



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

REQUEST FOR PROPOSALS

Item Description: Comprehensive Housing Strategy (#24948)

Date to be opened: August 5, 2019

Issuing Department: City of Providence, Department of Planning and Development

QUESTIONS

- Please direct questions relative to the bidding process, how to fill out forms, and how to submit a bid (Pages 1-8) to Purchasing Agent Patti Jordan.
 - Phone: (401) 680-5264
 - Email: pjordan@providenceri.gov
 - Please use the subject line “**RFP Question**”
- Please direct questions relative to the Minority and Women’s Business Enterprise Program and the corresponding forms (Pages 9-13) to the MBE/WBE Outreach Director for the City of Providence, Grace Diaz
 - Phone: (401) 680-5766
 - Email: gdiaz@providenceri.gov
 - Please use subject line “**MBE WBE Forms**”
- Please direct questions relative to the specifications outlined (beginning on page 14) to the issuing department’s subject matter expert *via email only*:
 - **Jessica Pflaumer, AICP, Planner**
 - jpflaumer@providenceri.gov
 - Please use the subject line “**Housing Strategy RFP**”

PRE-BID CONFERENCE

No pre-bid conference will be held.



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INSTRUCTIONS FOR SUBMISSION

Bids may be submitted up to **2:15 P.M.** on the above meeting date at the **Department of the City Clerk, Room 311, City Hall, 25 Dorrance Street, Providence.** At 2:15 P.M. all bids will be publicly opened and read at the Board of Contract Meeting in the City Council Chambers, on the 3rd floor of City Hall.

- Bidders must submit **4 copies** of their bid in sealed envelopes or packages labeled with the captioned **Item Description** and the **City Department to which the RFP and bid are related.** (On page 1)
- Communications to the Board of Contract and Supply that are not competitive sealed bids (i.e. product information/samples) should have “**NOT A BID**” written on the envelope or wrapper.
- Only use form versions and templates included in this RFP. If you have an old version of a form do not recycle it for use in this bid.
- The bid envelope and information relative to the bid must be addressed to:

**Board of Contract and Supply
Department of the City Clerk – City Hall, Room 311
25 Dorrance Street
Providence, RI 02903**

****PLEASE NOTE:** This bid may include details regarding information that you will need to provide (such as proof of licenses) to the issuing department before the formalization of an award.

This information is NOT requested to be provided in your initial bid by design.

All bids submitted to the City Clerk become public record. Failure to follow instructions could result in information considered private being posted to the city’s Open Meetings Portal and made available as a public record. The City has made a conscious effort to avoid the posting of sensitive information on the City’s Open Meetings Portal, by requesting that such sensitive information be submitted to the issuing department only at their request.



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BID PACKAGE CHECKLIST

Digital forms are available in the City of Providence Purchasing Department Office or online at <http://www.providenceri.gov/purchasing/how-to-submit-a-bid/>

The bid package **MUST** include the following, in this order:

- Bid Form 1: Bidder's Blank as the cover page/ 1st page (*see page 6 of this document*)
- Bid Form 2: Certification of Bidder as 2nd page (*see page 7 of this document*)
- Certificate Regarding Public Records (*see page 8 of this document*)
- Forms from the Minority and Women Business Enterprise Program: Based on Bidder Category. *See forms and instructions enclosed (pages 9-13) or on:*
<https://www.providenceri.gov/purchasing/minority-women-owned-business-mbewbe-procurement-program/>

***Please note: MBE/WBE forms must be completed for EVERY bid submitted and must be inclusive of ALL required signatures. Forms without all required signatures will be considered incomplete.**

- Bidder's Proposal/Packet: Formal response to the specifications outlined in this RFP, including pricing information and details related to the good(s) or service(s) being provided. Please be mindful of formatting responses as requested to ensure clarity.
- Financial Assurance, *if requested* (as indicated on page 5 of this document under "Bid Terms")

All of the above listed documents are REQUIRED. (With the exception of financial assurances, which are only required if specified on page 5.)

******Failure to meet specified deadlines, follow specific submission instructions, or enclose all required documents with all applicable signatures will result in disqualification, or in an inability to appropriately evaluate bids.***



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NOTICE TO VENDORS

1. The Board of Contract and Supply will make the award to the lowest qualified and responsible bidder in accordance with the Evaluation Criteria, Selection Process, and Requirements for Proposal Packet included in this RFP.
2. In determining the lowest responsible bidder, cash discounts based on preferable payment terms will not be considered.
3. Where prices are the same, the Board of Contract and Supply reserves the right to award to one bidder, or to split the award.
4. No proposal will be accepted if the bid is made in collusion with any other bidder.
5. Bids may be submitted on an “equal in quality” basis. The City reserves the right to decide equality. Bidders must indicate brand or the make being offered and submit detailed specifications if other than brand requested.
6. A bidder who is an out-of-state corporation shall qualify or register to transact business in this State, in accordance with the Rhode Island Business Corporation Act, RIGL Sec. 7-1.2-1401, et seq.
7. The Board of Contract and Supply reserves the right to reject any and all bids.
8. Competing bids may be viewed in person at the Department of the City Clerk, City Hall, Providence, immediately upon the conclusion of the formal Board of Contract and Supply meeting during which the bids were unsealed/opened. Bids may also be accessed electronically on the internet via the City’s [Open Meetings Portal](#).
9. 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.
10. In case of error in the extension of prices quoted, the unit price will govern.
11. The contractor will **NOT** be permitted to: a) assign or underlet the contract, or b) assign either legally or equitably any monies or any claim thereto without the previous written consent of the City Purchasing Director.
12. Delivery dates must be shown in the bid. If no delivery date is specified, it will be assumed that an immediate delivery from stock will be made.
13. A certificate of insurance will normally be required of a successful vendor.
14. For many contracts involving construction, alteration and/or repair work, State law provisions concerning payment of prevailing wage rates apply ([RIGL Sec. 37-13-1 et seq.](#))
15. No goods should be delivered or work started without a Purchase Order.
16. **Submit 4 copies of the proposal to the City Clerk, unless the specification section of this document indicates otherwise.**
17. Bidder must certify that it does not unlawfully discriminate on the basis of race, color, national origin, gender, gender identity or expression, sexual orientation and/or religion in its business and hiring practices and that all of its employees are lawfully employed under all applicable federal, state and local laws, rules and regulations. (See Bid Form 2.)



