

# REQUEST FOR PROPOSALS

**Item Description: North Main Street Corridor Revitalization Study**

**Date to be opened: May 24, 2021**

**Issuing Department: 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](mailto: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](mailto:gdiaz@providenceri.gov)
    - Please use subject line “MBE WBE Forms”
- Please direct questions relative to the specifications outlined (beginning on page 16) to the issuing department’s subject matter expert:
  - **Jess Pflaumer, AICP**
  - **401-680-8519**
  - [jpflaumer@providenceri.gov](mailto:jpflaumer@providenceri.gov)

## **Pre-bid Conference**

**No pre-bid conference is required.**

## 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 3<sup>rd</sup> floor of City Hall.

- Bidders must submit **3 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 and must include the company name and address on the envelope as well.** (On page 1).
- If required by the Department, please keep the original bid bond and check in only one of the envelopes.
- 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.**

## **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/ 1<sup>st</sup> page (*see page 6 of this document*)
- Bid Form 2: Certification of Bidder as 2<sup>nd</sup> page (*see page 7 of this document*)
- Bid Form 3: 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.***

## **NOTICE TO VENDORS**

1. The Board of Contract and Supply will make the award to the lowest qualified and responsible bidder.
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 3 copies of the bid 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.)

## **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.

**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 #: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Agrees to bid on (Write the “Item Description” here):

\_\_\_\_\_

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*

\_\_\_\_\_

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



**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



**BID FORM 3: 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

## **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/mbe-wbe.php>. You can also call (401) 574-8670 to verify certification, expiration 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](mailto:mbe-wbe@providenceri.com) or (401) 680-5766.

**MBE/WBE PARTICIPATION AFFIDAVIT**

Item Discussion (as seen on RFP):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prime Bidder: \_\_\_\_\_

Prime Bidder (Company) Phone Number: \_\_\_\_\_

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

**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](http://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
					\$
					\$
					\$
					\$
					\$
					\$
<b>A. MBE SUBCONTRACTED AMOUNT:</b>					\$
<b>B. WBE SUBCONTRACTED AMOUNT:</b>					\$
<b>C. NON MBE WBE SUBCONTRACTED AMOUNT:</b>					\$
<b>D. DOLLAR AMOUNT OF WORK DONE BY THE PRIME CONTRACTOR:</b>					\$
<b>E. TOTAL AMOUNT OF BID (SUM OF A, B, C, &amp; D):</b>					\$
<b>F. PERCENTAGE OF BID SUBCONTRACTED TO MBEs AND WBEs. (Divide the sum of A and B by E and multiply result by 100).</b>					

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

**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):

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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

## **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.
- DUN & Bradstreet (DUNS) Number will be requested after an award is approved by the Board of Contract and Supply.
- Proof of registration at [www.sam.gov](http://www.sam.gov). Firm must be registered with Sam.gov and eligible (not "debarred") from federal contracting.
- Proof of insurance

# **BID PACKAGE SPECIFICATIONS**

## **North Main Street Corridor Revitalization Study**

### **Overview**

The City of Providence Department of Planning and Development seek a qualified consultant to conduct a study for North Main Street (between Providence Station and the Providence-Pawtucket city line) in order to: analyze existing conditions; develop and assess alternatives with conceptual costs for different combinations of streetscape improvements, bicycle and pedestrian improvements; study development opportunities on vacant and underutilized parcels to complement further transportation investments; study the feasibility of a Tax Increment Financing (TIF) district and potential revenue; examine existing residential and commercial market conditions and needs; and identify strategies to encourage the type of development the City and community would like to see along the corridor to improve quality of life for neighborhood residents. This study will compile recent work that has been done by various parties to develop a cohesive, implementable strategy for North Main Street that will guide city departments, state agencies and inspire private investment. *See Figure 1 for a map of the project area.*

Services under this selection will be coordinated and managed under the direction of the City of Providence Department of Planning and Development in coordination with RIPTA and other city and state agencies.

This project may be funded in whole or in part by federal Community Development Block Grant funds.

