

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

REQUEST FOR PROPOSALS

EP0607-19

**DESIGN AND INSTALLATION
OF
FIRE ALARM AND SPRINKLER SYSTEM
FOR
CITY OF EAST PROVIDENCE CITY HALL
AND
MUNICIPAL PUBLIC WORKS FACILITY**

I. INTRODUCTION and BACKGROUND

The City of East Providence (City) requests proposals from professional fire alarm and/or sprinkler design and installation firms (Contractors) with significant experience in the development and design of fire alarm systems and/or sprinkler systems for commercial and/or municipal buildings.

The City of East Providence City Hall is located at 145 Taunton Avenue, East Providence, RI. Built in 1979, the structure is three stories in height, has a building footprint of 16,614 square feet and constructed of brick masonry. The building presently has a municipally connected radio master box with manual pull stations, smoke and heat detectors, and horn/strobe devices are provided throughout the building with the main control panel located in the first floor shipping receiving room. There is an existing sprinkler system on the basement level only and there are standpipe connections in the corridors at each level by risers in the stairways.

The City of East Providence Municipal Public Works Facility is located at 60 Commercial Way, East Providence, RI. Built in 1975, with an addition built in 2002, it is a one story structure, has a building footprint of 44,354 square feet and is constructed of masonry and metal siding. The building presently has an automatic fire alarm system.

It is the intent of the City of East Providence to have a fully functional and code compliant fire alarm and sprinkler system designed and installed for the City Hall, and the Municipal Public Works Facility in accordance with current codes; NFPA 1, NFPA 101, NFPA 72, and all State and local codes as amended.

A pre-proposal conference will be held at the City Hall in Room 306 on Thursday May 22, 2007 at 9am. Following the conference, visits to each project location shall be made.

Plans and drawings for the City Hall and Public Works Facility are available at the City's Engineering Office. These plans are to be used for reference purposes only as they do not necessarily represent existing conditions. The City does not guarantee the accuracy of these plans and drawings. It shall be the responsibility of the Contractor to review and verify all existing conditions.

II. SCOPE OF SERVICES

The Scope of Work outlined within this Proposal calls attention to certain objectives and general work items anticipated. However, the Department recognizes the competence of professional fire alarm system firms and encourages them to utilize their professional judgement and expertise in defining their approach and comprehensive Scope of Work. As such the Contractors 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.

Respondents shall also provide a not to exceed fee and schedule for completion of the following items:

1. Design and Installation of a Fire Alarm System for City Hall

The City is requesting the design and installation of a fully functional and code compliant fire alarm system for City Hall, including all necessary emergency lighting and exit signs. The fire alarm system must meet ; NFPA 1, NFPA 101, NFPA 72, and all applicable local and State fire and building codes including but not limited to Section 9.6 of the RI Life Safety Code, as amended and Chapter 13 of the RI Uniform Fire Code, as amended.

2. Design and installation of an automatic sprinkler system for City Hall

The City is requesting the design and installation of a fully functional and code compliant automatic sprinkler system for City Hall. The automatic sprinkler system must meet; NFPA 1, NFPA 101, NFPA 72, and all applicable local and State fire and building codes including but not limited to the requirements of NFPA Standard 13, 2002 edition, and its related standards.

3. Design and installation of a Fire Alarm and Sprinkler System for the Public Works Facility.

The City is requesting the design and installation of a fully functional and code compliant fire alarm system for the Public Works Facility, including all necessary emergency lighting and exit signs. The fire alarm system must meet; NFPA 1, NFPA 101, NFPA 72, and all applicable local and State fire and building codes including but not limited to Section 9.6 of

the RI Life Safety Code, as amended and Chapter 13 of the RI Uniform Fire Code, as amended. The automatic sprinkler system shall be designed to Extra Hazard Group II, for vehicle maintenance operations.

4. Testing, Inspection, and Maintenance Services

The City is requesting of respondents to provide fire alarm and sprinkler testing, inspection, and maintenance services for a 3 year period upon completion and acceptance of newly installed systems. Respondents shall provide a fee and explanation of testing, inspection, and maintenance services for each facility.

For the items noted above, it is anticipated that the Contractor shall perform the following work procedures:

Pre-design Inspections: Contractor shall become familiar with the buildings, their facilities and current operations, and existing fire alarm and sprinkler systems by conducting as many inspections as the Contractor needs to perform this work.

Plan and Specification Development: Having become familiar with the building needs and requirements, the Contractor shall develop the necessary plans and equipment lists in consultation with the City's Public Works Department, Fire Department and Building Official. Contractor shall determine and specify new equipment needed as well as the existing equipment and devices which may be incorporated into the new system. Developed plans are to be used for permitting and construction purposes.

Permits: The contractor shall secure all necessary Fire and Building Permits required to implement the work. The contractor shall be responsible for the payment of all permit and plan review fees, unless waived by the City Manager.

Schedule and Coordination: Upon receiving all required permits, the Contractor shall develop a detailed schedule of work for the installation of these improvements. Contractor shall coordinate work schedule with the City and shall be mindful of the daily operations that occur at each building to minimize disruption of office activities.

Shop Drawings and Project Meetings: Contractor shall submit equipment shop drawings for approval prior to installation. Contractor shall anticipate weekly construction progress meetings with the City representatives.

City Inspections: Contractor shall coordinate all necessary inspections with the Fire Department and Building Inspection Department and shall receive final sign offs from all applicable Departments upon completion of the work.

IV. RESPONSE TO RFP

Four (4) written proposals from firms specializing in the work requested in this RFP 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 Wednesday, June 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.
- C. A description of the background and experience of the designated project manager and other personnel, including subcontractors 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 for each element to successfully complete this project. Fee proposals shall include a cost estimate and anticipated hours for each distinct task. 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 City staff from the Department of Public Works. This is a Request for Proposal; responses will be evaluated on the basis of the relative merits of the proposal, in addition to associated fee. The City reserves the right to schedule interviews following the submission of the proposals. The selected 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 five (5) 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 Contractor.
- C. The City reserves the right to enter into separate contracts for each item noted within the Scope of Services with different contractors if determined to be in the best interest of the City.
- D. The Contractor shall provide all necessary personnel, sub-contractors, materials and equipment to perform and complete all work under this proposal.
- E. All original documents and drawings shall become the property of the City after completion of the consultant's work.
- F. The Contractor 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.