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BID TERMS

1. Financial assurances may be required in order to be a successful bidder for Commodity or Construction and Service contracts. If either of the first two checkboxes below is checked, the specified assurance **must accompany** a bid, or the bid will not be considered by the Board of Contract and Supply. The third checkbox indicates the lowest responsible bidder will be contacted and required to post a bond to be awarded the contract.
 - a) A certified check for \$_____ must be deposited with the City Clerk as a guarantee that the Contract will be signed and delivered by the bidder.
 - b) A bid bond in the amount of _____ per centum (%) of the proposed total price, must be deposited with the City Clerk as a guarantee that the contract will be signed and delivered by the bidder; and the amount of such bid bond shall be retained for the use of the City as liquidated damages in case of default.
 - c) A performance and payment bond with a satisfactory surety company will be posted by the bidder in a sum equal to one hundred per centum (100%) of the awarded contract.
 - d) **No financial assurance is necessary for this item.**
2. Awards will be made within **sixty (60) days of bid opening**. All bid prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.
3. Failure to deliver within the time quoted or failure to meet specifications may result in default in accordance with the general specifications. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents and Acts of God.

The following entry applies only for COMMODITY BID TERMS:

4. Payment for partial delivery will not be allowed except when provided for in blanket or term contracts.

The following entries apply only for CONSTRUCTION AND SERVICE BID TERMS:

5. Only one shipping charge will be applied in the event of partial deliveries for blanket or term contracts.
6. Prior to commencing performance under the contract, the successful bidder shall attest to compliance with the provisions of the Rhode Island Worker's Compensation Act, RIGL 28-29-1, et seq. If exempt from compliance, the successful bidder shall submit a sworn Affidavit by a corporate officer to that effect, which shall accompany the signed contract.
7. Prior to commencing performance under the contract, the successful bidder shall, submit a certificate of insurance, in a form and in an amount satisfactory to the City.



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BID FORM 1: Bidders Blank

1. Bids must meet the attached specifications. Any exceptions or modifications must be noted and fully explained.
2. Bidder's responses must be in ink or typewritten, and all blanks on the bid form should be completed.
3. The price or prices proposed should be stated both in **WRITING** and in **FIGURES**, and any proposal not so stated may be rejected. **Contracts exceeding twelve months must specify annual costs for each year.**
4. Bids **SHOULD BE TOTALED** so that the final cost is clearly stated (unless submitting a unit price bid), however **each item should be priced individually**. Do not group items. Awards may be made on the basis of *total* bid or by *individual items*.
5. All bids **MUST BE SIGNED IN INK**.

Name of Bidder (Firm or Individual): _____

Contact Name: _____

Business Address: _____

Business Phone #: _____

Agrees to bid on (Items(s) to be bid): _____

If the bidder's company is based in a state *other than Rhode Island*, list name and contact information for a local agent for service of process that *is located within Rhode Island*

Please visit <http://www.naics.com/search/> and identify the NAICS Code(s) for items being bid on. Enter the NAICS code(s) here or in parentheses next to each item listed immediately above:

Delivery Date (if applicable): _____

Name of Surety Company (if applicable): _____

Total Amount in Writing*: _____

Total Amount in Figures*: _____

**** If you are submitting a unit price bid, please insert "Unit Price Bid"***

Use additional pages if necessary for additional bidding details.

Signature of Representation

Title



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BID FORM 2: Certification of Bidder

(Non-Discrimination/Hiring)

Upon behalf of _____ (Firm or Individual Bidding),

I, _____ (Name of Person Making Certification),

being its _____ (Title or "Self"), hereby certify that:

1. Bidder does not unlawfully discriminate on the basis of race, color, national origin, gender, sexual orientation and/or religion in its business and hiring practices.
2. All of Bidder's employees have been hired in compliance with all applicable federal, state and local laws, rules and regulations.

I affirm by signing below that I am duly authorized on behalf of Bidder,

on

this _____ day of _____ 20_____.

Signature of Representation

Printed Name



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Certificate Regarding Public Records

Upon behalf of _____ (Firm or Individual Bidding),

I, _____ (Name of Person Making Certification),

being its _____ (Title or "Self"), hereby certify an understanding that:

1. All bids submitted in response to Requests for Proposals (RFP's) and Requests for Qualification (RFQ's), documents contained within, and the details outlined on those documents become public record upon receipt by the City Clerk's office and opening at the corresponding Board of Contract and Supply (BOCS) meeting.
2. The Purchasing Department and the issuing department for this RFP/RFQ have made a conscious effort to request that sensitive/personal information be submitted directly to the issuing department and only at request if verification of specific details is critical the evaluation of a vendor's bid.
3. The requested supplemental information may be crucial to evaluating bids. Failure to provide such details may result in disqualification, or an inability to appropriately evaluate bids.
4. If sensitive information that has not been requested is enclosed or if a bidder opts to enclose the defined supplemental information prior to the issuing department's request in the bidding packet submitted to the City Clerk, the City of Providence has no obligation to redact those details and bears no liability associated with the information becoming public record.
5. The City of Providence observes a public and transparent bidding process. Information required in the bidding packet may not be submitted directly to the issuing department at the discretion of the bidder in order to protect other information, such as pricing terms, from becoming public. Bidders who make such an attempt will be disqualified.

I affirm by signing below that I am duly authorized on behalf of Bidder, on this ____ day of _____ 20_____.

Signature of Representation

Printed Name



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WBE/MBE Form Instructions

The City of Providence actively seeks Minority and Women business enterprises to participate in bids to meet the City's procurement needs. Pursuant to the City of Providence Code of Ordinances, Chapter 21, Article II, Sec. 21-52 (Minority and Women's Business Enterprise) and Rhode Island General Laws (as amended), Chapter 31-14, et seq. (Minority Business Enterprise), Minority Business Enterprise (MBE) and Women's Business Enterprise (WBE) participation goals apply to contracts.

The goal for Minority Business Enterprise (MBE) participation is **10%** of the total bid value.

The goal for Women's Business Enterprise (WBE) participation is **10%** of the total bid value.

The goal for combined MBE/WBE participation is **20%** of the total bid value.

Only businesses certified with the State of Rhode Island as minority and/or women business enterprises are counted towards the City's goals. Eligible minority or women-owned businesses are encouraged to seek certification from the State of Rhode Island Minority Business Enterprise Compliance Office at: <http://odeo.ri.gov/offices/mbeco/>

Note: MBE certification with the State of Rhode Island on the basis of Portuguese heritage is not currently recognized by the City of Providence's MBE program.

