CITY OF PROVIDENCE
PROVIDENCE REDEVELOPMENT AGENCY

REQUEST FOR PROPOSALS:

FOR DESIGN, PERMITTING AND PRE-CONSTRUCTION SERVICES RELATED TO THE IMPLEMENTATION OF AN U.S.ECONOMIC DEVELOPMENT ADMINISTRATION GRANT FOR THE FORMER AMERICAN TOURISTER INC. SITE LOCATED AT 70 HOUGHTON STREET
The Providence Redevelopment Agency (“Agency”) in an effort to develop the former American Tourister site located at 70 Houghton Street in the Wanskuck Redevelopment Project in the City of Providence invites proposals from qualified environmental engineering firms for design, permitting, and pre-construction services related to the implementation of an U.S. Economic Development Administration (“EDA”) grant. All proposals shall include the required information enumerated in this information package, however, no proposals will be accepted unless they are developed in accordance with the Agency’s application for the EDA grant and the preliminary engineering report submitted therewith, which is attached hereto.

Proposals shall be submitted in writing and be to the Providence Redevelopment Agency, 444 Westminster Street, Suite 3A, Providence, Rhode Island, 02903, to the attention of Bonnie Nickerson, Executive Director, by 3:00pm on Monday, October 30, 2017. No consideration will be given to proposals submitted after this date and time. The Agency takes no responsibility for packages sent by mail or other means that cannot meet the deadline. Hand delivery is acceptable. The Agency may request additional documentation to assist in making its selection.

Proposed Schedule

Agency EDA Request for Proposals 2017

September 29, 2017 Request for Proposals issued

October 13, 2017 Deadline for Submitting Questions & Comments (Submitted to Bonnie Nickerson)

October 30, 2017 Deadline for Submission of Bid/Proposal

November 2, 2017 Bid/Proposal Awarded
BIDDING INSTRUCTIONS

1. The Agency will select the successful bidder based on the responsive bidder with the lowest responsible bid, inter alia, on the following criteria: (i) cost of work to be performed; (ii) bidder qualifications and experience; (iii) time to complete work (expected completion of construction prior to September 1, 2018); (iv) claims history for environmental engineering work; (v) completed bid package.

2. No proposal will be accepted if made in collusion with any other bidder.

3. A bidder who is an out-of-state corporation shall qualify or register to transact business in this State, in accordance with R.I. General Laws (as amended) §§ 7-1.1-99, 7-1.1-105, and 7-1.1-106, and shall also register with the Rhode Island Board of Contractors Registration.

4. The Agency reserves the right to reject any and all bid(s).

5. As the City of Providence is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.

6. In case of error in the extension of prices quoted, time and materials price will govern.

7. The contractor will not be permitted to either assign or underlet the contract, nor assign either legally or equitably any moneys hereunder, or its claim thereto without the previous written consent of the Agency.

8. Commencement and Completion Dates must be shown in your bid. Subject to the provisions of paragraph 22, substantial completion must occur no later than August 1, 2018, and final completion must occur no later than September 1, 2018.

9. Successful bidder and the Agency will enter into a Contract. The terms thereof will be finalized based upon the bids received, and shall be non-negotiable except for bid items.

10. Appropriate certificates of insurance, as specified below, will be required from the successful bidder naming the Agency and the City of Providence as additional insureds.

11. The provisions of The Davis-Bacon Act applies to EDA grants by way of Paragraph (D) found in Appendix II to Part 200 as referenced in 2 CFR 200.326 entitled “Contract Provisions” as adopted by 2 CFR 1327. No work shall commence without a prior written authorization from PRA to proceed.
12. Before submitting any Bid, each Bidder shall have examined the site for the proposed work and shall have observed its conditions.

13. Please submit one original and two copies of your bid to the Agency.

14. Bids must meet the attached specifications. Any exceptions or modifications must be noted and fully explained.

15. Bidder’s responses must be in ink or typewritten, and all blanks on the bid form should be completed.

16. The price or prices proposed, including unit prices and allowances, where applicable, shall be stated both in WRITING and in FIGURES, and any proposal not so stated may be rejected.

17. Bids SHOULD BE TOTALED. Do not group items: price each item individually. Awards may be made on the basis of total bid or by individual items.

18. Each bidder is required to state in his proposal the bidding firm’s name and business location; and must state the names of all persons or firms with whom the bidder is submitting a joint bid. All bids SHOULD BE SIGNED IN INK.

19. The Agency will not consider any bid not accompanied by a bid bond with surety or certified check in the amount of five per centum (5%) of the proposed total price, to be deposited with the Agency as a guarantee that the contract will be signed and delivered by the bidder; and in default thereof, the amount of such check or bid bond shall be retained for the use of the Agency as liquidated damages on account of such default.

20. It is hereby mutually understood and agreed that no payment for extra work shall or will be claimed or made unless ordered in writing by the Agency.

