

CITY OF EAST PROVIDENCE  
DEPARTMENT OF PLANNING &  
DEPARTMENT OF PUBLIC

REQUEST FOR QUALIFICATIONS & PROPOSALS #EP1516-12 FOR

ENGINEERING DESIGN FOR A  
COMPREHENSIVE STORMWATER MANAGEMENT PLAN WITH  
NUTRIENT MANAGEMENT AT SABIN POINT  
EAST PROVIDENCE

I. INTRODUCTION and BACKGROUND

The Providence River is listed as an impaired waterbody for nitrogen and is on DEM's 303 (d) list extending from Bold Point to Beach Road in the Riverside section of East Providence.

Sabin point Park is included in this geographic area. There has been a great deal of public investment in activities related to upgrading wastewater treatment facilities and installing huge tunnels for holding and then treating combined stormwater and sanitary sewer in the Providence River and Upper Narragansett Bay. Stormwater management investments have also been made to this region and combined these have made significant progress in resolving problems associated with nutrient pollution.

Through a RIDEM grant, the City of East Providence requests proposals from qualified firms (Consultants) to provide a comprehensive stormwater design plan which would analyze the feasibility of the installation or application of a variety of stormwater treatment BMP's, including some not typically seen in an urbanized setting, with the goal of improving surface water quality in the waters off an urbanized setting, including Sabin Point Park. The ultimate goal is to open the Sabin Point Park Beach to swimmers.

## II. STATEMENT OF THE PROJECT

The City of East Providence is requesting the services of a qualified firm to provide a comprehensive stormwater design plan which assesses feasibility and sustainability of BMP's to improve water quality at Sabin Point Park by reducing nutrient loading problems. Drainage pipes run through the park. It is hopeful that portions of the pipes and impervious areas can be eliminated and replaced with BMP's such as infiltration strips, vegetated treatment systems and infiltration areas. It is also a priority to relocate the existing outfall which is currently located on the beach. One important aspect of the comprehensive stormwater plan would be incorporating plans and specifications for a constructable BMP utilizing City labor, equipment and materials, perhaps in the area of the northerly parking lot. The plan would also provide engineered plans, details and specifications for the larger BMP's that could be constructed in the future with an outside contractor. The first phase of this work will utilize a \$47,200 grant from RIDEM. In addition the city obtained a \$100,000 grant from NEIWPC for the park to construct additional BMP's and or other improvements to the drainage system.

## III. SCOPE OF SERVICES

Rather than take a piecemeal approach to implementation relating to Sabin Point Park and its upper watershed, it seems sensible to hire a qualified consulting engineering firm to prepare a comprehensive stormwater design plan that identifies phases and action steps. The selected consulting firm will meet with Save the Bay (STB) staff and City staff to discuss the design plan. The plan will allow the City to move swiftly in the future when opportunity arises, and can also plan pro-actively for phased implementation based upon City policies and budgeting programs. For example, the plan will allow projects to be identified in the City's annual Capital Improvement Program. The plan will allow collaboration and the pooling of resources to leverage more actions, such as by collaborating with STB and any available funds they may

have for projects improving water quality and restoring coastal habitat.

To achieve the objective of the plan, the City has performed a survey of the existing park that will be used by the selected consulting firm. The City will work closely with the consulting firm and will modify and/or extend the limits of the survey if required. The City will provide the plan electronically in .dwg format. The Scope of Services as outlined within this RFP is provided for reference only. The Consultant shall provide a detailed description of the anticipated requirements for preparing the comprehensive stormwater plan for nutrient removal. Some ideas include BMP's that can be scaled from small to large municipal projects and will also analyze innovative nitrogen reduction technologies such as woodchip bioreactors. The plan should also incorporate green infrastructures such as vegetating a portion of the park with tall grass to deter geese from entering the park from the waterside. All plans, reports and design calculations shall be stamped by a Rhode Island Professional Engineer.

The City has a \$47,200 grant from RIDEM to perform both the comprehensive stormwater design plan and construction of a BMP, an infiltration area for the small parking lot on Shore Road. The budget includes \$40,000 for the consultant, plus some additional monies through the NEIWPCCC grant and \$7,200 for material to construct the BMP with City equipment and labor. It will be the responsibility of the consultant to obtain CRMC permits for the proposed stormwater BMP as well as provide bidding documents for all phases of the proposed comprehensive stormwater design plan. The consultant shall submit the comprehensive stormwater design plan to RIDEM. The stormwater design study including construction plans and permits are due May 1, 2016. The infiltration area shall be constructed by City personnel by August 1, 2016.

#### IV. RESPONSE TO RFQ/RFP

Four (4) written proposals from qualified firms 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 March 24, 2016. 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. 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. The respondent shall include a total, not to exceed fee for the services proposed to 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 line item below.
- E. References, especially for similar projects, and any other information the Consultant deems pertinent are to be included.

V. SELECTION PROCESS AND CRITERIA

Proposals and prices will be reviewed by the City. This is a Request for Proposal with fees; responses will be evaluated on the basis of the relative merits of the proposal, in addition to 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 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 projects using the Rhode Island Stormwater Design and Installation Standards Manual.
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 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/RFP may be directed to Erik Skadberg, PE, City Engineer 401-435-7703 ext.1 or Stephen H. Coutu, P.E., Director of Public Works, 401-435-7701.