

**City of East Providence
Public Works Department
Division of Public Buildings**



**Request for Proposals (RFP)
for
Furnishing and Installing Emergency Generators**

Bid Number: EP16/17 - 6

January 2017

1. PROJECT DESCRIPTION

The City of East Providence is seeking bid proposals from companies to furnish and install emergency generators at the following municipal facilities:

- East Providence City Hall located at 145 Taunton Avenue
- East Providence Public Works Facility located at 60 Commercial Way
- East Providence Senior Center located at 610 Waterman Avenue.

It is the intent of the City to remove the existing generators and furnish and install emergency standby power generator sets along with transfer switches and all required electrical connections in accordance with these specifications and all applicable State and Local requirements.

2. GENERAL INFORMATION

- All prospective bidders shall attend a pre-bid walk through and information meeting.
The pre-bid meeting shall take place at **10:00 am on Wednesday, February 1, 2017**.
The location will be Conference Room A, City Hall, 145 Taunton Avenue,
East Providence, RI 02914.

3. SCOPE OF SERVICES

Vendor will provide and/or install three (3) emergency generators as individually specified and at the locations provided. The vendor shall verify appropriate generator size by evaluating the existing conditions at each location. The vendor shall provide all necessary electrical conduits, switchgear, and wiring for a complete (turn-key basis) installation. Upon completion of generator installation, the vendor shall test and certify that the system is ready and operational. The vendor shall be responsible for preparation of stamped drawings for each location and obtain all State and Local permits that may be required for this project.

Selected Vendor shall and install an emergency generator at the following locations:

Generator No. 1 – East Providence City Hall

Furnish and install one (1) Generac 130 KW Unhoused Natural Gas Generator (or approved equal) with 200 amp automatic transfer switch into the basement where the existing generator sits. Work shall include but not necessarily be limited to: removal and disposal of existing generator set, all rigging, plumbing, ducting, and exhausting necessary for a complete installation. Work shall also include all electrical components and wiring necessary for complete generator installation.

Generator No. 2 – Public Works Facility

Furnish and Install one (1) Generac 130 KW Unhoused Natural Gas Generator (or approved equal) with 1200 amp automatic transfer switch into the existing generator room at the public works facility. Work shall include but not necessarily be limited to removal and disposal of existing generator, all rigging, plumbing, ducting and exhausting necessary for a complete installation. Work to include all electrical components and wiring necessary for a complete installation.

Generator No. 3 – Senior Center

Furnish and Install one (1) Generac 100 KW Diesel Generator with 600 amp automatic transfer switch. Unit to be installed on the Senior Center grounds at the location identified by the City. Concrete Pad to be provided by the City. Work shall include all rigging necessary for a complete installation. Work to include all electrical components and wiring necessary for a complete installation.

It is the intent of the City to award a single contract for the complete installation (turn-key basis) for each of the generators noted.

4. ACCEPTABLE MANUFACTURERS

Equipment specifications for this project are based on generator sets manufactured by Generac Power Systems, Inc. This specification is not to be interpreted as restrictive but should be viewed as a measure of the safety, quality and performance against which all bids will be compared. These specifications shall be considered minimum unless otherwise stated. Equipment by other suppliers that meets the requirements of this specification shall be acceptable provided the bidder furnishes evidence, documentation and a line by line compliance statement that verifies that the proposed equipment complies with all significant provisions of the specifications and that it is equal or superior to the equipment specified

Decisions of equivalency will be made by the City's Selection Committee. It shall be the bidder's responsibility to provide sufficient documentation to establish equivalence. A general statement that equipment proposed will meet all requirements will not be sufficient to establish equivalence.

All variations from the stated specifications must be clearly noted on the Bid Proposal.

5. 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 Tuesday, February 14, 2017**. 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 the installation of each generator. An initial project kickoff meeting between City staff and the selected vendor upon award of the contract and regular project status meetings during the contract period is anticipated.
- C. The respondent shall include a total, not to exceed fee for the services proposed to install each generator and appurtenances to successfully complete this project. 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.

6. 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 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 VENDOR must indicate specific experience in the required area.

2. 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.

3. Project Understanding and Approach

In addition to the understanding of the scope and approach, the VENDOR 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 ability to provide the necessary skills and expertise from in-house resources

7. GENERAL CONDITIONS

- A. The City reserves the right to reject any and all proposals, to waive any informality, to request interviews of vendors prior to award and to select and negotiate the vendor 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 vendor.
- C. The selected vendor 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 vendor's work.
- E. The Vendor 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, scoutu@cityofeastprov.com. Deadline for questions is Tuesday, February 7, 2017.