprehensive proposal and complete the report shall include but not necessarily be limited to:

- "Water Supply Management Plan for City of East Providence, RI", Year 2000, completed by City staff.
- "Water Supply Management Plan for City of East Providence, RI", February 1994, by Metcalf and Eddy.
- "Infrastructure Rehabilitation Plan", March 1997, by Camp, Dresser, and McKee.
- "Infrastructure Rehabilitation Program", December 1999, by SEA Consultants.
- "City Of East Providence Water Department Emergency Response Plan", 2004.
- Water Supply Data
- City of East Providence Comprehensive Plan
- City of East Providence Waterfront Redevelopment Plan
- Water System Mapping
- "Water Supply Management Plan 30 Month Interim Update", January 2006 by C & E Engineering Partners.

### **III. SCOPE OF SERVICES**

The Scope of Work outlined within this Proposal calls attention to certain objectives and

general work items anticipated to complete this 5-Year update. However, the Department recognizes the competence of qualified engineering firms and encourages them to utilize their professional judgment and expertise in defining their approach and comprehensive Scope of Work. The Consultants are encouraged to review the scope of services and to make independent suggestions and recommendations in their proposal if it is felt that it will best meet the objectives of this RFP and best serve the City's needs. The Scope of Work to develop this plan may include but not necessarily be limited to the following elements:

- Review of all applicable regulations to develop a plan which will meet all the requirements of the Water Resources Board.
- Review of all applicable documentation provided by the City.
- Conduct meetings with City staff as necessary.
- Inspect elements of the City's water system as necessary.
- Development of draft documents for City and State regulatory review.
- Respond to comments from the regulatory agencies.
- Development and submission of a Final Plan (10 hard copies plus electronic version).

The 5-Year update of the City's WSMP must meet all the requirements as required by Rhode Island General Laws and the Rhode Island Water Resources Board.

#### **IV. RESPONSE TO RFP**

Four (4) written proposals from engineering firms shall be submitted to the Office of the City Manager, City Hall, Room 102, 145 Taunton Avenue, East Providence, RI 02914 by 2:00 P.M. on Tuesday March 6, 2007. Proposals shall contain the following as a minimum.

- A. Detailed proposal of the respondent's approach and methodology to institute the project as outlined within this Request for Proposals.
- B. The respondent shall provide a detailed schedule for each task proposed in order to satisfy each element of the project. The scheduling shall allow for City staff review at distinct intervals. An initial meeting between staff and the chosen consultant upon award of the contract and regular project status meetings during the contract period is anticipated. Consultant must prepare

the schedule knowing the timeframe for completion as required by the Water Resources Board.

- C. A description of the background and experience of the designated project manager and other personnel who will actually be assigned to this project; as well as a detailed description of the function of each designated participant and their projected individual time commitments with specific hours and rates.
- D. The respondent shall include a total, not to exceed fee for the services proposed to complete this project. Fee proposals shall also include fees associated with work for subcontractors. All printing, travel, and other miscellaneous costs shall be included in the total not to exceed fee.
- E. References, especially for similar projects, and any other information the Consultant deems pertinent are to be included.

## **V. SELECTION PROCESS AND CRITERIA**

Proposals will be reviewed by the City. This is a Request for Proposal, not a Request for Bid; responses will be evaluated on the basis of the relative merits of the proposal, in addition to fee. The City reserves the right to schedule interviews following the submission of the proposals. The selected engineering firm shall be chosen based on its qualifications, strength of its proposal, and associated fees. The following criteria will be used to evaluate the responses:

### **1. Company Qualifications and Experience**

Specialized experience is required in a series of work areas. Proposals must clearly demonstrate full knowledge, understanding, and experience in the methods, techniques and guidelines required for the performance of the required work. All elements within this factor are of equal importance. The CONSULTANT must indicate specific experience in the required area.

### **2. Personnel Qualifications and Availability**

Specialized experience is required of the project personnel proposed to undertake the work assignments. Proposal must clearly demonstrate the capability, academic background, training, certifications and experience of the proposed personnel. The availability of the proposed staff is also of critical importance and must be demonstrated. Specific project experience relevant to this scope of work must be

demonstrated, as well as specific company experience.

3. Performance Record of Firm

A list of references of at least three (3) recent contracting officers on projects of a similar magnitude and complexity; references must include telephone number and affiliation.

4. Project Understanding and Approach

The CONSULTANT must demonstrate a comprehension of the role and function of this project in meeting the current and future needs of the CITY.

In addition to the understanding of the scope and approach, the CONSULTANT must demonstrate the following which will be considered in the selection:

1. Knowledge of current issues and state of the art in the relevant technical areas.
2. Experience demonstrated on similar projects.
3. Working knowledge of the geographic area as evidenced by prior work experience in the region.
4. A demonstrated expertise and ability for rapid turn-around and flexibility on short-term projects.
5. The capability to effectively direct multiple simultaneous work assignments.
6. An ability to integrate and utilize interdisciplinary study teams effectively on assignments requiring a variety of skills and expertise from in-house resources.
7. The ability to provide the necessary skills and expertise from in-house resources.
8. Methods for assuring product quality, cost control, delivery schedule and project oversight.

**VI. GENERAL CONDITIONS**

- A. The City reserves the right to reject any and all proposals, to waive any informality, to request interviews of consultants prior to award and to select and negotiate the consultant services in the best interest of the City.

- B. The City reserves the right to accept all or part of any proposal and to negotiate a contract for services and cost with the selected Consultant.
- C. The Consultant shall provide all necessary personnel, sub-contractors, materials and equipment to perform and complete all work under this proposal.
- D. All original documents and drawings shall become the property of the City after completion of the consultant's work.
- E. The Consultant shall be prepared to commence work immediately upon execution of a contract with the City.

Any questions regarding the RFP may be directed to Stephen H. Coutu, P.E., Director of Public Works, 401-435-7701 or Kenneth Booth, Water Utility Superintendent, 401-435-7741.