### **Background**

The two-mile North Main Street corridor connects Downtown Providence to Pawtucket while passing through Providence's College Hill, Mount Hope, and Hope neighborhoods. Although light rail or bus rapid transit may eventually extend north beyond the Providence-Pawtucket city line, the intent of this study is to determine an appropriate endpoint near or just south of the city line. At the southern end of the corridor, light rail or bus rapid transit is anticipated to connect to Providence Station, which provides Amtrak regional rail service between Washington DC and Boston and Massachusetts Bay Transportation Authority (MBTA) commuter rail service between Wickford Junction and South Station in Boston.

Many important cultural and historic sites line the North Main Street corridor including King's Chapel (St. John's Episcopal Church), built in 1722; First Baptist Church, built in 1726; Colony House (the former State House), built in 1731; and the Jeremiah Dexter House. The North Burial Ground, which occupies a large area along the west side of the corridor, and Roger Williams National Memorial which is located at the southern end of the corridor are important cultural resources for the City. To the east of the corridor, Miriam Hospital serves as an anchor health care institution. The Moshassuck River itself is also an often underappreciated cultural and natural amenity which runs parallel to North Main Street on its western side, with a history reaching back to its importance to local Native Americans and, later, Rhode Island founder Roger Williams who settled along the lower section of the River in 1636. Although the area surrounding the corridor was settled in the 17th century, it did not experience significant development until the 18th and 19th centuries as industry was established along the Moshassuck River. In the early part of the 20th century, rapid commercial expansion and urban renewal projects had an enormous impact on the physical structure of North Main Street resulting in a corridor that is primarily auto-oriented with many



buildings set back from the street with ample parking areas. Until the 2000s, North Main Street served as a key shopping destination, with retailers such as Sears and Anderson-Little serving as anchors. Over time, retailers closed or moved to suburban locations. Combined with numerous surface parking lots and other underutilized properties along the corridor, many opportunities for walkable, transit-oriented, mixed-use redevelopment exist.

Today, the North Main Street corridor is served by the highest ridership route in the RIPTA system, the R-Line, making the corridor a prime candidate for transit improvements and transit-oriented development. The R-Line was created in 2014 by combining RIPTA's two highest ridership bus routes-- routes 99 and 11-- and consolidating bus stops to provide more efficient, frequent service. The new R-Line route now spans from the Cranston-Providence city line to the south, along the vibrant Broad Street corridor in South Providence, through Downtown, up the North Main Street corridor to the Pawtucket Transit Station.

The R-Line serves an average of 8,182 riders each weekday. For comparison, the second highest ridership RIPTA route, Route 1 (Hope-Eddy), serves 3,964 average daily weekday riders. Along the North Main Street corridor study area, there are seven R-Line stops (inbound-outbound pairs). From north to south, the stops include Roger Williams National Memorial, University Heights, Charlesgate, North Burial Ground, Rochambeau Avenue, North Main Opp 2nd Street/Third Street, and Ninth Street (See Figure 2).

Along North Main Street in Providence, the stop with the highest number of boardings and alightings is University Heights, located next to the Whole Foods plaza and the University Heights affordable housing apartment complex. The stop with the second highest number of boardings and alightings is Charlesgate, serving the Charlesgate Senior Living complex. The lowest number of boardings and alightings occur at Rochambeau Avenue and the Roger Williams National Memorial/North Main @ North Court (RIPTA 2020). Under the new light rail or bus rapid transit scenarios, the City and RIPTA are open to new service replacing the R-Line or continuing both services along the corridor.

The North Main Street corridor study area spans across the College Hill, Mount Hope and Hope neighborhoods, each with distinct characteristics (Figure 2). College Hill is a generally young, dense neighborhood with a median age of 22 (~35% of the population 10-29 years old) and over 12,000 people per square mile. The median household income in the neighborhood is \$58,303, making it the 5th highest in the city, despite having a poverty rate of 30% (possibly explained by college students). The population of color makes up around 42% of the population, with the largest subgroup being folks of non-Hispanic Asian origin (21%).

