



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

# **REQUEST FOR PROPOSALS**

**Item Description: Project Management and Post Design Services for Woonasquatucket River Greenway #34822**

**Date to be opened: January 18, 2022**

**Issuing Department: Department of Planning & 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 14) to the issuing department’s subject matter expert:
  - **Jess Lance, AICP**
  - **401-680-8519**
  - [jlance@providenceri.gov](mailto:jlance@providenceri.gov)

## **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 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.



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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/ 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.**



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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.
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.)



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

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

\_\_\_\_\_  
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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**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





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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/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



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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/ocfo/> 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.



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**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.**



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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.**



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Submit this form to the City of Providence MBE/WBE Outreach Director, Grace Diaz, at [mbe-wbe@providenceri.gov](mailto: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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**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 (requested after an award is approved by the Board of Contract and Supply):

- **Business Tax ID**
- **Safety and COVID Plan:** The Consultant must provide the City with a copy of its Health and Safety Program, as required per OSHA, and must include current COVID-19 testing and screening procedures for the Consultant's employees.
- **Certificates and Registrations:** In accordance with RI General Laws, the entities that make up the selected Consultant shall maintain required Certificates of Authorization and relevant professionals must maintain personal registrations in the State of Rhode Island as Professional Engineers for the defined contract term. This requirement shall apply to the Prime Consulting Firm and applicable Sub-consultants(s) providing engineering, architecture, or landscape design services under this contract.
- **Proof of Insurance:** The Consultant shall maintain the following insurance until termination of this Agreement and require the same insurance coverage for all of their subcontractors or consultants:
  - Commercial General Liability with policy limits of not less than One Million Dollars (\$1,000,000) for each occurrence and One Million Dollars (\$1,000,000) in the aggregate for bodily injury and property damage.
  - Automobile Liability covering vehicles owned, hired and non-owned vehicles used, by the Consultant with policy limits of not less than One Million Dollars (\$1,000,000) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.
  - The Consultant may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Commercial General Liability and Automobile Liability, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.
  - Workers' Compensation at statutory limits.
  - Employers' Liability with policy limits not less than One Million Dollars (\$1,000,000) each accident, Five Hundred Thousand Dollars (\$500,000) each employee, and One Million Dollars (\$1,000,000) policy limit.



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- Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than Two Million Dollars (\$2,000,000) per claim and in the aggregate.
- Additional Insured Obligations: To the fullest extent permitted by law, the Consultant shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the City of Providence and Providence Public Building Authority as an additional insured for claims caused in whole or in part by the Consultant's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the City's or Providence Public Building Authority's insurance policies and shall apply to both ongoing and completed operations.
- The Consultant shall provide certificates of insurance to the City that evidence compliance with the requirements listed herein. All insurance coverages shall be approved in advance by the City and all carriers shall be admitted to do business in the State in which the Project is located and shall have a rating of A-VII or better by A.M. Best Company. All insurance, except professional liability coverage, should name the City of Providence and Providence Public Building Authority as an additional insured, include waiver of subrogation in favor of City, and provide that coverage is primary and non-contributory to any other valid and collectible insurance available to the City. As to professional liability coverage, that coverage shall provide to compensate the City for all negligent acts, errors or omissions by the Consultant, its firms, its agents, employees and consultants arising out of this agreement. Said professional liability coverage shall have a deductible not exceeding \$100,000 per occurrence. Professional liability coverage shall remain in effect for at least three (3) years from date of Substantial Completion.



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## **BID PACKAGE SPECIFICATIONS**

### **Introduction**

The City of Providence seeks services from a qualified consultant firm(s), which will be known as the “Consultant”, to provide **project management and post-design services** for roadway and riverfront improvements to be implemented along the Woonasquatucket River between Eagle Street and Francis Street by the Department of Planning and Development in Summer and Fall 2022.

