



**CITY OF EAST PROVIDENCE, RI  
DEPARTMENT OF PLANNING & DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DESIGN FOR A STORMWATER MANAGEMENT PLAN  
INCLUDING CONCEPTUAL DESIGN AND PRIORITIZATION OF POTENTIAL  
STORMWATER MANAGEMENT SITES**

**SPECIFICATIONS**

**REQUEST FOR PROPOSALS RFP EP21/22-17**

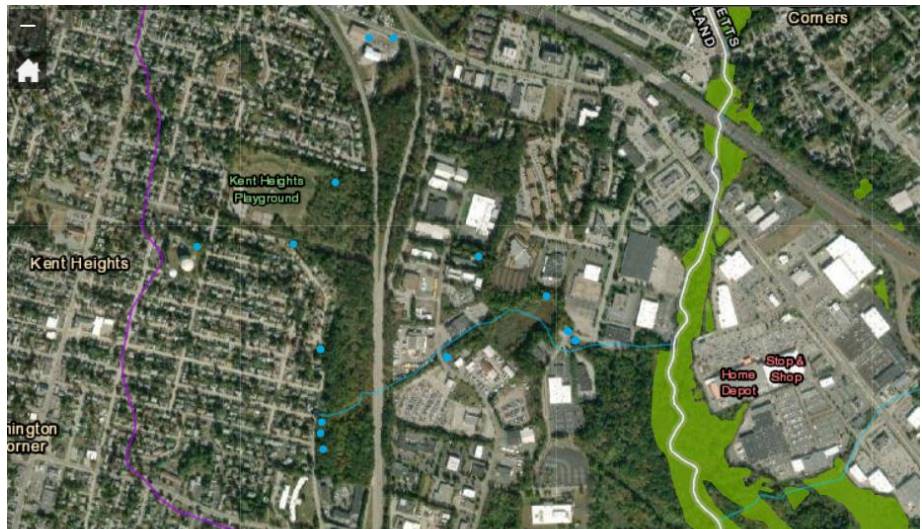
**BID OPENING THURSDAY JULY 28, 2022 AT 11:00AM**

**I. GENERAL**

- The City of East Providence in partnership with Save the Bay (STB) is seeking a qualified engineering firm to complete a stormwater management plan to address the impacts of stormwater runoff to the water and habitat quality of an unnamed tributary to the Runnins River. The study area includes a mix of land uses, including residential and commercial properties on the west and east side of Wampanoag Trail, and joins with the Runnins River upstream of School Street. The unnamed tributary was identified in STB's report, [\*A Comprehensive Plan to Restore the Water Quality of Hundred Acre Cove\*](#), as an area to be addressed due to water quality monitoring data that identified high counts of bacteria in the tributary and extensive amounts of impervious surfaces in the watershed. Stormwater management practices will target bacteria removal, and if area and depth to water table permit, nutrient removal will also be targeted.

**II. SPECIFICATION**

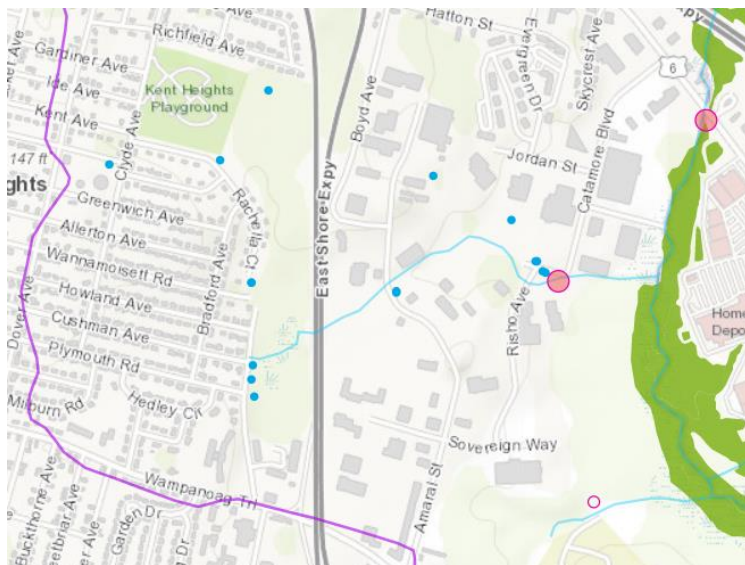
- The selected engineering firm will provide a stormwater management plan that includes conceptual designs and prioritization of potential



*The unnamed tributary and stormwater outfalls in blue discharging to the stream.*

stormwater management sites. The City's Engineering Division, Planning Department and STB will assist the engineering firm in identifying and prioritizing sites. One of the priority sites will be taken through the engineering and permitting phase that will allow the City to start construction once additional funding is secured.

- The City's Engineering Division will perform an existing condition surveys of selected sites. The stormwater watershed plan developed by the engineering firm will include an assessment of site constraints and infiltration opportunities for already identified sites and additional areas within the sub-watershed for stormwater management. Department of Public Works crews will assist with the initial evaluation by digging test pits to determine soil types and groundwater depths. Once the plan is finalized, the engineering firm and project partners will prioritize the sites based upon pollutant loading, construction feasibility and the ability to maintain the stormwater practices. The site identified as the greatest priority in the plan will be engineered to 60% design. The consultant will submit plans and applications for permits to the applicable agency.



*This map highlights the outfalls in blue and potential areas for stormwater retrofits in yellow in relation to E.Coli Testing conducted in 2008. (Source: Hundred Acre Cove Stormwater Infrastructure Builder, NBEP.)*

The stormwater practices will include forebays and/or deep sump catch basins that are easily accessed and maintained by the City DPW to ensure that the stormwater practices can be easily inspected and maintained to ensure that they function as designed to treat and infiltrate runoff with the long term goal of improving the water quality of the Runnins River tributary. The conceptual plans and the engineered stormwater practice designs will reduce stormwater impacts to the wetland resources, including the red maple swamp and cattail marsh in the sub-watershed, by reducing sedimentation.

- Deliverables include a QAPP (Quality Assurance Project Plan), a stormwater management plan that includes conceptual designs for 3 identified sites in the watershed (preferred city-owned sites), and engineering plans and permits along with bidding documents for one selected site. The stormwater management plan and all deliverables must be complete by **9/30/2024**. **All engineering consulting fees may not exceed \$45,000.**

### **III. RESPONSE TO RFP**

- Four (4) written proposals and a PDF version from qualified firms shall be submitted to the City of East Providence City Hall, Controller Office, Room 103, Attn: Ralph Mitchell, Procurement Specialist, 145 Taunton Ave., East Providence RI 02914 No later than **THURSDAY JULY 28, 2022 AT 11:00 A.M.** Proposals shall contain the following as a minimum.
  - A. Detailed proposal of the respondent's approach and methodology to institute the project as outlined within this Request for Proposals.
  - B. The respondent shall provide a detailed schedule for each task proposed in order to satisfy each element of the project. The scheduling shall allow for City staff review at distinct intervals. 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. Consultant must prepare the schedule in the timeframe for completion as required by the City.
  - C. 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.
  - D. References, especially for similar projects, and any other information the Consultant deems pertinent are to be included.

### **IV. SELECTION PROCESS AND CRITERIA**

- Proposals will be reviewed by the City and STB. This is a Request for Proposal; responses will be evaluated on the basis of the relative merits of the proposal and qualifications. 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 references among other criteria. 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 with the Rhode Island Stormwater Design and Installation Standards Manual.

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 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:

1. Knowledge of current issues and state of the art in the relevant technical areas.
2. Experience demonstrated on similar projects using the Rhode Island Stormwater Design and Installation Standards Manual.
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.

## V. BIDS FOR PROPOSALS:

Bids must be addressed to:  
East Providence City Hall  
Controller's Office, Room 103  
Attn: Ralph Mitchell, Procurement Specialist  
145 Taunton Avenue  
East Providence, Rhode Island 02914

Bids at minimum will contain the following:

1. A description of the background and experience of the Vendor in supplying the material detailed in this bid.
2. Anticipated delivery schedule.
3. References from similar orders.

## VI. GENERAL CONDITIONS

- A. The City reserves the right to reject any and all proposals, to waive any Informalities, 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 EP21/22-17 may be directed to Erik Skadberg, PE, City Engineer 401-435-7703 ext.1, [eskadberg@eastprovidenceri.gov](mailto:eskadberg@eastprovidenceri.gov) or Patrick Hanner, Principal Planner 401-435-7531 ext. 3, [phanner@eastprovidenceri.gov](mailto:phanner@eastprovidenceri.gov) no later than **MONDAY JULY 18, 2022 AT 2:00PM.**

Equal Opportunity/Affirmative Action Employer  
Ralph Mitchell, Procurement Specialist  
[rmitchell@eastprovidenceri.gov](mailto:rmitchell@eastprovidenceri.gov)