The Mount Hope neighborhood to the north of College Hill, is historically more diverse, and has a population of color at around 58% of the population, with the largest subgroups being non-Hispanic African-Americans (21%) and Hispanic (19%). The average population is older with a median age of 35, though Mount Hope also has a large portion of people aged 20-29 (~10%), possibly explaining college students who live in the area for lower rent (median gross rent in Mount Hope is around \$300 less than in College Hill). The median household income in Mount Hope is significantly less than College Hill and Hope, at \$39,700 and around 28% of residents live in poverty.

The Hope neighborhood, bordering Pawtucket to the north, is an affluent neighborhood with fewer college-aged residents, and a greater percentage of adults and children. The Hope neighborhood has the second highest income of neighborhoods in Providence, at \$82,700, nearly double the median income for Providence as a whole. The neighborhood also has the second highest median age, at 42 years old, compared to 30 in Providence as a whole. People of color only make up 31% of the population. Only 8% of the population in the neighborhood lives in poverty.

A relatively high percentage of households have no vehicle available in both the College Hill (26%) and Mount Hope (26%) neighborhoods, but not in the Hope neighborhood (2%). Despite that, interestingly, Hope has a higher number of residents who commute to work using transit (10%) compared to Mount Hope (8%) and College Hill (5%). For comparison, of all City residents, around 7% commute to work using transit.

For more information see <https://providence-gis-hub-pvdgis.hub.arcgis.com/>.

Topographically, a significant grade change to the east separates the primarily residential neighborhoods of College Hill, Hope, and Mount Hope from the North Main Street corridor. Between Roger Williams National Memorial and University Heights stops on the R-Line, North Main Street increases in elevation as the road goes up a hill.

A faster, more attractive transit option, partnered with streetscape improvements that encourage walking and biking along North Main Street, could not only better connect the existing neighborhoods to Downtown and Providence Station intercity rail, but also provide an opportunity for the currently underutilized land on the corridor to transform into vibrant, dense, mixed-use residential and commercial development.

Both the Upper Main Street section of the corridor in the Hope neighborhood currently has low housing density, more similar to suburban residential. Large surface parking lots, one story commercial structures and large setbacks from the street are characteristic. In the area, the City has identified 13 opportunity sites for transit-oriented development. In the Lower Main Street section of the corridor in the Mount Hope neighborhood, higher residential density exists, but the area has several underutilized parcels, and significant setbacks for parking. The City has identified three opportunity sites in this section (more information in the Transportation Corridors for Livable Communities Plan described below).

The zoning directly along the corridor is mainly C-2 and C-3. The residential zoning adjacent to the corridor is R-3 and R-4. C-2 refers to a general commercial district that accommodates more intensive commercial uses and key commercial nodes, and includes larger retail. C-3 is a heavy commercial district that accommodates heavy commercial use, including uses related to motor vehicles and outdoor storage. R-3 refers to higher density residential development of single family, semi-detached, two-family, three-family and rowhouse dwellings. R-4 refers to similar high density residential development. Both R-3 and R-4 permit limited neighborhood commercial uses. In 2014, the City proposed adding a Transit-Oriented Development overlay district that would allow more permissive height regulations, more stringent parking regulations and design standards to reinforce a pedestrian-scale streetscape.

## Related Initiatives

In 2014, the City and RIPTA released the **Transportation Corridors to Livable Communities** with the goal of enhancing transit, land use, and art and cultural opportunities along Providence's highest use bus corridors. One of the corridors examined was North Main Street. The report's transit analysis provides an overview of previous transit conditions along the corridor and suggested actions to provide frequent, reliable transit service with an improved rider experience. Many of these improvements were implemented as part of the R-Line project. *Refer to overview of the R-Line project below for more information*) The land use analysis looked at existing conditions (as of 2014) and vacant and underutilized land, and gave potential build out scenarios for several nodes on the corridor. The land use section suggested increasing overall housing density and mix of affordable housing along the corridor by adjusting zoning and offering incentives, preservation of view corridors, promoting large development by the Pawtucket border by adjusting zoning, encouraging transitions to residential neighborhoods,