Bid Requirements:

All Bidders: All bidders must complete and submit the **MBE/WBE Participation Affidavit** indicating whether or not they are a state-certified MBE/WBE and acknowledging the City's participation goals. Submission of this form is required with **every bid**. Your bid will not be accepted without an affidavit.

Bidders who will be subcontracting: Bidders who will be subcontracting must submit the **Subcontractor Disclosure Form** as part of their bid submission. All subcontractors, regardless of MBE/WBE status, must be listed on this form. Business NAICS codes can be found at <https://www.naics.com/search/>. Awarded bidders are required to submit **Subcontractor Utilization and Payment Reports** with each invoice.

Waiver Requests:

If the percentage of the total amount of the bid being awarded to MBE or WBE vendors is less than 20% (Box F on the Subcontractor Disclosure Form) and the prime contractor is not a Rhode Island State-certified MBE or WBE, the Bidder must complete the **MBE/WBE Waiver Request Form** for review. Waivers will be considered on a case by case basis.

No waiver will be granted unless the waiver request includes documentation that demonstrates that the Bidder has made good faith efforts to achieve the City's stated participation goals. Waivers must be reviewed and signed by the City of Providence's MBE/WBE Outreach Director, Grace Diaz, or her designee. Department Directors cannot recommend a bidder for award if this form is applicable and absent. If the bid does not meet the participation goals of the City of Providence and a waiver is not filed with the signature of the MBE/WBE Outreach Director or her designee, the bid will not be accepted.

Verifying MBE/WBE Certification

It is the responsibility of the bidder to confirm that every MBE/WBE named in a proposal and included in a contract is certified by the Rhode Island Minority Business Enterprise Compliance office. The current MBE/WBE directory is available at the State of RI MBE Office, One Capitol Hill, 2nd Floor, Providence, RI, or online at <http://odeo.ri.gov/offices/mbeco/mbc-wbe.php>. You can also call (401) 574-8670 to verify certification, expiration



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dates, and services that the MBE/WBE is certified to provide. Note: MBE certification with the State of Rhode Island on the basis of Portuguese heritage is not currently recognized by the City of Providence's MBE program.

Form Instructions:

Access all bid forms from <http://www.providenceri.gov/oeo/> or

<http://www.providenceri.gov/purchasing/minority-women-owned-business-mbewbe-procurement-program/>.

Download the forms as blank PDFs. Once saved on your computer, fill them out using the Adobe program. The fillable PDFs must be completed in Adobe in order to be saved properly. Google Chrome and similar platforms do not allow for the forms to be saved as filled PDFs. Therefore, please download the blank forms to your computer, then fill them out and save.

Assistance with Form Requirements

Examples of completed forms can be found on the City of Providence website at

<http://www.providenceri.gov/oeo/> or <http://www.providenceri.gov/purchasing/minority-women-owned-business-mbewbe-procurement-program/>.

Contract Requirements:

Prime contractors engaging subcontractors must submit the *Subcontractor Utilization and Payment Report* to the City Department's Fiscal Agent with every invoice and with request for final payment. This form is not submitted as a part of the initial bid package.

For contracts with duration of less than 3 months, this form must be submitted along with the contractor's request for final payment. The form must include all subcontractors utilized on the contract, both MBE/WBE and non-MBE/WBE, the total amount paid to each subcontractor for the given period and to date. During the term of the contract, any unjustified failure to comply with the MBE/WBE participation requirements is a material breach of contract.

Questions?

For more information or for assistance with MBE/WBE Forms, contact the City of Providence MBE/WBE Outreach Director, Grace Diaz, at mbe-wbe@providenceri.com or (401) 680-5766.



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MBE/WBE PARTICIPATION AFFIDAVIT

Item Discussion (as seen on RFP):

Prime Bidder: _____

Prime Bidder (Company) Phone Number: _____

Prime Bidder (Company) Zip Code: _____

Which one of the following describes your business' status in terms of Minority and/or Woman-Owned Business Enterprise certification with the State of Rhode Island? _____ MBE _____ WBE _____ Neither MBE nor WBE

By initialing the following sections and signing the bottom of this document in my capacity as the contractor or an authorized representative of contractor, I make this Affidavit:

It is the policy of the City of Providence that minority business enterprises (MBEs) and women business enterprises (WBEs) should have the maximum opportunity to participate in procurements and projects as prime contractors and vendors. Pursuant to Sec. 21-52 of the Providence Code of Ordinances and Chapter 31-14 *et seq.* of the Rhode Island General Laws (as amended), MBE and WBE participation goals apply to contracts.

The goal for Minority Business Enterprise (MBE) participation is 10% of the total bid value.

The goal for Women's Business Enterprise (WBE) participation is 10% of the total bid value.

The goal for combined MBE/WBE participation is 20% of the total bid value.

I acknowledge the City of Providence's goals of supporting MBE/WBE certified businesses. Initial _____

If awarded the contract, I understand that my company must submit to the Minority and Women's Business Coordinator at the City of Providence (MBE/WBE Office), copies of all executed agreements with the subcontractor(s) being utilized to achieve the participation goals and other requirements of the RI General Laws. **I understand that these documents must be submitted prior to the issuance of a notice to proceed.** Initial _____

I understand that, if awarded the contract, my firm must submit to the MBE/WBE Office canceled checks and reports required by the MBE/WBE Office on a quarterly basis verifying payments to the subcontractors(s) utilized on the contract. Initial _____

If I am awarded this contract and find that I am unable to utilize the subcontractor(s) identified in my Statement of Intent, I understand that I must substitute another certified MBE and WBE firm(s) to meet the participation goals. **I understand that I may not make a substitution until I have obtained the written approval of the MBE/WBE Office.** Initial _____

If awarded this contract, I understand that authorized representatives of the City of Providence may examine the books, records and files of my firm from time to time, to the extent that such material is relevant to a determination of whether my firm is complying with the City's MBE/WBE participation requirements. Initial _____

I do solemnly declare and affirm under the penalty of perjury that the contents of the foregoing Affidavit are true and correct to the best of my knowledge, information and belief.

Signature of Bidder

Printed Name

Company Name

Date



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SUBCONTRACTOR DISCLOSURE FORM

Fill out this form only if you WILL SUBCONTRACT with other parties. If you will not subcontract any portion of the proposed bid, do not fill out this form.

