

**City of East Providence
Public Works Department**



**Request for Proposals (RFP)
For
ENGINEERING SERVICES FOR DESIGN OF
ABOVE-GROUND FUEL STORAGE FACILITY**

Bid Number: EP16/17 - 01

Issued October 2016

1. PROJECT DESCRIPTION

The City of East Providence is seeking proposals from professional engineering and technical firms for consultation, design, and project oversight services associated with the installation of an above-ground fuel storage and management facility at its Public Works Facility located at 60 Commercial Way, East Providence, RI. It is the intent of the City to remove its underground fuel storage tanks and replace them with an above-ground fuel storage facility in accordance with all applicable State and Local requirements.

2. EXISTING CONDITIONS

The current system utilized by the City of East Providence consists of the following elements:

- One (1) 6,000 gallon underground storage tank containing diesel fuel.
- A two-pump distribution station for diesel fuel consisting of:
 - One (1) Gilbarco, model 164-114A-046
 - One (1) Gilbarco, model 164-114A-095
- One (1) 20,000 gallon underground storage tank containing unleaded fuel
- A two-pump distribution station for unleaded fuel consisting of:
 - One (1) Gilbarco Trimline, model 261-011-001
 - One (1) Gilbarco Trimline, model 164-111-001
- Both tanks are currently monitored by the same Veeder-Root TLS-300C tank management system
- Manual record-keeping on log books.
- An Existing Conditions Plan prepared by the City is appended to this RFP document.

3. SCOPE OF SERVICES

The following items have been identified by City staff as integral to the required Scope of Work, however professional firms are encouraged to utilize their expertise to identify all necessary scope items for a complete and finished project.

- Kickoff meeting with City staff.
- Thorough inspection of existing facilities to determine site placement of new above-ground fuel storage facilities, and to determine which existing fuel components may be re-used, repaired, and/or upgraded.
- Evaluation and cost estimates of new above-ground components as well as all ancillary components and work required for a complete installation.
- Preparation of a construction action plan to ensure that fuel service operations are disrupted to the minimum amount of time as possible.
- Preparation of all necessary permit applications to ensure regulatory compliance with applicable Federal, State, and Local codes.

- Preparation of plans and specifications for bidding purposes for the installation of a new above-ground fuel storage system and removal of existing underground storage tanks in accordance with industry standard utility and site work plans, and shall include the following:
 - Preparation of draft schematic drawings and specifications for review by City staff.
 - Preparation of a construction sequence plan and time line, including items such as fuel transfer and a contingency plan for the time that the system may be out of service.
 - Detailed estimate of cost.
 - Preparation of final drawings and specifications, ready for bidding, in accordance with all applicable Federal, State, and Local codes.

- Bidding services shall include preparation of all documents including inclusion of standard City documents as required by the City's Purchasing Agent for the issuance of an Invitation to Bid. Additional bidding services shall include attending and managing the pre-bid meeting, answering questions and issuing addenda as necessary, evaluating the bids, and making a recommendation for an award of a construction contract.

- Administrative Services during Construction shall include the following:
 - Review of shop drawings, catalog cuts, and product submittals for conformity with the contract documents.
 - Periodic job inspections and meetings to monitor and report on the construction progress, and to provide interpretations of the contract documents.
 - Review of applications for payment and change orders, and written recommendations for same.
 - Review of certifications, warranties, etc. and preparation of Operation and Maintenance Manual for the Facility (to include copies of all warranties, approved shop drawings, etc.)
 - Coordination (with the General Contractor and Owner) of all start-up services for all equipment.
 - Preparation of as-built drawings (paper and electronic versions)

It is the intent of the City to advertise and award a single contract for the complete installation (turn-key basis) for this fuel storage facility. The City will provide the required "front end" specifications, including bond forms, instructions to bidders, etc. to the engineering firm selected under this RFP.

4. RESPONSE TO RFP

Four (4) written proposals shall be submitted to the Office of the City Manager, City Hall, Room 102, 145 Taunton Avenue, East Providence, RI 02914 by 2:00 P.M. on November 10, 2016 with Bid No. EP16/17 – 01 written on the envelope. 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.
- 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. The respondent shall include a total, not to exceed fee for the services proposed for each element to successfully complete this project. Fee proposals shall include a cost estimate and anticipated hours for each distinct task. Fee proposals shall also include fees associated with work for subcontractors. All printing, travel, and other miscellaneous costs shall be included in the total not to exceed fee.
- E. References, especially for similar projects, and any other information the Consultant deems pertinent are to be included.

5. SELECTION PROCESS AND CRITERIA

Proposals will be reviewed by City staff from the Department of Public Works. This is a Request for Proposal; 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 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.

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.
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.

6. GENERAL CONDITIONS

- A. The City reserves the right to reject any and all proposals, 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 RFP may be directed to Stephen H. Coutu, P.E., Director of Public Works, 401-435-7701, scoutu@cityofeastprov.com.