### **Background**

The 19-mile Woonasquatucket River flows through six cities and towns in Rhode Island including Glocester, North Smithfield, Smithfield, Johnston, North Providence and Providence, where it flows into the Providence River and out to Narragansett Bay. The Woonasquatucket River Greenway runs along the River from Providence Place Mall to Lyman Avenue in Johnston. The Greenway functions as an off-road bike path/shared-use path from Lyman Avenue in Johnston to Aleppo Street in Providence. From there, the Greenway alternates between off-road and on-road segments until reaching Eagle Street, where an on road bike lane connects Eagle Square to downtown Providence (from the western side of Providence Place Mall on Park Street) via pavement markings on Promenade Street, Providence Place, Kinsley Avenue, and Acorn Street.

Planning for the larger Woonasquatucket River Greenway began 1993 with a goal of restoring the River and adjacent, industrial land as a catalyst for positive change in Olneyville and other neighborhoods along the River. At that time, the River was surrounded with abandoned, contaminated industrial sites and overgrown riverbanks filled with trash and debris. In 1994, the NPS selected the Greenway as a partner in its Rivers and Trails Conservation Program and the Lila Wallace-Reader's Digest Fund selected the Woonasquatucket River Greenway Project for seven years of funding as part of its Urban Parks Initiative. In 1997, the City of Providence funded a master plan for the Greenway and in 1998, the Woonasquatucket River was designated as one of fourteen American Heritage Rivers, honoring the historic, cultural, economic and environmental significance of this Rhode Island treasure. Since then, various segments of off-road paths have been completed and numerous brownfields sites have been cleaned up and redeveloped along the Greenway. Today, the Woonasquatucket River Watershed Council (WRWC) maintains the Greenway and is the primary advocate for continued restoration and preservation of the Woonasquatucket River as an environmental, recreational, cultural, and economic asset of Rhode Island and a key partner in the development of the Woonasquatucket River Greenway ([www.wrwc.org](http://www.wrwc.org)). WRWC has successfully worked with local, state and federal partners to restore riparian buffers at various sites in the watershed, complete various sections of the Greenway in Providence and Johnston, and promote on-the-ground projects that advance revitalization of the River, its watershed, and the neighborhoods that surround it.

**The primary focus of this project (the Project) is to enhance a one-mile section of the Greenway between downtown Providence and Eagle Square by creating a separated off-road bicycle and pedestrian path and green infrastructure along the Woonasquatucket River.** Through this project, the City aims to improve the safety of people walking and biking, enhance the urban-natural river interface, increase public recreational use of the riverfront, strengthen stormwater management, encourage economic development, and create stronger connections between Downtown and the Smith Hill, Valley, and Olneyville neighborhoods. Additional focuses of the Project include traffic calming, green infrastructure, new pocket parks, and seating areas, improvements to physical and visual access to the River, new kayak launches, and improved wayfinding signage along the Greenway.

Since 2017, the City and WRWC have worked together with community members and other stakeholders to develop engineered plans for the improvements along this section of the River. With bidding of project construction anticipated to take place in Spring 2022, the project is planned to be constructed in Summer and Fall 2022. For more information, visit the project website at <http://www.providenceri.gov/planning/woonasquatucket/>. The draft 90% plans and engineer's opinion of probable construction cost can be viewed by contacting Jess Lance at [jlance@providenceri.gov](mailto:jlance@providenceri.gov) or 401-680-8519. The draft plans and the engineer's opinion of probable cost are considered to be attached to the RFP as if written in





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full. All CAD files and the full construction bid package as prepared by the Design Team of Record will be provided to the selected consultant upon official notice to proceed.

## Project Oversight and Funding

Services under this selection will be coordinated and managed under the direction of the City of Providence Department of Planning and Development. The selected Consultant shall work with the City of Providence Department of Planning and Development in coordination with the Department of Public Works, Woonasquatucket River Watershed Council, Rhode Island Department of Transportation, Providence Public Buildings Authority (PPBA), and other agencies and partners as required for coordination, approvals, and permitting.

The services included in the scope of work for this RFP will be funded entirely by the City of Providence's Capital Improvement Program. No State or Federal funds will be used to support the project management and post-design services work.