Prime Bidder: _____ Primary

NAICS _____ Code: _____

Item Description (as seen on RFP):

Please list all Subcontractors below. Include the total dollar value that you propose to share with each subcontractor and the dollar amount to be subcontracted. Please check off MBE and WBE where applicable. The directory of all state-certified MBE/WBE firms is located at www.mbe.ri.gov. Business NAICS codes can be found at <https://www.naics.com/search/>

Proposed Subcontractor	MBE	WBE	Primary NAICS Code	Date of Mobilization	\$ Value of Subcontract
					\$
					\$
					\$
					\$
					\$
					\$
A. MBE SUBCONTRACTED AMOUNT:					\$
B. WBE SUBCONTRACTED AMOUNT:					\$
C. NON MBE WBE SUBCONTRACTED AMOUNT:					\$
D. DOLLAR AMOUNT OF WORK DONE BY THE PRIME CONTRACTOR:					\$
E. TOTAL AMOUNT OF BID (SUM OF A, B, C, & D):					\$
F. PERCENTAGE OF BID SUBCONTRACTED TO MBEs AND WBEs. (Divide A by E and multiply result by 100).					

Please read and initial the following statement acknowledging you understand. If the percentage of the total amount of the bid being awarded to MBE or WBE vendors is less than 20% (Box F) and the prime contractor is NOT a Rhode Island State-certified MBE or WBE, you must fill out the MBE/WBE WAIVER REQUEST FORM for consideration by City of Providence MBE/WBE Outreach Director. Initial ___

Signature of Bidder

Printed Name



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MBE/WBE Waiver Request Form

Fill out this form only if you are subcontracting and did not meet the 20% MBE/WBE participation goal. State-certified MBE or WBE Prime Bidders are NOT REQUIRED to fill out this form.

Submit this form to the City of Providence MBE/WBE Outreach Director, Grace Diaz, at mbe-wbe@providenceri.gov, for review **prior to bid submission**. This waiver applies only to the current bid which you are submitting to the City of Providence and does not apply to other bids your company may submit in the future.

Prime Bidder: _____

Company Trade: _____

Item Discussion (as seen on RFP): _____

To receive a waiver, you must list the certified MBE and/or WBE companies you contacted, the name of the primary individual with whom you interacted, and the reason the MBE/WBE company could not participate on this project.

MBE/WBE Company Name	Individual's Name	Company Trade	Why did you choose not to work with this company?

I acknowledge the City of Providence's goal of a combined MBE/WBE participation is 20% of the total bid value. I am requesting a waiver of _____% MBE/WBE (20% minus the value of **Box F** on the Subcontractor Disclosure Form). If an opportunity is identified to subcontract any task associated with the fulfillment of this contract, a good faith effort will be made to select MBE/WBE certified businesses as partners.

Signature of Prime Contractor

Printed Name

Date Signed

Signature of City of Providence
MBE/WBE Outreach Director

Printed Name of City of Providence
MBE/WBE Outreach Director

Date Signed



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BID PACKAGE SPECIFICATIONS

Request for Proposals: Comprehensive Housing Strategy

Project Overview

The City of Providence is committed to expanding access to safe, affordable housing to improve quality of life and stability in Providence neighborhoods. While about 15% of Providence’s housing stock qualifies as low- and moderate-income housing, 57% of renters in Providence are cost-burdened, spending more than 30% of income on housing costs. The City of Providence seeks proposals from qualified professional consultants to produce a Comprehensive Housing Strategy that includes a comprehensive housing needs assessment, analysis of current initiatives, and ten-year citywide housing action plan.

The goal of this project is to gather, analyze, and compile data necessary to quantify housing gaps and identify and develop tools, make regulatory and policy changes, and create financing mechanisms to increase the supply of housing with a lens toward equity, inclusive growth, and fair housing to ensure housing affordability for all Providence residents. Additional goals of the Comprehensive Housing Strategy are to:

- Create and preserve dedicated affordable housing units;
- Promote affordability by increasing the overall housing supply by lowering barriers and costs;
- Assist renters and homeowners to maintain housing stability; and
- Help renters and homebuyers afford and sustain the cost of housing.
- Reduce displacement of existing residents at all income levels.

The Comprehensive Housing Strategy should accomplish these goals while acknowledging complementary efforts to meet the needs of homeless individuals and families; reduce housing discrimination; ensure high quality, healthy, and safe housing; enable older adults and persons with disabilities to live independently; coordinate housing with education policy and transportation policy; promote environmental sustainability and Smart Growth principles; understand the intersectionality of housing stability and safety, school performance, and public health; and strengthen the overall community.

The chosen consultant (the Consultant) will report to and work with staff from the Office of Mayor Elorza and City of Providence Department of Planning and Development through project completion.

Background

Numerous parallel conversations and initiatives have recently been conducted to increase the supply of affordable housing in Providence; however, no unifying plan exists. Rather than duplicate work that has already been completed, the City seeks to build upon work completed to date, unify various conversations and initiatives, and fill in needed gaps. Several documents pertaining to those initiatives are outlined



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below. All documents outlined below are available via a shared drive link via a shared folder using OneDrive by clicking [here](#)¹.

Draft Affordable Housing Strategy:

In April 2018, the City of Providence produced a draft Affordable Housing Strategy document for internal staff purposes. This document contains an overview of the current state of affordable housing in the City of Providence (as of April 2018), challenges that remain, existing goals and strategies related to affordable housing in Providence, various programs and initiatives in place, and considerations for future initiatives to further affordable housing goals.

HousingWorks RI Housing Fact Book:

HousingWorks RI's Housing Fact Book includes statewide data regarding annual changes in home prices and rents compared to wages and incomes, affordability indicators and factors such as infrastructure development that can help inform policy changes the state can adopt to allow more Rhode Island residents to thrive. The Housing Face Book is available online at <https://www.housingworksri.org/>.

City of Providence Consolidated Plan:

The City of Providence is required to develop a 5-year Consolidated Plan for strategically allocating Federal funds from the CDBG, HOME, HOPWA, ESG, and LHC programs. The Consolidated Plan identifies the City's housing, community, neighborhood, and economic development needs, prioritizes those needs, and develops goals and strategies for allocating Federal dollars to eligible housing and community development activities. The City is in the process of updating its Consolidated Plan for 2020-2025.

City of Providence Comprehensive Plan:

The City of Providence Comprehensive Plan, Providence Tomorrow, guides the future growth and development of the City through its long-term vision, goals and objectives. The City of Providence is committed to ensuring that housing is accessible and affordable for all residents. Chapter 6 details Goal 4: Create, revitalize, and preserve housing, and sets out objectives and strategies to work towards that commitment.