21. Bids will be received and opened privately. Awards may be made to other than the low bidder. All bid prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.

22. Failure to deliver within the time quoted or failure to meet specifications may result in the Agency’s exercise of any and all available legal and/or equitable remedies. It is agreed that timely completion is subject to strikes, lockouts, accidents and Acts of God which events shall extended the period of completion for a period equal to that suffered in the strikes, lockouts, accidents, and Acts of God.
23. The successful bidder shall, prior to commencing performance under the contract, attach and submit evidence that they have complied with the provisions of the Rhode Island Worker’s Compensation Act, Title 28, Chapter 29, Section 1, et seq., of the Rhode Island General Laws. If the successful bidder is exempt from compliance under the Worker’s Compensation Act, an officer of the successful bidder shall so state by way of sworn Affidavit, which shall accompany the signed contract.

24. The successful bidder shall, prior to commencing performance under the contract, attach and submit appropriate certificates of insurance, naming the Agency and the City of Providence as additional insureds, to include:

   a. General Commercial Liability coverage with limits of $1,000,000 per each occurrence and $5,000,000 in the Aggregate (for the Project). Such coverage shall protect the Firm and any of its Subcontractors from any and all claims which may arise out of the Firm’s operations and completed operations under the Contract for which the Firm, its Subcontractors or any persons employed by them shall be liable, including but not limited to any such claims for bodily injury, death, disability, sickness, and damage or destruction to equipment, to property, or to the Work.

   b. Workers Compensation – Statutory coverage.

   c. Automobile Liability – owned, non-owned, and hired automobile coverage with a combined single limit of $1,000,000.

   d. Umbrella – with limit of $5,000,000 over General Liability and Automobile Liability.

   e. Property Coverage – The Contractor shall purchase and maintain during the life of this contract “All Risk” insurance coverage for their own equipment and property, with provision for Waiver of Subrogation against the Agency and the City.

The above-listed coverage must be provided on policies and on ACORD certificates from insurance companies that are financially rated A-VI or better by A.N. Best, by which the successful bidder will indemnify and hold harmless the Agency from and against all loss or damages arising from the performance under the Contract, including all claims for personal injury or damage to property sustained by third persons, or their agents, servants and/or those
claimed under them, as specified above. The Firm shall provide a waiver of subrogation in favor of the Agency on a primary noncontributory basis.

25. Environmental engineering firm must complete a construction bid package which adheres to the EDA guidelines.

**TERMS AND REQUIREMENTS FOR BIDDING**

**Project Name Description:** Design, Permitting, and Pre-construction services related to the implementation of the U.S. Economic Development Administration Grant for the former American Tourister Inc. Site located at 70 Houghton Street.

**Date and Time to be submitted:** Monday, October 30, 2017 @ 3:00 P.M.

Bids are to be submitted by the above date to the attention of Bonnie Nickerson at the Providence Redevelopment Agency, 444 Westminster Street, Providence, R.I. 02903.
REQUIRED SUBMITTALS

Proposals must include the following:

• A cover letter addressed to the Agency that identifies the bidder and contains the name, title, and telephone number of the person who will be the primary contact for the bidder and to whom the Agency may direct questions regarding the bid.

• A summary describing the bidder’s firm, its business services and experience in the area of environmental engineering. Identify similarly any subcontractors that the bidder proposes to use. References from a minimum of 3 organizations (public, private or non-profit) in which the bidder has provided similar experience including name, affiliation, and phone number of a point of contact. Experience working under long term basic ordering agreements or master service agreements is preferred.

• An overview of local project staff including their relevant experience and resumes, an organizational chart, including the names of the project leaders that will be working on the project; relevant experience working collaboratively with local, state and federal regulatory agencies; relevant experience working with the City of Providence, including the Department of Planning and Development, or other City departments. Relevant experience with relevant State and Federal agencies

• A statement of the total cost for all environmental engineering services to be provided by the bidder and/or its subcontractors, including an itemized cost for each category of work to be performed, with unit prices and/or allowances, where applicable to complete the scope of services below (on Pages 9-10). Excluded items must also be identified. The bid must contain a schedule for commencement and completion of the work.

• A list of litigation, including agency or departmental violations, if any, for the past five (5) years in which the bidder was involved, describing the outcome, regarding prior environmental engineering work performed by the bidder.
ADDITIONAL DOCUMENTS TO BE COMPLETED AND SUBMITTED

1. Bidders must submit bids in a sealed envelope clearly labeled with the above captioned Project Name. The bid envelope and information relative to the bid must be addressed to the Providence Redevelopment Agency, Bonnie Nickerson, Executive Director, 444 Westminster St. Suite 3A, Providence, R.I. 02903. Communications to the Agency regarding this bid package should be addressed to Bonnier Nickerson, Executive Director, bnickerson@providenceri.gov.

2. The Bid Form (on Pages 11-12 of this package) must be completed and used as your cover page. Show Unit Prices, Allowances, or Discounts where applicable. Attach additional pages as necessary.

