

CITY OF EAST PROVIDENCE
Community Development Division

REQUEST FOR PROPOSALS #EP1516-10

BID OPENING: THURSDAY, MARCH 10, 2016 at 2:00PM

PROFESSIONAL WETLAND MANAGEMENT SERVICES

FOR

IMPLEMENTATION, OVERSIGHT, AND MONITORING OF THE INVASIVE SPECIES
MANAGEMENT PLAN TO RESTORE THE WETLANDS ALONG THE RUNNINS RIVER
TRIBUTARY



I. INTRODUCTION

The City of East Providence (City) requests proposals from qualified professional wetland management firms (Contractors) with significant experience in the wetland management and restoration, to implement, oversee, and monitor the activities of the attached Highlighted Invasive Species Management Plan. The goal of the project is to restore the wetland along the Runnins River tributary bordering the State Street area of East Providence. This will over time improve the flow within the tributary. The restored wetlands and improved flow in the tributary will help reduce the severity of the flooding incidents in the State Street area.

II. BACKGROUND

The City of East Providence is an urban community with a population of approximately 50,000 people. Most of the City is fully developed as residential, commercial, and industrial property and is entirely served by the City's water distribution system.

To address the issue of significant flooding that repeatedly occurs in the State Street area, the City of East Providence requested and was awarded funding from the State of Rhode Island, Office of Housing and Community Development (OHCD). The source of funding is Community Development Block Grant, Disaster Recovery (CDBG-DR) funding provided to the State of Rhode Island by the U.S. Department of Housing and Urban Development (HUD). Any activities related directly to this project must comply with all HUD and OHCD regulations. Projects receiving HUD funding are required to comply with Federal regulations and laws, as applicable.

III. SCOPE OF SERVICES

The Scope of Work outlined within this Proposal calls attention to certain objectives and general work items anticipated. However, the City recognizes the competence of the qualified professional firms and encourages them to utilize their professional judgment and expertise in defining their approach and comprehensive Scope of Work. As such the Contractors are encouraged to review the Scope of Services and to make independent suggestions and recommendations in their proposal if it is felt that it will

best meet the objectives of this RFP and best serve the City's needs.

THE REQUIRED SERVICES ARE ANTICIPATED TO INCLUDE THE FOLLOWING TASKS:

A. Review and Permitting

- Review and evaluate all applicable plans, studies, and data associated with this project, along with field conditions;
- Prepare and submit the application for a permit to control aquatic emergency/nuisance species using pesticides to the Department of Environmental Management, Division of Agriculture and Resource Marketing. Please note that this water body is on the state 303(d) list.

B. Labor, Equipment, and Materials

This portion of the scope of services cannot commence without prior written approval from the City. Any expenses incurred on this portion of the scope of services will not be compensated for without such prior written approval from the City. This is to ensure that all the necessary environmental review notices and procedures required by HUD, are completed, the Request for the Release of Funds is approved by OHCD, and permits are in place before implementing any of the cutting, removal, or treatment portions of the Invasive Species Management Plan.

- Provide all labor, equipment, and materials necessary for the implementation, oversight, and monitoring as referenced in ATTACHMENT A labeled "Highlighted Invasive Species Management Plan". Those portions highlighted in yellow reflect outdated portions of the Plan that have since changed as referenced in ATTACHMENT B) labeled "Amendment To Highlighted Invasive Species Management Plan (HISMP) And Water Quality/Wetlands Restoration Team Letter Dated 11/30/15"
- The Contractor will be responsible for the application and obtaining of any

necessary permits, and all of the following: cutting, removal, treatment of the invasive species, and the establishment and monitoring of long term monitoring transects, along with timely progress and restoration monitoring result reports, all of which as identified in the Highlighted Invasive Species Management Plan.

- Provide all necessary and required supervision of all aspects of the implementation of the Highlighted Invasive Species Management Plan.

C. Documentation and Reporting

- Provide documentation and reports of the established long term monitoring transects, progress of the cutting, removal, and treatment of the invasive species, permits and compliance of same, and progress of the wetland restoration as may be required by the City or RIDEM.

IV. **RESPONSE TO RFP / SUBMISSION REQUIREMENTS**

There will be a suggested pre-bid conference on Thursday, February 18, 2016 at 10:00AM located at City Hall 145 Taunton Avenue East Providence, R.I. Conference Room A first floor.

Four (4) written proposals from qualified Contractors 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 Thursday, March 10, 2016. Bids will be opened and recorded at this time in City Hall Conference Room A located at 145 Taunton Ave, East Providence, R.I.

Proposals shall contain at a minimum the following:

- The selected firm shall hold either: a) general liability coverage of \$1,000,000 and workman's compensation insurance, as required by the State of Rhode Island, for itself and any of its employees, and/or project participants. Proof of such insurance shall be provided by the institution chosen, prior to the signing of a contract with the City; or b) provide waivers of liability for all those participating in the project.

- Detailed proposal of the respondent's approach and methodology to implement ATTACHMENT A labeled "Highlighted Invasive Species Management Plan".
- The respondent shall provide a detailed schedule for each of Phases 1 through 3 as presented in ATTACHMENT A labeled "Highlighted Invasive Species Management Plan". It should be noted that the dates in the Plan will be adjusted to commence in 2016 and progress sequentially in the same time frames as presented within the Highlighted Invasive Species Management Plan. The scheduling shall allow for City staff review at distinct intervals. An initial meeting between staff and the chosen Contractor upon award of the contract and regular project status meetings during the contract period is anticipated.
- A description of the background and experience of the designated project manager, wetland scientist, 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.
- The respondent shall complete ATTACHMENT C labeled "Bid Cost Proposal Form" including a total, not to exceed fee for the services proposed for each item number to successfully complete this project as presented in the Highlighted Invasive Species Management Plan. Fee proposals shall include a cost estimate and anticipated hours for each distinct item presented in the attached form. 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. A narrative shall also be provided to further clarify the presented costs.
- References, especially for similar projects, and any other information the Contractor deems pertinent are to be included.

V. SELECTION PROCESS AND CRITERIA

Proposals will be reviewed by City staff from the Department of Public Works and the Planning Department. 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, licensing, 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 Contractor 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/licenses 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 contractor 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 Contractor 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.

VI. 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 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 Contractor's work.
- E. The Contractor shall be prepared to commence work immediately upon execution of a contract with the City.

VII. CONTACTS

Any questions of a technical nature, procedure, and/or process for submission regarding this RFP may be directed to:

David Bachrach, CDBG Coordinator

East Providence City Hall

(401) 435-7500 x11163

dbachrach@cityofeastprov.com

Or

Gerald Leach, Purchasing Agent

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