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**CITY OF EAST PROVIDENCE  
PURCHASING DIVISION  
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To: All Prospective Bidders

From: Jessica Lamprey, Procurement Specialist

Date: Wednesday, January 22, 2025

Re: RFQ EP24/25-08 Citywide Sanitary Sewer Evaluation Study (SSES) Program

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Please be advised that the following information comprises Addendum #1.

This addendum serves to clarify the goals and expectations for the RFQ process:

**1. Objective of RFQ Submissions:**

Consultants are expected to submit a comprehensive package that includes all pertinent information regarding past SSES studies they have conducted. Additionally, submissions should highlight any unique approaches or methodologies utilized in previous studies that may be beneficial to the City of East Providence. Consultants should also demonstrate **experience with all aspects of an SSES program**, including inflow and infiltration (I/I) analysis, system condition assessments, flow monitoring, field investigations, rehabilitation recommendations, and capital improvement planning.

**2. Evaluation and Selection Process:**

The City will review all submitted packages and will shortlist the top five (5) consultants based on the provided evaluation criteria. These top-ranked firms will be invited for formal presentations and interviews.

**3. Negotiation and Implementation:**

Once the final ranking is established, the City intends to negotiate pricing with the highest-ranked firm to conduct a **flow monitoring program in the spring**. The selected consultant will be responsible for compiling and summarizing all collected data into a final report. This report will include an assessment of sewer subareas ranked by the severity of inflow and infiltration (I/I), providing a foundation for future capital improvement planning.

4. **Standard Instructions for Bidders**

These instructions/forms are the boiler plate terms and conditions for the City of East Providence and are posted as part of all solicitations. Please note that they are not fully applicable during the RFQ process, but vendors may be asked to complete these forms should they be awarded a formal contract with the City of East Providence.

Any questions must be submitted in writing to Daniel Borges, Director of Public Works at [dborges@eastprovidenceri.gov](mailto:dborges@eastprovidenceri.gov) or Erik Skadberg, City Engineer, at [eskadberg@eastprovidenceri.gov](mailto:eskadberg@eastprovidenceri.gov) no later than **Thursday, February 13, 2025 at 4:00pm.**

Thank you for your interest in this project.