investing in pedestrian improvements, better connecting to the river's edge and adjusting zoning for new properties along the river, and improving vacant lots and surface parking with visual screening for pedestrians. The arts and cultural opportunities analysis summarized recommended public art enhancements and inventoried arts and cultural resources and creative placemaking strategies. The recommendations for this section included encouraging special events on the corridor (like the Rock n Roll half marathon), building upon the North Main Merchants Association's work by supporting robust shopping and walkability, encouraging cultural programming leveraging WaterFire, implementing recommendations from the Roger Williams National Memorial Cultural Landscape report, and developing a guide for students and creatives alerting them to creative service providers on the corridor.

The Rhode Island Public Transit Authority's (RIPTA's) **R-Line** launched in June of 2014, providing rapid bus service between Pawtucket and Cranston, via Downtown Providence and Providence Station. RIPTA created the R-Line to improve service along this high ridership transit corridor previously served by RIPTA routes 11 and 99. The R-Line features include improved stop spacing, unique branding, upgraded bus shelters, extended hours of operation and higher frequencies (10 minute headways on weekdays and 15-20 minute headways at night and on weekends). The R-Line utilizes North Main Street on the northern side of Downtown and Broad Street to the south of Downtown for the majority of the route.

In 2014, the City of Providence adopted a [new Zoning Ordinance](#) in order to create a better tool to implement the vision established in the City's previously completed Comprehensive Plan and Providence Tomorrow neighborhood plans and better preserve, strengthen, and protect the historic pattern of development in some areas of the city, revitalize other areas able to accommodate economic growth, and make development approval processes and standards clear and predictable. Most of the North Main corridor is surrounded on either side by the C-2 General Commercial District, which was substantially improved through the 2014 ordinance with enhanced design regulations to encourage walkable development and reduced and more flexible parking requirements. To accompany the new Zoning Ordinance, the Zoning Map was also modified in 2014. Much of North Main Street was rezoned from Heavy Commercial to C-2 General Commercial to encourage urban, neighborhood-scale commercial development rather than auto-oriented commercial uses. As part of the new ordinance, a Transit-Oriented Development (TOD) Overlay District was also created along part of North Main Street between Stenton Avenue and the Providence-Pawtucket city line in order to encourage uses and forms of development that maximize access to transit and encourage transit ridership. The TOD Overlay District allows for greater building height, applies additional design standards to further encourage walkability, greatly reduces parking requirements, and imposes maximum parking requirements for development.

