



**CITY OF EAST PROVIDENCE
DEPARTMENT OF PUBLIC WORKS-ENGINEERING DIVISION
REQUEST FOR QUALIFICATIONS
RFQ EP23/24-20 ENGINEERING SERVICES TO CONDUCT CITYWIDE
STORMWATER HYDRAULIC ANALYSIS
BID OPENING TUESDAY, APRIL 30, 2024 AT 11:00AM.**

I. INTRODUCTION

The City of East Providence is seeking qualifications from a Professional Engineering Firm that specializes in hydrology and hydraulics. The Firm shall be able to evaluate the inadequacies of the existing stormwater drainage system throughout the City and provide solutions to address the inadequacies and prepare and provide a Citywide Stormwater Master Plan. The city has a population of nearly 48,000 and approximately 130 miles of roadway. The City's separate stormwater sewer system is comprised of 66 miles of drainage pipe, approximately 2,800 inlet and drywell structures, and 1,300 drainage manholes. Pipe size ranges from 12in to 48in. The layout of the drainage system is shown on the City's GIS platform which is accessible on the City's website.

II. SCOPE OF SERVICES

This project will identify and prioritize areas of concern and provide solutions, ie increase pipe sizes, install parallel drainage systems, install infiltration practices, etc., to address the flooding, establish capital projects with operational costs in a comprehensive city-wide stormwater master plan. This master plan will serve as a guide for the city to properly plan, budget, and maintain a sustainable stormwater management system.

The City plans to partner with a qualified team to identify and develop solutions for immediate concerns and flooding issues throughout the city. Proposals will address up to but not limited to the following items:

1. Project Management/Facilitation
2. System Assessment (inspections, rating, inventory)
3. Existing System Analysis (hydrologic, hydraulic, watershed, soil, FEMA, rain data)
4. Stormwater Planning (maintenance, CIP projects, prioritization)
5. Funding (permitting, outside sources, rates)
6. Presentation, Adoption, and Implementation

III. RESPONSE TO RFQ

Four (4) written qualifications statements from engineering firms shall be submitted to the Office of the Purchasing Dept., City Hall, Room 103, 145 Taunton Avenue, East Providence, RI 02914 by 11:00AM on Tuesday, April 30, 2024. 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 Qualifications.
- 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

The Qualifications of each firm will be reviewed by the City and responses will be evaluated on the basis of the relative merits of the experience of the firm and positive recommendations from references. 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 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 size drainage systems.
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. GENERAL CONDITIONS

- A. The City reserves the right to reject any and all qualification submittals, to waive any informality, 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 RFQ may be directed to Daniel Borges., Director of Public Works, 401-435-7701 or Erik Skadberg, PE, City Engineer 401-435-7703 ext.1.

VI. RFQ SCHEDULE

- RFQ Issued: Tuesday, March 26, 2024
- Last Day for Questions: Tuesday, April 23, 2024 at 4:00pm
- Proposals Due: Tuesday, April 30, 2024 at 11:00am
- Interviews: May 13, 2024 – May 17, 2024
- Award: June 3, 2024 – June 7, 2024