¹Shared One Drive URL:
https://providencerigovmy.sharepoint.com/:f:/g/personal/jpflaumer_providenceri_gov/EnGuKDuXUFdOkuZQHgN9QicBSNdizXkeZMzJi-E1xqiE9Q?e=uyMi6V



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Providence City Council Commission on Affordable Housing Recommendations:

In April 2018, the Providence City Council appointed a Special Commission to study issues affecting the quality and affordability of housing in Providence and present to the Council a report detailing its findings and recommendations, including legislative changes, regulatory policies, and enforcement measures warranted through the Commission's study to improve housing quality and affordability throughout the City of Providence. Final recommendations focus on three themes: produce more housing units, preserve existing affordable housing units, and protect homeowners and renters.

NPI Draft Report – Every Home consultant report based on stakeholder interviews:

In November 2017, Neighborhood Preservation, Inc., was contracted by the City of Providence to study collaborative, cross-sector strategies to strengthen and sustain efforts to abate vacant and abandoned properties emphasized in the Every Home program.

Regional Analysis of Impediments to Fair Housing:

The City of Providence works closely with State of Rhode Island agencies to develop the Rhode Island Regional Analysis of Impediments to Fair Housing, as required by the US Department of Housing and Urban Development (HUD) for states and municipalities that receive federal funding from HUD. The City and the State are currently in the process of updating its Statewide Analysis of Impediments.

City of Providence Healthy Housing Strategy:

In 2017, the City of Providence partnered with the Rhode Island Alliance for Healthy Homes and HousingWorks RI to develop the Healthy Housing Strategy for the City of Providence. The desired outcome of the strategy is that by 2021, the majority of all new and rehabilitated housing units created by the City will meet the National Healthy Housing Standard through public commitment, support and enforcement, and training and workforce development.

United Way Housing Summit Report

In 2016, United Way of Rhode Island convened the Creative Community Conversation, led by DownCity Design and included 28 municipalities in Rhode Island, to develop a framework to help participants better understand the complex issue of housing. Participants were asked to identify root causes and emerging needs surrounding the housing question, and then generate strategies to address those barriers. They generated 568 strategies. The results pointed toward several distinct clusters of interventions that could be further developed to increase access to safe, healthy, and affordable housing.



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N4R report:

In April 2018, Neighbors for Revitalization (N4R) led a Neighborhood Housing Summit and created a Vision for South Providence and the West End. Outcomes of the Summit included solutions for the allocation of social services, abandoned and vacant properties, and improving access to housing.



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Scope of Work

Tasks are outlined numerically while subtasks are outlined alphabetically under each task. The Consultant shall obtain written permission from the City of Providence Department of Planning and Development to proceed with work on the Project, and prior to proceeding with each subsequent task outlined in the work schedule.

1. Community and Stakeholder Engagement

The Consultant shall develop a community and stakeholder engagement plan (“Engagement Plan”) in collaboration with City staff. The Engagement Plan shall include, at a minimum:

- *A list of proposed stakeholders to engage, noting the City is part of the HOMES RI Coalition and has conducted some neighborhood-level outreach in partnership with the City Council’s Urban Redevelopment, Renewal and Planning Committee;*
- *A series of stakeholder interviews, to be organized and conducted by the Consultant; and*
- *At least one large public forum, to be organized and conducted by the Consultant.*

Additional or different approaches to public and stakeholder engagement are encouraged to be considered by the Consultant and may be included in the Narrative section of the Consultant’s response to this RFP.

- a.** The Consultant shall submit a proposed outline for the Engagement Plan as a Google Document for review and mark-up by City staff. The Consultant shall revise the outline as needed based on the City’s feedback.
- b.** The Consultant shall submit a preliminary Engagement Plan as a Google Document for review and mark-up by City staff and shall incorporate edits and amendments to as needed.
- c.** The Consultant shall submit a final Engagement Plan as a PDF to the City.
- d.** The Consultant shall organize, set up and conduct all engagement activities outlined in the Engagement Plan. The Consultant shall be responsible for producing all meeting materials and documenting meetings with detailed notes for all engagement activities. The Consultant shall also provide simultaneous interpretation services in Spanish for the public forum. The forum shall be conducted at a time, date, and venue agreed upon by the City and Consultant.

2. Citywide Housing Needs Assessment

The Consultant shall produce a written Citywide Housing Needs Assessment for the City of Providence. The Needs Assessment shall include, at minimum:

- *Assessment of the current citywide housing market and projected trends in supply and demand at various pre-determined income levels and household sizes each year over the next*



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ten years using current census data and other available data sources that reflect the unique economic landscape of the Providence market, including but not limited job growth and shrinkage forecasts;

- *Assessment of the current inventory of housing for various levels of affordability, including but not limited to low-income, moderate-income, and workforce housing, and housing dedicated to persons with special needs (homeless, transitional, elderly etc.) and those with disabilities;*
 - *Assessment of the need for housing for at-risk renters and homeowners, victims of domestic violence, persons in addiction programs, and other vulnerable populations;*
 - *Identification of the current inventory of affordable housing in terms of housing type, i.e., owner-occupied, rental, single-family and multi-family using most current ACS data;*
 - *Identification of the number of units, both market rate and affordable, currently being produced each year using existing resources;*
 - *Inventory of existing deed-restricted affordable units (City and State) with expiring affordability periods;*
 - *Identification of the current condition of Providence housing in terms of age and housing problems (i.e. overcrowding, substandard kitchen or plumbing facilities), using the most current 2011-2015 CHAS data and local data sources;*
- a. The Consultant shall submit a proposed outline for the Needs Assessment as a Google Document for review and mark-up by City staff.
 - b. The Consultant shall revise the outline as needed based on the City's feedback.
 - c. The Consultant shall submit a preliminary draft of the Needs Assessment to the City as a Google Document for review and mark-up by City staff.
 - d. The Consultant shall then revise the document as needed based on the City's feedback.
 - e. The Consultant shall submit a final Needs Assessment as a PDF to the City.

3. Current Initiatives Analysis

The Consultant shall prepare a written document that assesses recent and current initiatives and strategies being used by the State, City, and stakeholders at both levels to address affordable housing and identifies duplicative work and gaps in initiatives.

- a. The Consultant shall submit a proposed outline for the Initiatives Analysis as a Google Document for review and mark-up by City staff.
- b. The Consultant shall revise the outline as needed based on the City's feedback.