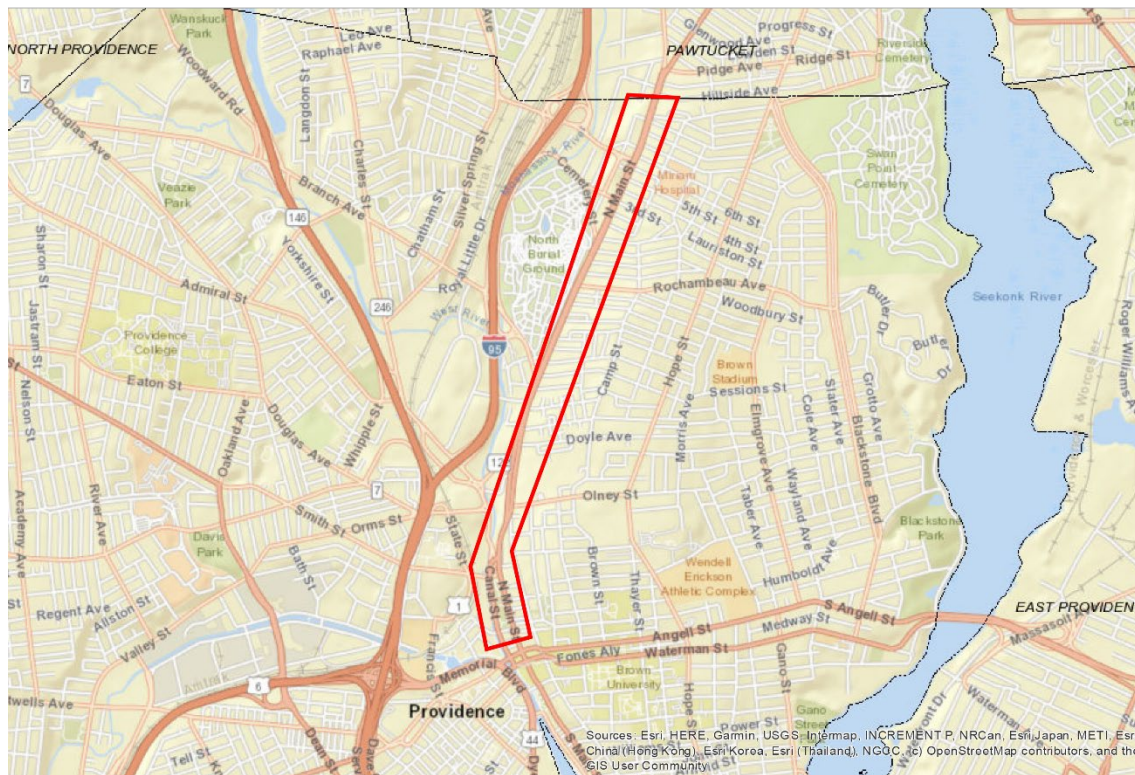
The **Vulnerable Road User Safety Action Plan (VRUSAP)** report published in 2017 identified top crash corridors for vulnerable road users (people walking and riding bicycles). North Main Street was identified as the third highest crash corridor in the city and an important corridor for improvement because of the connectivity it has between Pawtucket, the East Side, and Downtown, RIPTA service, and institutional campuses and schools within the vicinity. The corridor had ten serious or fatal injury crashes between 2009 and 2015 involving people walking or riding bicycles. Of the 33 total crashes during that same period, 30% were serious injury crashes. The plan suggested countermeasure solutions to make the street safer for vulnerable road users including enhanced signage, continental crosswalk striping, no parking zones within 25 feet of crosswalks, new crosswalks, transit stop placement coordination, lane narrowing, bicycle lanes, sidewalk repair/replacement, curb radius reduction, roadway lighting, curb extensions, and a road diet. The report identified late night as the worst time for crashes.

In Summer of 2019, the Rhode Island Department of Transportation (RIDOT) announced plans for \$25 million worth of **improvements to Providence Station**. The project will upgrade and expand the station interior, improve security, and address connectivity for people walking to Providence Place Mall. Funding is provided by a Federal Railroad Administration State of Good Repair grant, Amtrak, and RIDOT.

Providence's **Great Streets Master Plan** is Providence's city-wide plan to improve the city's public realm and transportation through traffic calming and safety investments for people walking and riding bicycles, streetscape and placemaking improvements, and a network of urban trails throughout all Providence neighborhoods. One of the urban trails planned as part of the initiative is a north-south urban trail on North Main Street. The two-way protected path is planned to be on-road from Smith Street to the northern city limit, with the potential to use the existing off-road paths in North Burial Ground. The path protection is planned to maintain separation between vulnerable road users and high volume vehicular traffic.

RIPTA's **Transit Master Plan** includes three scenarios for improved transit in Rhode Island. The scenarios range in cost and include bus rapid transit and light rail along North Main Street, the corridor where the RIPTA's high ridership R-Line currently provides frequent service. Either light rail or bus rapid transit on North Main Street would include exclusive right of way, off-board

### **Project Area Map**



### **Scope of Work**

Tasks are outlined numerically while subtasks are outlined under each main task. The Consultant shall not be permitted to engage in work related to each task until given written permission from the City of Providence Department of Planning and Development to proceed.

#### **1. Project Administration**

1. 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.

