

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

**REQUEST FOR QUALIFICATIONS/  
REQUEST FOR PROPOSALS**

**Bid # EP091014**

**ENGINEERING/ INSPECTION SERVICES FOR THE  
CLEANING, LINING AND REPLACEMENT OF  
WATER MAINS**

**I. INTRODUCTION and BACKGROUND**

The City of East Providence is dedicated to providing clean drinking water for its residents and is committed to cleaning and lining older mains in the center city area as well as installing new water main where inadequate pipe size or condition warrants. The City shall be using SRF funds which requires the materials used in the project to meet the American Reinvestment and Recovery Act (ARRA), namely materials shall be American Made. The City is seeking qualified firms to assist in the review of shop drawings, conformance with ARRA requirements, inspectional services to assure work performed meets plans and specifications (prepared by the City of East Providence), documentation of materials placed as part of the project, plan mark-ups for the City's use to prepare as-built drawings and assistance with payment requests from the selected contractor.

**II. STATEMENT OF THE PROJECT**

Qualification statements and proposals are hereby solicited by the City of East Providence from companies with experience for both contract administration and inspection and documentation services associated with water main cleaning and lining as well as new water main installation. The firm shall be knowledgeable with the American Reinvestment and Recovery Act (ARRA) and shall assist the City to assure that the American Made mandate is met through the review and appropriate documentation of shop drawings. The firm shall also have experience with the inspection of work for conformance with the plans and specifications, documentation of materials installed in the project, documentation on plans for as-built plans, and assistance to the City on payment requests from the selected contractor. As-built plans will be prepared by City personnel. Statements and fee structure should be forwarded in quadruplicate to the City Manager, Room 102, City Hall, 145 Taunton Avenue, East Providence, RI 02914 by 10:00 AM August 18, 2010.

The consulting/inspection companies are to have the capabilities and experience to furnish labor, materials, equipment and incidental items necessary for inspecting and documenting work performed by the contractor and assure all work is in accordance with the City's project plans and specifications.

The objective of this request is to select consulting/inspection firms for the above noted project for the City to identify what it deems to be the most qualified companies and a cost effective price.

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

To achieve the objective of providing administrative and inspection services during the proposed project, the selected consultant will provide one full time inspector on an hourly basis. The Scope of Services as outlined within this RFP is provided for reference only. The Consultant shall provide a detailed description of the inspection services to be provided.

The inspection staff shall be well versed in the different degrees of water main cleaning and lining as well as water main installation and service connections as outlined by the plans and specifications the American Water Works Association (AWWA). The inspection staff shall be professionals and have considerable capabilities for documenting work performed to maintain quality control.

The firm's duties shall consist of but not necessarily limited to the following tasks:

1. Assistance with shop drawing review to assure adequate documentation that materials are American Made and meet the intent of the ARRA and the plans and specifications.
2. Perform initial evaluation inspection.
3. Review and coordinate contractor's schedule and document progress.
4. Inspect the work of the contractor to assure compliance with the plans and specifications, documenting materials placed into the work, provide mark-up plans indicating locations of fittings, valves, hydrants, couplings, curb boxes, etc.
5. Assist the City and review contractor's payment requests.
6. Attend and direct weekly meetings with the contractor and City to discuss schedule, work completed, variations from plans and specifications, etc.
7. Coordinate customer issues in regards to service and complaints.
8. Construction observer must have a BS in Engineering or related field.
9. Construction observer must work directly beneath a professional engineer registered

in the State of Rhode Island.

10. Construction observer must be prepared to assist the City in the resolution of technically complicated issues that may arise during construction, which may require modifications to the project plans and specifications. As such, the Construction observer must have a working knowledge of Rhode Island Department of Health requirements for water systems.
11. The selected firm must demonstrate sufficient experience with the American Recovery and Reinvestment Act (ARRA) specifically to assist the City with the evaluation and determination of the Contractor's compliance with the Made-In-America provision of the act, and the evaluation of di minimus quantity waivers.
12. The selected firm must have in their direct employ engineers outside the discipline of water/distribution system engineering to address other issues that are likely to arise, such as geotechnical, transportation, pavement, structural and permitting issues.

Upon completion of all work, the consultant will certify the work has been completed in accordance with the plans and specifications and comply with AWWA requirements. The consultant shall submit written reports, with photographs, detailing the work performed on a daily basis.

#### **IV. RESPONSE TO RFQ**

Four (4) written proposals from qualified firms shall be submitted to the Office of the City Manager, City Hall, Room 102, 145 Taunton Avenue, East Providence, RI 02914 by 10:00 A.M. on August 18, 2010. Proposals shall contain the following as a minimum.

1. Detailed proposal of the respondents approach and methodology to institute the project as outlined within this Request for Proposals. The bid proposal shall be based on eight (8) hours per day, five days a week for 32 weeks of inspection during all work by the contractor, including a final inspection of all completed work. This is an estimate and may change. The firm shall hold the hourly rate for a period of one-year. Should a second inspector be required, the same rate shall apply for both.
2. 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.
3. 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.

4. References, especially for similar projects, and any other information the Consultant deems pertinent are to be included.

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

Proposals and prices will be reviewed by the City. This is a Request for Proposal with fees; 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 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 from at least five (5) recent 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:

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

## **VI. GENERAL CONDITIONS**

- 1. 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.
- 2. 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.
- 3. The Consultant shall provide all necessary personnel, sub-contractors, materials and equipment to perform and complete all work under this proposal.
- 4. All original documents and drawings shall become the property of the City after completion of the consultants work.
- 5. The Consultant shall be prepared to commence work immediately upon execution of a contract with the City.

Responses will be evaluated on the basis of the relative merits of the statement. A team of

city staff will review responses to the RFQ. The following criteria will be used to evaluate the responses:

- Demonstrated technical expertise of recent projects similar to those outlined in this RFQ, by staff presently employed by the respondent.
- Demonstrated expertise in the completion of similar cleaning and lining projects.
- Adequate staffing and the expertise to complete the project successfully.
- Proven ability to work with municipal governments and to complete projects on time and within budget.

Responses to this solicitation should be accompanied with a company brochure, a statement of the company's approach, a listing of personnel to be assigned to the project along with their background information, a list detailing similar projects with references, and any other information the company deems pertinent in assisting the City in adequately reviewing their capabilities. The completion dates and/or project status shall be provided for all projects listed under the experience section of the submittal.

The City reserves the right to reject any/or all companies, to waive any informality in the qualification statement, and to pre-qualify any company based on what the City deems to be in its best interest.

Any questions regarding the RFP may be directed to Stephen H. Coutu, P.E., Director of Public Works, 401-435-7701 or Erik Skadberg, P.E., City Engineer, 401-435-7703.

Item No.	Estimated Quantity	Brief description; Unit or lump sum price bid in both words and figures	Total Figure
1	Lump Sum	1280 hours of inspection time including meetings, printing, travel expenses and other miscellaneous costs.  _____ Dollars and _____ cents (\$ _____)	\$
2	Hourly*	Inspection time including printing, travel expenses and other miscellaneous costs in excess of allotted 1280 hours described above.  _____ Dollars and _____ cents (\$ _____)	\$

\*Submit wage rates for all personnel potentially involved in the project and anticipated hours.