



**CITY OF EAST PROVIDENCE
DEPARTMENT OF PUBLIC WORKS / PUBLIC BUILDINGS DIVISION
SPECIFICATIONS
INSTALLATION OF NEW INTERIOR SPRINKLER SYSTEM FOR THE DPW
COMPLEX LOCATED AT 60 COMMERCIAL WAY, EAST PROVIDENCE, RI 02914
RFP NO. EP21/22-03
REQUEST FOR PROPOSAL
BID OPENING WEDNESDAY, DECEMBER 22, 2021 AT 11:00 AM**

I. INTRODUCTION AND BACKGROUND

The City of East Providence (City) requests proposals from professional 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.

It is the intent of the City of East Providence to have a fully functional and code compliant sprinkler system designed and installed with all applicable State and Local Codes and Standards.

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:

1.0 Design Phase

1. Development of Design Drawings

Develop a set of drawings and specifications of an automatic sprinkler system. Where feasible, existing fire alarm equipment shall be re-utilized in the design. All plans and specifications shall be stamped by a RI Professional Engineer, specialized in fire protection design. Prepare plans and specifications for permitting to the East

Providence Fire Department and Building Inspection Division. The contractor is responsible for securing all permits for the project.

2. Water Supply Evaluation and Hydraulic Calculations

Conduct/coordinate a hydrant flow test to determine the available water supply for the new fire sprinkler system and determine if a fire pump is required for the fire sprinkler system. Prepare a complete set of hydraulic calculations for the sprinkler system design.

3. Development of Construction Drawings

Develop a final set of construction drawings and specifications of the automatic sprinkler system. All plans and specifications shall be stamped by a RI Professional Engineer, specialized in fire protection design. Prior to start of construction, a construction schedule and sequencing plan shall be submitted for review and approval. Contractor shall be mindful of the daily operations that occur within the building to minimize disruption of activities.

2.0 Construction Phase

1. Preparation and submission of all necessary shop drawings, samples and submittals to conform to the approved final design. Design engineer to review and approve shop drawings and specification sheets.
2. Provide all necessary labor, supplies, material, equipment and services for the complete installation and construction in accordance with the approved drawings and specifications. It is emphasized that this project be done on a turnkey basis, with a completed and tested system as the final product.
3. Construction meetings to be held weekly with the owner/owner's representative.
4. Contractor shall coordinate all necessary inspections and testing with the Fire Department and Building Inspection Division and shall receive final sign offs from all applicable Departments upon completion of the work.
5. Provide all certifications, testing, and warranties as per the manufacturer's recommendations for all equipment and material provided and installed. The contractor shall further warranty all work for a one-year period following project acceptance.
6. Provide one complete set of reproducible mylar as-built drawings and one CD of same (AUTOCAD 2010) to accurately indicate conditions after project completion.
7. Design Engineer to provide construction administration services for the construction period to ensure compliance with all applicable codes and standards. The design engineer shall also certify in writing that the project was constructed in accordance with the design plans and specifications.

III. FORM OF AGREEMENT/CONTRACTUAL ITEMS:

1. The successful bidder shall enter into an agreement in a City contract.
2. A Performance Bond and a Labor and Material Payment Bond, in the formats as attached, will be required from the successful bidder within fifteen (15) days of receipt of a notice of award.
3. Adherence to all provisions of the attached documents (Section VI, Items 1 through 6 inclusive) is required.

IV. SUBMISSION OF PROPOSAL

Interested bidders are requested to submit four (4) copies of a technical Proposal addressing, at a minimum, the elements outlined within Section II (Scope of Services) of this Request for Proposals. Included within the technical proposal must be a listing of key personnel and/or subcontractors to be assigned to this project and other pertinent information which identifies the contractor's ability to perform the work within the given project timetable.

As part of the Technical Proposal, a Cost Proposal is to be submitted, which will identify the proposed cost structure for reimbursement (lump sum, as well as all applicable breakdowns of man-hours per task, multipliers, and/or milestones for percentage payments, etc. that are appropriate for each phase (design and construction) of the scope of work. A total not-to-exceed cost is to be submitted for the design phase and the construction phase, in sufficient detail, to allow the City to evaluate each element individually.

A detailed schedule of work tasks shall also be submitted as part of the proposal.

Proposals are to be submitted on or before 11:00 AM on WEDNESDAY, DECEMBER 22, 2021 to:

**East Providence City Hall
Controllers Office, Room 103
Attn: Luis Olmo, Accountant/Budget Analyst
145 Taunton Avenue
East Providence, RI 02914**

V. PROJECTED TIMETABLE:

Solicitation of Proposals:	November 29, 2021
Pre-Bid Meeting (MANDATORY to wear masks)	December 14, 2021 10AM
Written Questions	December 15, 2021 4PM
Submission of Proposals:	December 22, 2021 11:00 AM

VI. SELECTION CRITERIA:

Proposals will be examined and technically evaluated based on the factors presented below. It is the responsibility of the BIDDER to provide information, evidence or exhibits which clearly demonstrate the ability to satisfactorily respond to the project requirements and the factors listed below. The City will select the top ranked firm based on the criteria herein as it may apply to the specific Scope of Work.

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 BIDDER must indicate specific experience in the required area.

2. Personnel Qualifications and Availability

Specialized experience is required of the project personnel proposal 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

The BIDDER must demonstrate a comprehension of the role and function of this contract in meeting the needs of the City.

In addition to the understanding of the scope and approach, the BIDDER 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. A narrative description of the BIDDER's quality control plan must be included.

5. Cost evaluation

Cost will be considered as an independent factor from the above evaluation factors. The cost proposal will be evaluated not only to determine whether it is reasonable, but also to determine the BIDDER's understanding of the magnitude of the Scope of Work and ability to complete the contract on time and on budget.

6. Evaluation Procedure

All proposals will be reviewed and ranked by the City of East Providence Public Works Department pursuant to the criteria set forth herein. A recommendation will then be made to the Mayor, and subsequently to the City Council for an award.

VII. GENERAL CONDITIONS

- A. The City reserves the right to reject any and all proposals, to waive any informality, to request interviews of contractors prior to award and to select and negotiate the contractor's 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 Contractor 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 Contractor shall be prepared to commence work immediately upon execution of a contract with the City.

A pre-bid walk through is scheduled with Edward Catelli, Superintendent of Public Buildings on **TUESDAY, DECEMBER 14, 2021 10:00AM at 60 Commercial Way, East Providence, RI 02914. It is MANDATORY that attendees wear a mask even if fully vaccinated. Any questions after the pre-bid walk through must be submitted in writing to Ed Catelli ecatelli@eastprovidenceri.gov by WEDNESDAY, DECEMBER 15, 2021 at 4PM.**

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.