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- c. The Consultant shall submit a preliminary draft of the Initiatives Analysis to the City as a Google Document for review and mark-up by City staff.
- d. The Consultant shall then revise the document as needed based on the City's feedback.
- e. The Consultant shall submit a final Initiatives Analysis as a PDF to the City.

4. Comprehensive Housing Action Plan

Based upon the results of the Needs Assessment and Initiatives Analysis, the Consultant shall produce a written Comprehensive Housing Action Plan that includes recommendations and strategies to address the City's housing needs. The Housing Action Plan shall include, at minimum:

- *Assessment of current financial resources and programs in place to develop and maintain affordable housing and their effectiveness at meeting current and future needs;*
- *Assessment of current regulatory strategies used to encourage the development of affordable housing in Providence;*
- *Assessment of common regulatory practices, including but not limited to inclusionary zoning, that the Providence market can reasonably absorb without adversely impacting private development while providing housing units at all levels of affordability;*
- *Analysis of factors contributing to the cost of housing development in Providence and develop recommendations on strategies to lower those costs; and*
- *Identification of barriers that may impede development of affordable housing, based on the concurrent "Analysis of Impediments to Fair Housing" being conducted by the State and City.*
- *Recommendations for addressing the needs identified in the Needs Assessment for each income level, including persons with special needs and those with disabilities;*
- *Recommendations for addressing the market needs identified in the Needs Assessment for each housing type, including but not limited to owner-occupied, rental, student, single-family and multi-family;*
- *Recommendations for additional stakeholder relationships and identification of additional public, private and non-profit organizations with whom the City of Providence should partner to accomplish strategic recommendations;*
- *Identification of innovative and creative financing tools and incentives to increase and sustain production of affordable housing immediately and over a period of several years;*
- *Identification and evaluation of affordable housing preservation tools, including but not limited to non-traditional options like land trusts and housing cooperatives that protect long-*



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term affordability and investment of resources, as well as areas for improvement in existing programs or tools;

- *Proposed techniques to encourage mixed-income development in neighborhoods with affordable housing and affordable housing in more affluent neighborhoods, including but not limited to inclusionary zoning regulations and developer linkage fees;*
- *Evaluation of best practices in other comparably sized cities and recommendations for evidenced based and creative regulatory and non-regulatory strategies across the housing continuum to address current, short-term and long-term needs of the community;*
- *One-, three-, five-, and ten-year goals and an implementation plan with specific deliverables, performance benchmarks, analysis of anticipated costs, and timelines to measure successful accomplishments of identified strategies; and,*
- *A template for one-year action planning that can be used by city staff and community partners for subsequent yearly planning.*

- a. The Consultant shall submit a proposed outline for the Housing Action Plan as a Google Document for review and mark-up by City staff.
- b. The Consultant shall revise the outline as needed based on the City's feedback.
- c. The Consultant shall submit a preliminary draft of the Housing Action Plan to the City as a Google Document for review and mark-up by City staff.
- d. The Consultant shall then revise the document as needed based on the City's feedback.
- e. The Consultant shall submit a final Housing Action Plan as a PDF to the City.

5. Project Administration

- a. The Consultant shall prepare and submit Monthly Progress Reports along with each invoice that outline work-hours and costs expended for each task and subtask and a statement as to whether sufficient work-hours remain to complete the effort as proposed. Payment invoices shall be processed only if the required Monthly Progress Reports are current.
- b. The Consultant shall prepare and submit Monthly M/WBE Subcontractor Utilization and Payment Reports along with each invoice that outline costs expended and hours worked by all M/WBE prime consultants and subconsultants. Payment invoices shall be processed only if the required M/WBE Subcontractor Utilization and Payment Reports are current.
- c. The Consultant shall conduct an in-person kick-off meeting with City staff to initiate the Project. The Consultant shall be responsible for developing agendas and note taking.
- d. The Consultant shall attend at least monthly meetings with City staff as directed to discuss updates to on-going initiatives and share Consultant progress on the Housing Needs Assessment,



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Initiatives Analysis, and Action Plan. The Consultant shall be responsible for developing agendas and note taking.



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Anticipated Schedule

The following timeline will be utilized in order to review responses to this RFP and develop work plans and contracts with the selected bidder(s). An internal review committee comprised of City officials will review and score all proposals.

Anticipated Date	Milestone
June 24, 2019	Request for Proposals issued
August 5, 2019	Proposals due to City Clerk by 2:15pm; opened by Board of Contract and Supply
September 2019	Contract Award and Notice to Proceed
June 2020	Project Completion

Evaluation Criteria, Selection Process, and Requirements for Proposal Packet

All proposals delivered to the City shall be initially reviewed to determine whether they are responsive or nonresponsive to the requisites of this RFP.

All responsive proposals will be evaluated and rated based on the proposal submittal requirements and evaluation criteria on the following pages. Please read information regarding each requirement and the criteria for each carefully.

The City reserves the right to award the full contract to one proposer, split the award among more than one proposer, award a partial contract for specific tasks outlined in this RFP, award no contract, and/or to re-release this RFP as it deems in the best interest of the City of Providence.

Only proposals receiving scores of 74 or greater out of 90 possible points shall be scored on the cost proposal.



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1. Cover Letter signed by an officer of the contractor, binding the Consultant to all of the commitments made in the proposal. Failure to provide a cover letter signed by an officer of the contractor, binding the Consultant to all of the commitments made in the proposal may result in disqualification.

(5 possible points)

<i>Non-Responsive (0 pts)</i>	<i>Meets Requirements (5 pts)</i>
Failed to provide cover letter signed by an officer of the Consultant, binding the Consultant to all of the commitments made in the proposal	Provided cover letter signed by an officer of the Consultant, binding the Consultant to all of the commitments made in the proposal

2. Completed Forms as listed on page 3 of this Request for Proposals. Failure to fully complete or sign forms may result in disqualification.

(5 possible points)

<i>Non-Responsive (0 pts)</i>	<i>Meets Requirements (5 pts)</i>
Failed to provide completed forms as required by the RFP	Provided completed forms as required by the RFP



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3. Qualifications and Relevant Experience: Provide resumes and past project information sheets regarding the history and experience of the lead consultant and all subconsultants proposed to be part of the project team. Resumes shall include the name(s), business address, phone number, email addresses, and resumes of individuals proposed to participate in all work efforts identified and needing to be performed to meet the intent of this project. The Project Manager shall be clearly identified along with the roles of other significant project participants. The Prime Consultant and subconsultants shall be collectively scored based on their demonstrated level of experience and competence in the following areas of expertise. The City of Providence seeks a Consultant with extensive experience in the areas of expertise listed below, clearly demonstrating work similar to that described within this RFP.

