



**CITY OF EAST PROVIDENCE**  
**DEPARTMENT OF PUBLIC WORKS**  
**SPECIFICATIONS**  
**SEAWALL ENGINEERING STUDY AND DESIGN**  
**REQUEST FOR PROPOSALS**  
**RFP EP20/21-08**

**BID OPENING ON WEDNESDAY, JANUARY 6, 2021 AT 11AM**

**I. SCOPE OF SERVICES**

The seawall at the Rose Larisa Park, 701 Bullocks Point Avenue in East Providence, RI which was constructed sometime in the early 1900s has failed. The City is seeking the immediate services of a qualified engineering firm (Consultant) to advise the City on the management of the failing seawall, as well as develop conceptual repair alternatives and corresponding cost estimates.

A pre-proposal meeting will be held at the site on **TUESDAY, DECEMBER 22, 2020 AT 2PM**

**II. RESPONSE TO RFP**

Four (4) copies of a proposal shall be submitted in one (1) sealed envelope to East Providence City Hall, Controllers Office, Room 103, Attn: Dawn Kenney, Procurement Specialist, 145 Taunton Ave., East Providence, RI 02914 no later than **WEDNESDAY, JANUARY 6, 2021 AT 11AM**. The bids will be publicly recorded. Bids received with a time of 11:01 AM or later will be rejected. The envelope needs to be marked **BID EP20/21-08**.

Proposals shall contain the following as a minimum.

- A. Respondent's approach and methodology to institute the project as outlined within this Request for Proposals.
- B. Respondent shall provide schedule to satisfy the requirements of the project. 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 who will actually be assigned to this project.
  - D. References, especially for similar projects, and any other information the Consultant deems pertinent are to be included.

### **III. 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

Proposals must clearly demonstrate full knowledge, understanding, and experience in the methods, techniques and guidelines required for the performance of the required work.

2. Personnel Qualifications and Availability

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.

3. Performance Record of Firm

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

4. Project Understanding and Approach

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 seawall projects.
- 3. Working knowledge of the geographic area as evidenced by prior work experience in the region.

#### IV. 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 Erik Skadberg, PE, City Engineer [eskadberg@eastprovidenceri.gov](mailto:eskadberg@eastprovidenceri.gov) or Stephen H. Coutu, P.E., Director of Public Works, [scoutu@eastprovidenceri.gov](mailto:scoutu@eastprovidenceri.gov) in writing by **TUESDAY, DECEMBER 29, 2020 AT 4PM.**