



CITY OF EAST PROVIDENCE

DEPARTMENT OF PUBLIC WORKS

FENCE INSTALLATION AT 18 COUNTY STREET SEEKONK, MA

SPECIFICATIONS

RFP NO. EP19/20-37

BID OPENING DATE WEDNESDAY, OCTOBER 14, 2020 AT 11AM

I. INTRODUCTION

The City of East Providence is soliciting proposals from fence companies/contractors to install approximately 160 feet of picket fence, dog eared style along the top of a bank at 18 County Street in Seekonk, MA.

The required construction services shall include all site work including but not limited to erosion controls, tree trimming, brush cutting and removal, and installation of approximately 160 feet of wooden dog eared styled picket fence and one 5-foot wide gate and all posts and hardware to match the existing fence along with safe work practices, equipment, labor, and materials as necessary to complete this project.

II. SITE DESCRIPTION

The existing property at 18 County Street in Seekonk, MA is adjacent to a previous project which included the installation of additional box culverts below County Street. The installation of the wooden fence will complete this project. The fence shall be located along the top of a bank and requires some tree branch trimming and brush removal. See attached plan and photos.

III. OBJECTIVE

The objective of the City is to finalize the culvert project and install the wooden fence per agreement.

IV. SCOPE OF WORK

The project shall be bid as a unit price project and shall meet the minimum requirements shown on the plans, photos, and as described within the specifications. The work required to meet the City's objective shall consist of, but not necessarily be limited, to the following activities:

A. CONSTRUCTION PHASE: Required services shall include, but not limited to:

1. Preparation of all necessary shop drawings, samples, and submittals to conform with approved design elements.
2. Provide all necessary labor, supplies, materials, equipment, and services required for the complete installation and construction in accordance with the approved plans and specifications.
3. Contractor shall provide all certifications and testing (compaction, sieve analysis, etc.) results to the Owner for review and approval.
4. The City shall produce the final as-built to ensure the construction meets the plans and specifications.

V. SUBMISSION OF PROPOSAL

Four (4) sealed copies of technical proposals shall be submitted to the Controller's Office, Attn: Procurement Specialist, Room 103, City Hall, 145 Taunton Avenue, East Providence, RI 02914 on Wednesday, October 14, 2020 at 11AM. Responses to this solicitation should, at a minimum, include the following:

- A company brochure including address, city, state, phone and fax numbers, e-mail and web page address.
- Provide a signed statement that your firm is not currently on the Government Contractor Debarred List prohibiting any contractual relationship using federal funds.
- A description of the company's background in working with projects of similar scope describing previous collaboration experience on relevant projects.
- A description of the background experience and involvement of personnel who will be assigned to the project.
- References
- Any other information deemed to be pertinent in assisting the City in adequately reviewing the firm's capabilities and qualifications with respect to the proposed project.
- Bonding capability for a \$25,000 project.
- A Cost Proposal is to be submitted along with a schedule, which will identify the proposed cost structure for reimbursement, lump sum, as well as all applicable breakdowns of anticipated man hours per task, multipliers, and/or milestones for percentage payments, etc. that are appropriate for each phase of the scope of work. The City reserves the right to award the entire contract or any portion thereof to the most qualified bidder, as judged solely by the City. The City also reserves the right to delete elements of each phase should it be deemed in the City's best interest to do so.

VI. PROJECT TIMETABLE

Solicitation of Proposals:	September 25, 2020
Pre-proposal meeting:	October 2, 2020 (On-site, 2 PM, end of driveway)
Submission of Proposals:	October 14, 2020 (11 AM)
Contract Award:	October 21, 2020
Contract Completion	November 20, 2020

VII. SELECTION PROCESS AND CRITERIA

Proposals will be reviewed by City staff from the Department of Public Works and Planning. This is a Request for Proposal, as such 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 BIDDER must demonstrate experience in site construction and paving and/or similar scopes of work within Massachusetts and Rhode Island.

The BIDDER must demonstrate expertise in the field of site design and the processes involved in obtaining all required permits and approvals.

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

4. Project Understanding and Approach

The BIDDER must demonstrate a comprehension of the role and function of this project in meeting the objectives 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.
9. Proven ability to work with municipal, state and federal government agencies and complete projects in a timely fashion and within the prescribed budget.

VIII. 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.

Any questions should be directed to Stephen Coutu, Director of Public Works (401) 435-7701 scoutu@eastprovidenceri.gov or Erik Skadberg, City Engineer, City of East Providence, Rhode Island at (401) 435-7703 extension 1, eskadberg@eastprovidenceri.gov

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.