Please **clearly** indicate your team's experience with and approach to **each** of the following Areas of Expertise:

- Experience within the past five years of producing housing needs assessments, housing action plans, and comprehensive housing strategies for US cities and states at local and state legislative levels.
- Creative approaches to inclusive community and stakeholder engagement
- Meeting facilitation
- Familiarity with a wide range of housing, demographic, and economic data sources
- Ability to conduct geospatial analysis using ArcGIS or similar systems
- Experience using and producing econometric models, forecasts, and analysis for the housing sector
- Production of high quality, engaging materials that convey complicated information in a way that is clear and compelling through written narratives, charts, tables, and graphics
- Breadth of experience in best practices for addressing similar problems
- Experience helping communities boost financial literacy
- Innovative and effective policy and program recommendations that have been successfully implemented in other cities or states

(30 possible points; point criteria on next page)



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<i>Non-Responsive (0 pts)</i>	<i>Poor (6 points)</i>	<i>Below Average (12 pts)</i>	<i>Average (18 points)</i>	<i>Above Average (24 pts)</i>	<i>Excellent (30 points)</i>
Resumes and/or past project information sheets are either not included or do not provide any evidence to demonstrate past success in the stated areas of expertise outlined above.	Resumes and past project information sheets provide little evidence to demonstrate past success in the stated areas of expertise outlined above.	Resumes and past project information sheets reflect experience and background in some, but not all, of the stated areas of expertise outlined above.	Resumes and past project information sheets reflect experience and background in all of the stated areas of expertise outlined above.	Resumes and past project information sheets very clearly reflect strong experience and background bringing successful projects to fruition in all of the stated areas of expertise outlined above.	Resumes and past project information sheets very clearly reflect extremely strong experience and background in all the stated areas of expertise outlined above in a way that exceeds other proposals and is very beneficial to the City of Providence and to the success of this project.



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4. Project Approach and Understanding: Include a **Scope of Work** that outlines the **specific tasks and deliverables** required for the project as well as a **Project Approach and Understanding Narrative** that describes how you and your team understand the Project, unique elements of your understanding and approach, and how you will meet the requirements, purpose, objectives, and specific needs of this project and the City of Providence. *The Narrative must include a detailed description of the public engagement plan proposed by the Consultant.*

(30 possible points)

<i>Non-Responsive (0 pts)</i>	<i>Poor (6 points)</i>	<i>Below Average (12 pts)</i>	<i>Average (18 points)</i>	<i>Above Average (24 pts)</i>	<i>Excellent (30 points)</i>
<p>A narrative describing the consultant’s understanding of the Project and how they will meet the requirements, purpose, objectives, and specific needs of this project and the City of Providence was not included in the Proposal; and/or</p> <p>A Scope of Work that outlines the specific tasks and deliverables required for the project was not included in the proposal</p>	<p>Narrative provides poor understanding of the Project and lacks detailed enough evidence to demonstrate that they will be able to meet the requirements, purpose, objectives, and specific needs of this project and the City of Providence and/or</p> <p>Scope of Work does not include the specific tasks and deliverables required for the project</p>	<p>Narrative reflects some understanding, but serious concerns remain regarding consultant’s understanding of and approach to the requirements, purpose, objectives, and specific needs of this project and the City of Providence.</p> <p>Scope of Work includes the specific tasks and deliverables required for the project</p>	<p>Narrative reflects a basic understanding of the requirements, purpose, objectives, and specific needs of this project and the City of Providence.</p> <p>No major concerns regarding consultant’s understanding of and approach to the requirements, purpose, objectives, and specific needs of this project and the City of Providence. If there are concerns, they are only minor.</p> <p>Scope of Work includes the specific tasks and deliverables required for the project</p>	<p>Narrative very clearly reflects strong understanding of the requirements, purpose, objectives, and specific needs of this project and the City of Providence.</p> <p>No concerns regarding consultant’s understanding of and approach to requirements, purpose, objectives, and specific needs of this project and the City of Providence.</p> <p>Scope of Work includes the specific tasks and deliverables required for the project</p>	<p>Narrative very clearly reflects extremely strong understanding of the requirements, purpose, objectives, and specific needs of this project and the City of Providence in an innovative way that exceeds other proposals and is beneficial to the City of Providence.</p> <p>No concerns regarding consultant’s understanding of and approach to the requirements, purpose, objectives, and specific needs of this project and the City of Providence.</p> <p>Scope of Work includes the specific tasks and deliverables required for the project</p>



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5. References:

- Provide three relevant references for the lead Consultant as well as three relevant references for each subconsultant proposed to be a part of the project team. These may overlap with references for specific projects. Each reference should have the person’s full name, email address, and phone number listed.
- Provide at least one reference for each project listed as part of each firm’s qualifications. The reference must have been directly involved in the project on behalf of the hiring agency and have direct experience supervising the work of the consultant. Each reference should have the person’s full name, email address, and phone number listed.

(10 possible points)

<i>Non-Responsive (0 pts)</i>	<i>Poor (2 points)</i>	<i>Below Average (4 pts)</i>	<i>Average (6 points)</i>	<i>Above Average (8 pts)</i>	<i>Excellent (10 points)</i>
<p>Three relevant references were not provided for lead Consultant; <i>and/or</i></p> <p>Three relevant references were not provided for each subconsultant proposed to be a part of project team; <i>and/or</i></p> <p>No references were provided for each project listed as part of each firm’s qualifications.</p>	<p>Three relevant references were provided for lead Consultant, however two or more did not recommend working with lead Consultant or expressed serious concerns regarding quality of consultant’s work; <i>and/or</i></p> <p>Three relevant references were provided for each subconsultant, however two or more references did not recommend working with a subconsultant or expressed serious concerns regarding quality of a subconsultant’s work; <i>and/or</i></p> <p>References were provided for each project, but one or more were not directly involved in the project on behalf of hiring agency and/or references did not have direct experience supervising work of consultant.</p>	<p>Three relevant references were provided for lead Consultant, however one reference did not recommend working with lead Consultant or expressed serious concerns regarding quality of consultant’s work; <i>and/or</i></p> <p>Three relevant references were provided for each subconsultant, however one reference did not recommend working with a subconsultant or expressed serious concerns regarding quality of a subconsultant’s work; <i>and/or</i></p> <p>References were provided for each project, but one or more did not recommend working with consultant or expressed serious concerns regarding quality of consultant’s work.</p>	<p>Three relevant references were provided for lead Consultant and each subconsultant. No serious concerns were expressed regarding quality of consultant’s or subconsultants’ work.</p> <p>References were provided for each project listed. No serious concerns were expressed by references regarding quality of work.</p>	<p>Three relevant references were provided for lead Consultant and each subconsultant. No serious concerns were expressed regarding quality of the consultant’s or subconsultants’ work and majority of references enthusiastically recommended working with consultants and subconsultants.</p> <p>References were provided for each project listed. No serious concerns were expressed regarding quality of consultant’s or subconsultants’ work and majority of references enthusiastically recommended working with consultants and subconsultants.</p>	<p>Three relevant references were provided for lead Consultant and each subconsultant. No concerns were expressed regarding quality of consultant’s or subconsultants’ work and all references enthusiastically recommended working with consultants and subconsultants.</p> <p>References were provided for each project listed. No concerns were expressed regarding quality of consultant’s or subconsultants’ work and all references enthusiastically recommended working with consultants and subconsultants.</p>