2. Prepare and submit Monthly M/WBE 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 Reports are current.
3. Conduct an in-person kick-off meeting with City staff to initiate the project.
4. Conduct bi-weekly check in calls with City staff during the course of the project.

## **2. Community and Stakeholder Engagement**

- a. Conduct up to six interviews with community partners and key stakeholders.
- b. Set up, coordinate, and run one virtual multi-lingual public meetings during the course of the Project in the North Main Street corridor. Meeting materials (including flyers, sign in sheets, presentations, boards, handouts, etc.) and meeting minutes/notes shall be prepared by the Consultant. All public meetings shall meet Title VI Requirements of the Civil Rights Act of 1964. Simultaneous/live Spanish interpretation services shall be provided by the Consultant. The City shall set up virtual meeting links and invites for both public meetings. The Consultant shall provide staff to set up, run, and clean up each public meeting.

- i. The first public meeting shall be organized by the Consultant and held at the beginning of the process to solicit public involvement and consensus building, educate the public about this project, and refine concepts to incorporate into the plan.

- ii. A second public meeting will be organized by the City Council and Planning Department once a draft North Main Street Corridor Redevelopment Plan has been created to gather community feedback.

## **3. Existing Conditions Assessment**

- a. Develop base maps illustrating existing conditions that contains:
  - i. Existing building uses
  - ii. Existing zoning designations
  - iii. Land ownership patterns
  - iv. Building/lot condition, including age, condition, occupancy/vacancy status, development potential, and property value
  - v. Approved and proposed development and rehabilitation projects
  - vi. Transportation facilities (sidewalks, crosswalks, street widths, parking areas, bicycle access, curb cut locations, bus stops)
  - vii. Cultural and civic assets (schools, parks, libraries, museums, cultural institutions, community centers, recreation centers, etc.)

- b. Review and summarize previous plans, redevelopment efforts, and community goals.
- c. Conduct a site visit to document existing conditions and verify other items from the assessment outlined above.

#### **4. North Main Street Corridor Plan**

- a. Develop a draft detailed outline of the plan.
- b. Produce a refined detailed outline of the draft plan based on feedback from staff and key partners.
- c. Produce a first draft of the plan and associated illustrative graphics. The plan shall include at a minimum:
  - i. Community goals and specific strategies to achieve them;
  - ii. A market analysis of the area focusing on existing and projected demographic and economic trends, needs, and other factors;
  - iii. Identification of catalyst, high priority underutilized or vacant properties for infill development or rehabilitation and strategies for redevelopment or rehabilitation of site;
  - iv. Recommendations for area improvements that are needed including public infrastructure investments (including but not limited to streetscape improvements, landscaping improvements, bicycle and pedestrian improvements, multi-modal transportation investments, circulation and access, etc.);
  - v. Specific zoning and other ordinance updates needed to achieve the community's goals;
  - vi. Recommendations for promoting sustainable urban growth, creating a pedestrian friendly environment, improving public transit, and reducing dependence on driving.
  - vii. Recommendations for how environmental justice and equity considerations should be considered in all above items; and
  - viii. Urban design graphics, including at a minimum:
    - An illustrative plan of the entire project area showing potential build out of underutilized and vacant properties and public infrastructure investments;
    - Two (2) hand sketched perspective or birds eye view renderings showing key locations in the Project Area; and
    - Other images as necessary to communicate the vision;
- d. Produce a refined draft plan based on feedback from staff and present this revised draft to the community at the second public meeting.
- e. Produce a final draft plan based on feedback from the public and stakeholders.

## **Mandatory Pre-Proposal Conference**

No pre-proposal conference will be held for this project.

## **Proposal Submittal Requirements, Evaluation Criteria, and Selection Process**

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.

