



**CITY OF EAST PROVIDENCE
DEPARTMENT OF PUBLIC WORKS
SPECIFICATIONS
RFP EP 22/23-03
STORM DRAIN CCTV INSPECTION AND CLEANING
BID OPENING WEDNESDAY JANUARY 5, 2023 AT 11:00AM**

I. INTRODUCTION

The City of East Providence is soliciting proposals from Pipe Inspection and Cleaning contractors to provide and document the conditions of existing storm drainage pipe.

The required services shall include opening up and accessing storm drain catch basins and manholes, cleaning of catch basins and manholes where required in order to access the drainage pipes, providing CCTV inspection of the storm drain pipes and documenting all CCTV video on a hard drive. Pipe condition shall be documented in accordance with NASSCO, PACP Guidelines and the contractor shall perform the work in accordance with safe work practices, coordinate traffic details with the Police Department and provide all equipment, labor, and materials as necessary to complete this project.

II. SITE DESCRIPTION

The areas of inspection are shown on the attached plans and entitled Drainage Area 1 – 8 and consists of approximately 76,600 linear feet of CCTV inspection and cleaning. A list of streets are also attached to further define the areas.

III. OBJECTIVE

The objective of the City is to obtain CCTV inspection of the drainage system to determine if periodic flooding is due to pipe failures, blockages, sediment build-up or insufficient size and inlet capacity. This inspection work shall also verify/update the GIS maps regarding pipe sizes, material, direction, etc. The contractor shall provide red-line mark-ups to the City with updated information based on the pipe inspections.

IV. SCOPE OF WORK

The project shall be bid with unit prices to clean and CCTV inspect approximately 76,600 linear feet of storm drainage pipes and associated catch basins and manholes. Pipes shall be cleaned and TV inspected and all footage shall be recorded and organized based on the attached plans. Each area shall be saved as a sheet number based on the Key Sheet followed by the upstream and then downstream manhole numbers as shown on the plans. The drainage areas shall be televised from the most upstream area to the downstream discharge point. Construction meetings will be held weekly with the owner/owner's representative.

V. SUBMISSION OF PROPOSAL

Four (4) sealed copies of technical proposals and 1 thumb drive shall be submitted to the Finance Office, Attn: Ralph Mitchell, Procurement Specialist, Room 103, City Hall, 145 Taunton Avenue, East Providence, RI 02914-4505 by 11 AM on Thursday, January 5, 2023, 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:	December 12, 2022
Submission of Proposals:	January 5, 2023 (11:00 AM)
Contract Award:	January 31, 2023
Contract Completion	April 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 utility pipe cleaning and TV inspection services and/or similar scopes of work within Massachusetts and Rhode Island.

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, or Erik Skadberg, City Engineer, City of East Providence, Rhode Island at (401) 435-7702, eskadberg@eastprovidenceri.gov by **FRIDAY DECEMBER 23, 2022 AT 11:00AM.**