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6. Proposed Project Schedule broken down by task and subtask on a monthly basis. As part of their response to this Request for Proposals, respondents shall provide a proposed project schedule with key milestones and deliverables from date of notice to proceed until delivery of the final completed product. The timeline shall ensure reliability and high quality of the work product, which will yield data-driven conclusions to meet the goals and purpose of this RFP. This project must be completed by April 2020.

(10 possible points)

<i>Non-Responsive (0 pts)</i>	<i>Poor (2 points)</i>	<i>Good (10 points)</i>
Project schedule is either not provided or does not fit within the schedule required for completion of the project by June 2020.	Project schedule is provided but is not broken down by task and subtask on a monthly basis, however the schedule meets the required completion date for the project by June 2020.	Project schedule is provided and is broken down by task and subtask on a monthly basis. The schedule meets the required completion date for the project by June 2020.



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7. Cost Proposal: Provide a Cost Proposal that includes a Proposed Project Budget and Labor Breakdown and divides down the budget into tasks, subtasks, man-hours, and hourly rates for individual team members proposed to participate in all work efforts identified and necessary to meet the intent of the project.

Once all proposals have been scored on the technical evaluation criteria listed above, **only proposals receiving scores of 74 or greater out of 90 possible points shall be scored on the cost proposal**, which shall have a maximum score of 20 points to be added to the total score of the proposals.

Cost Proposals will be scored and ranked as follows: the Respondent submitting the lowest Cost Proposal will be awarded the maximum number of points, which shall be the number of points the City chooses as part of the overall weighting of criteria; the next-lowest Cost Proposal will be awarded points based on the product of: (a) the ratio of the lowest Cost Proposal divided by the next-lowest Cost Proposal; and (b) the amount of points awarded for the lowest Cost Proposal, with such product rounded up to the nearest one hundredth (0.01) of a point; the process will continue for each of the remaining Cost Proposals, with points being awarded based on the product of: (a) the ratio of the lowest Cost Proposal divided by the respective Respondent's Cost Proposal; and the points awarded for the lowest Cost Proposal with such product rounded up to the nearest one hundredth (0.01) of a point.

(20 total possible points)

<i>Lowest Cost Proposal</i>	<i>Next Lowest Cost Proposal</i>	<i>3rd Lowest Cost Proposal</i>	<i>4th Lowest Cost Proposal</i>	<i>Etc...</i>	Non-Responsive
<i>20 points</i>	<i>(Lowest Cost Proposal/Next Lowest Cost Proposal) x 20 pts</i>	<i>(Lowest Cost Proposal/Third Lowest Cost Proposal) x 20 pts</i>	<i>(Lowest Cost Proposal/Fourth Lowest Cost Proposal) x 20 pts</i>		<i>0 points</i>
					No Cost Proposal was provided.



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8. Interviews: The City *may* reach out for clarification, up to and including interviews, from all teams who **received scores of 74 or greater out of 90 possible points (on the technical evaluation criteria listed as 1-6 in this RFP)**, which shall (*if interviews are conducted*) have a maximum score of 20 points to be added to the total score of the proposals.

<i>Non-Responsive (0 pts)</i>	<i>Poor (4 pts)</i>	<i>Average (12 pts)</i>	<i>Excellent (20 pts)</i>
Proposer declined opportunity for interview.	Proposer was not well prepared for interview and/or interview team raised major concerns about proposer's understanding, approach, and/or experience.	Proposer was prepared for interview and no major concerns were raised by the interview team regarding proposer's understanding, approach, and/or experience.	Proposer was extremely well prepared for interview and no concerns were raised by the interview team regarding proposer's understanding, approach, and/or experience.



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Scoring Sheet *(to be completed by City Evaluation Team)*

		Consultant:	Consultant:	Consultant:	Consultant:
Technical Evaluation Criteria	Cover Letter				
	Completed Forms				
	Qualifications and Relevant Experience				
	Project Approach and Understanding				
	References				
	Proposed Project Schedule				
Technical Evaluation Score <i>(subtotal of above)</i>					
Cost Proposal (only proposals receiving a Tech. Evaluation Score of 74 or greater shall be scored on cost proposal)					
Interviews					
Total Score					



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SUPPLEMENTAL INFORMATION

If the issuing department for this RFP determines that your firm's bid is best suited to accommodate their need, you will be asked to provide proof of the following prior to formalizing an award.

An inability to provide the outlined items at the request of the department may lead to the disqualification of your bid.

*This information is **NOT** requested to be provided in your initial bid that you will submit to the City Clerk's office by the "date to be opened" noted on page 1. This list only serves as a list of items that your firm should be ready to provide on request.*

All bids submitted to the City Clerk become public record. Failure to follow instructions could result in information considered private being posted to the city's Open Meetings Portal and made available as a public record.

You must be able to provide:

- Business Tax ID will be requested after an award is approved by the Board of Contract and Supply.
- Proof of Insurance will be requested after an award is approved by the Board of Contract and Supply. The Consultant shall have or procure and maintain insurance for protection from 1) claims under workers' compensation acts, 2) claims for damages because of bodily injury including personal injury, sickness, disease or death of any and all employees or of any person other than such employees, and 3) claims or damages resulting from damage to, loss of use of, and/or destruction of property. The Consultant shall also procure and maintain professional liability insurance for protection from claims arising out of performance of professional services caused by its negligent acts, errors, or omissions. The Consultant shall maintain this insurance at least until the completion of the Consultant's services.