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

*(5 possible points)*

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

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

2. **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 is seeking an influential firm with extensive experience and a portfolio containing exemplary accomplishments in the field of urban planning and design, clearly demonstrating work similar to that described within this RFP. Partnership with resident expertise to provide local knowledge and day-to-day project management capacity, while helping to adhere to project schedules and budget, will also be critical for success. The Prime Consultant is expected to assemble an experienced, multidisciplinary team that is committed to a creative and collaborative process. Team members must have expertise in urban design, strategic planning, land use analysis and planning, public



participation, real estate market analysis, transportation analysis and planning, cost estimating, project management and sustainable design and development technologies and practices.

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

- Project Management
- Local Permitting and Market Familiarity
- Urban Design including Sustainability Planning
- Transportation Planning
- Market and Financial Analysis
- Cost Estimating
- Parking
- Charrette / Work Session Planning

(30 possible points)

<b><i>Non-Responsive (0 pts)</i></b>	<b><i>Poor (6 points)</i></b>	<b><i>Below Average (12 pts)</i></b>	<b><i>Average (18 points)</i></b>	<b><i>Above Average (24 pts)</i></b>	<b><i>Excellent (30 points)</i></b>
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 of 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.

**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.

(30 possible points)

<b>Non-Responsive (0 pts)</b>	<b>Poor (6 points)</b>	<b>Below Average (12 pts)</b>	<b>Average (18 points)</b>	<b>Above Average (24 pts)</b>	<b>Excellent (30 points)</b>
<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; <b>and/or</b></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 <b>and/or</b></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>

**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)

<b>Non-Responsive (0 pts)</b>	<b>Poor (2 points)</b>	<b>Below Average (4 pts)</b>	<b>Average (6 points)</b>	<b>Above Average (8 pts)</b>	<b>Excellent (10 points)</b>
<p>Three relevant references were not provided for lead Consultant; <b>and/or</b></p> <p>Three relevant references were not provided for each subconsultant proposed to be a part of project team; <b>and/or</b></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; <b>and/or</b></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; <b>and/or</b></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; <b>and/or</b></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; <b>and/or</b></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. This project must be completed by March 31, 2022. (10 possible points)

<b><i>Non-Responsive (0 pts)</i></b>	<b><i>Poor (2 points)</i></b>	<b><i>Good (10 points)</i></b>
Project schedule is either not provided or does not fit within the schedule required for completion of the project by March 31, 2022.	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 March 31, 2022.	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 March 31, 2022.

**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)*

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

**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.

<b><i>Non-Responsive (0 pts)</i></b>	<b><i>Poor (4 pts)</i></b>	<b><i>Average (12 pts)</i></b>	<b><i>Excellent (20 pts)</i></b>
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.



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

		Lead Consultant:	Lead Consultant:	Lead Consultant:	Lead Consultant:	Lead Consultant:	Lead Consultant:
		_____	_____	_____	_____	_____	_____
		_____	_____	_____	_____	_____	_____
<b>Technical Evaluation Criteria</b>	<b>Cover Letter</b> <i>Non-Responsive (0 pts)</i> <i>Meets Requirements (5 pts)</i>						
	<b>Completed Forms</b> <i>Non-Responsive (0 pts)</i> <i>Meets Requirements (5 pts)</i>						
	<b>Qualifications and Relevant Experience</b> <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>						
	<b>Project Approach and Understanding</b> <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>						



<b>References</b> <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>						
<b>Proposed Project Schedule</b> <i>Non-Responsive (0 pts)</i> <i>Poor (2 points)</i> <i>Good (10 points)</i>						
<b>Technical Evaluation Score (subtotal of above)</b>						
<b>Cost Proposal</b> (only proposals receiving a Tech. Evaluation Score of 74 or greater shall be scored on cost proposal) <i>Non-Responsive (0 pts)</i> <i>Lowest Cost Proposal (20 pts)</i> <i>All Other Cost Proposals: Lowest Cost Proposal divided by Next Lowest Cost Proposal, then multiplied by 20 pts</i>						
<b>Interviews</b> <i>No Interviews Conducted (N/A)</i> <i>Non-Responsive (0 pts)</i> <i>Poor (4 pts)</i> <i>Average (12 pts)</i>  <i>Excellent (20 pts)</i>						
<b>Total Score</b>						



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