3. A Proposed Schedule showing commencement, Substantial Completion, and Final Completion dates must be prepared and submitted. Completion of construction should be no later than September 1, 2018.
DESCRIPTION AND/OR SPECIFICATIONS

**THE FOLLOWING SCOPE OF SERVICES AND ANY DELIVERABLES PRODUCED THEREUNDER MUST BE IN ACCORDANCE WITH THE AGENCY’S APPLICATION FOR THE U.S. EDA GRANT AND THE PRELIMINARY ENGINEERING REPORT SUBMITTED WITH SAID APPLICATION, ATTACHED HERETO.**

Scope of Services required by the environmental engineering firm:

1. Design Services:
   a. Coordinate with Rhode Island Department of Transportation the approved design and placement of a force main in regards to the Veazie Street Bridge.
   b. Design the connection of a force main to the sewer system exiting in Branch Avenue.
   c. Design the expansion of the Veazie Street and Branch Avenue intersection for large commercial vehicle access.
   d. Review, revise, and approve the legal description as well as the meets and bounds of the roadway commonly known as Houghton Street.
   e. Design of all other required infrastructure, street development, connection of utilities, and any other related construction.

2. Permitting Services:
   a. Work with Rhode Island Department of Environmental Management, Rhode Island Department of Transportation, Narragansett Bay Commission, City of Providence Department of Public Works, City of Providence Department of Inspection and Standards, City of Providence Department of Public Property, Providence Water Supply Board, and/or any agent, representative, or designee of the aforementioned entities to obtain required project approvals, status updates and scheduling of work.
   b. Preparation of various permit application packages.
   c. Negotiation of regulatory approval to obtain all necessary and required permits to construct.
   d. Prepare Request for Proposals bid specifications so that the Agency may procure construction contractor.

3. Project Deliverables:
   a. Package of all necessary and required signed permits so that the Agency can bid out the construction.
   b. A fully-permitted set of architectural/engineering plans, drawings, and documentation complete with full specifications, included but not limited to, street layouts, curbing, elevations, landscaping, a site plan, utility and infrastructure placement design, final materials selection, systems notes/references, permitting/approval design requirements, exterior lighting layouts, or any additional design-work or detailing necessary to comply with the U.S. EDA grant application and preliminary engineering report contained therein.
4. Project Management and Reporting:
   a. Serve as owner’s rep during the implementation and construction of the project through project completion.
   b. Review contractor invoices to insure expenses are eligible under EDA grant, and that they are invoiced appropriately.
   c. Procurement of cleanup subcontractor(s).
   d. Performance and financial reporting of project progress.
   e. Project management meetings with all appropriate project stakeholders, including EDA, and all other federal, state, and local entities.
   f. Assist Agency/City with project status reports for EDA quarterly reporting and property data entry into EDA’s database.
   g. Prepare monthly written reports to the Agency.
   h. Construction and engineering oversight.
   i. Preparation of closure documentation necessary for agency and departmental project approvals.
   j. Provide oversight and inspection of construction activities to insure the project meets project work plan requirements and permitted site specifications.
   k. Oversee Davis Bacon wage requirements (check on certified payroll and document employee interviews).

Tasks 1 through 3 must be completed by September 1, 2018 and Task 4 must be completed by October 1, 2018.
FORM OF BID

IN RESPONSE TO REQUEST FOR PROPOSALS FOR
THE IMPLEMENTATION OF AN EDA GRANT

DATE:

TO: PROVIDENCE REDEVELOPMENT AGENCY
c/o Bonnie Nickerson, Executive Director
444 Westminster Street, Suite 3A
Providence, RI 02903

PROJECT: 70 Houghton Street, Providence, RI

SUBMITTED BY: (Name of Firm)

The undersigned, having examined the Site of the Work and having reviewed the Invitation to Bid, the Specifications and, all as attached to the Request for Proposals for 70 Houghton Street and incorporated herein by reference, hereby offers to undertake the work of the Firm on the aforesaid project as follows:

I. PROPOSAL

The undersigned hereby agrees, in addition to the aforesaid, to the following terms and conditions:

1. Time is of the essence.

2. That the Firm shall comply with all terms and conditions of the aforesaid Request for Proposals and Appendices attached thereto.

3. That the undersigned hereby offers to enter into a contract to perform the work as noted in the aforesaid documents for the sum of ___________________________ Dollars ($_________).
The undersigned further attaches any additional Bid Terms stating any and all **Time and Materials** for the Work, where applicable.

Firm must include its Bid both in written form and numerically in the spaces provided above.

Upon acceptance as successful bidder, we hereby agree to the requirements noted in the aforesaid Request for Proposals.

Respectfully submitted,
Bidder
Company Name:

By: _________________________________  
   Authorized Official  
   Title:  
   Name:  

Dated: __________________________________

Federal ID No.

Firm Address:

Telephone No.:

Name of Surety Company: