



**CITY OF EAST PROVIDENCE  
DEPARTMENT OF PUBLIC WORKS  
REQUEST FOR PROPOSALS  
RFP EP 22/23-1  
SPECIFICATIONS  
RIVERSIDE SQUARE LIGHTING  
BID OPENING THURSDAY DECEMBER 22, 2022 AT 11:00AM**

**I. INTRODUCTION**

The City of East Providence is soliciting proposals from electrical contractors to provide and install area string lighting with poles along the East Bay Bike Path in Riverside Square.

The required construction services shall include all permitting and site work including but not limited to erosion controls, trenching, augering, digging, meter installations, installation of new light poles, pole foundations (either poured in place or pre-cast), outlet installations, lighting controls, timers, electric service panel, cabinet and control panel installation, electric hand holes and pull boxes, mount light poles on bases, wire, lights, etc., general construction and safe work practices, equipment, labor, and materials as necessary to complete this project.

**II. SITE DESCRIPTION**

- Riverside Square – furnish and install, including all excavation and backfilling for new lighting service pedestal cabinet, meter socket and bypass, load center, timeclock, photo cell and precast foundation, demolition of existing wood stanchioned power and reconnection to new lighting pedestal, underground conduit, wiring and handholes including all excavation for 2-inch schedule 40 pvc conduit, #10 THHN provided with separate circuits for lights and outlets, 4 handholes (Oldcastle enclosure irrigation type), 23 poles (15-foot tall) by Energy Light Inc., square steel, 4 inch width, 11 gauge dark bronze with base plate, anchor bolts, etc., precast foundations 48-inch by 18-inch square, 3 poles, 1 per area provided with GFCI exterior outlets and 345 feet of string lights with 2-foot spacing (maxlite or approved equal), and approximately 420 feet of conduit. City to assist with conduit installation under bike path by using trenchless technology.
- Contractor to obtain all permits, and call in all inspections and dig-safes.
- Contactor shall backfill and compact all excavations and shall loam and seed all excavations.

### **III. OBJECTIVE**

The objective of the City is to provide bike path and patio lighting for increased nighttime usage of the general improvements to Riverside Square.

### **IV. SCOPE OF WORK**

The project shall be bid as a lump sum and shall meet the minimum requirements shown on the plans 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. The Contractor shall implement the erosion and sediment plans and any dewatering that may be required.
  3. Provide all necessary labor, supplies, materials, equipment, and services required for the complete installation and construction in accordance with the approved plans and specifications. It emphasizes that this project be done on a turnkey basis, with all features ready for use upon completion.
  4. Construction meetings will be held weekly with the owner/owner's representative.
  5. Contractor shall provide all certifications and testing (compaction, sieve analysis, etc.) results to the Owner for review and approval.
  6. The City shall produce the final as-built to assure the construction meets the plans and specifications.

### **V. SUBMISSION OF PROPOSAL**

Four (4) sealed copies of technical proposals shall be submitted to the Finance Office, Attn: Ralph Mitchell, Procurement Agent, Room 103, City Hall, 145 Taunton Avenue, East Providence, RI 02914-4505 by 11:00 AM on Thursday, December 22, 2022, at which time they will be opened publicly in Conference Room A, first floor of City Hall. 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 \$150,000 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 of 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: | November 28, 2022   |
| Pre-proposal meeting:      | December 8, 2022 Riverside Square (2:00PM)<br>(Behind Borealis) |
| Questions submitted by:    | December 14, 2022   |
| Submission of Proposals:   | December 22, 2022 (11:00 AM)                                    |
| Contract Award:            | January 31, 2023  |
| Contract Completion        | March 31, 2023  |

## **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 Daniel Borges, Director of Public Works (401) 435-7701 [dborges@eastprovidenceri.gov](mailto:dborges@eastprovidenceri.gov) or Erik Skadberg, City Engineer, City of East Providence, Rhode Island at (401) 435-7702, [eskadberg@eastprovidenceri.gov](mailto:eskadberg@eastprovidenceri.gov). No later than **WEDNESDAY DECEMBER 14, 2022 AT 11:00AM**.

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