For informational purposes, the following funds are anticipated to be used for construction and project management/post-design services of the project:

<b>Funding Source</b>	<b>Dollars Allocated</b>
City of Providence Capital Improvement Program (CIP)	\$ 4,000,000
State Transportation Improvement Program (STIP); includes a mixture of State and Federal funds (STBG, RICAP, and TAP) administered by RIDOT	\$ 5,300,000
RIDEM Green Economy Bond	\$ 500,000
EPA funds administered by the Southeast New England Program (SNEP):	\$ 250,000
<b>TOTAL</b>	<b>\$ 10,050,000</b>

The current engineer's estimate of probable cost for the project is \$9,494,747. This estimate includes a 25% overall contingency, maintenance of movement of traffic protection, police details, and mobilization, but does not include the consultant fee for project management and post-design services, which will be invoiced and paid from a separate CIP Line Item.

## Anticipated Project Schedule

Release of Request for Proposals:	December 20, 2021
Proposals Due:	January 18, 2022
Contract Signing and Notice to Proceed:	February 2022
Issuance of Construction Bid Opportunity:	May 2022
Construction Start:	July 2022

**Note:** *Winter Shutdown shall be in effect from December 1, 2022 through the end of March 2023, during which there will be a pause in construction activity. Services for the Consultant selected through this Request for Proposals will also be paused during that time.*

Substantial Construction Completion:	May 30, 2023
Completion of this Scope of Work:	June 30, 2023



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## **Project Tasks and Deliverables**

1. **Project Management:** Identify a project manager, who will serve as the primary contact person between the Consultant and the City of Providence and be responsible for ongoing construction and administrative oversight of management activities including but not limited to:

a. **Produce Invoices, Monthly Progress, and Budget Reports:** Monitor the rate of progress on authorized project tasks and acceptable fulfillment of work as well Monthly Progress Reports to the City. Monthly Progress Reports shall outline work-hours and costs expended per task and a statement as to whether or not sufficient work-hours remain to complete tasks as authorized. Payment invoices shall be processed only if the required Monthly Progress Reports are current. ***Invoices shall be submitted no more than monthly and shall be submitted by the 20<sup>th</sup> day of each month in order to be processed in a timely fashion. Any invoices received after the 20<sup>th</sup> day of each month will not be processed until the following month.*** Payment Terms are 60 Days from the date of the Approved Invoice.

Invoices shall be submitted on AIA G702 -1992 entitled "Application and Certificate for Payment" and G-703-1992 entitled "Continuation Sheets" in native MS Excel format as a pencil copy. A detailed schedule of values shall be submitted on the G-703-1992 sheet approved by both the City's Project Manager and the Providence Public Buildings Authority (PPBA) which shall serve as the invoice. The Consultant can submit the detailed backup in the form they are accustomed to.

b. **Coordinate and attend Regular Staff Coordination Meetings, Associated Meeting Materials, and Meeting Notes:** Coordinate and attend regular (bi-weekly or as the project may otherwise require) virtual and Field meetings as required with City staff to discuss findings and critical issues and review project status. The Consultant shall provide meeting agendas, materials, and minutes and shall also be responsible for hosting the virtual meetings on a platform of their choosing such as Zoom or Microsoft Teams.

c. **Inter-agency Meetings:** Meet with officials from City, State, and Federal Agencies as required to answer questions and review project files during informal meetings and formal project audits. The Consultant shall prepare meeting agendas, materials, and minutes.

d. **Produce Monthly MBE/WBE Reports:** Monthly monitoring and reporting of City MBE and WBE requirements must accompany all invoices. The City shall supply the Consultant with forms required to be completed by the Consultant and submitted with each invoice.

e. **Records Maintenance:** Maintain a record of all conferences, meetings, discussions, and verbal directions (including in person, video conferencing, telephone, and email communications as required) between the Consultant, the City, the contractor, RIDOT, permitting agencies, utility companies, and the public including coordination efforts where necessary on matters relative to the project. Records shall be maintained digitally. Digital records shall be accessible via a File Sharing Service (NOT FTP) and maintained by the Consultant for a period of one-year post the final completion of the project, allowing the City and PPBA to download for long-term storage.

### **Deliverables:**

- Invoices
- Monthly progress and budget reports
- Meeting agendas for biweekly staff coordination meetings
- Meeting materials for biweekly staff coordination meetings
- Meeting notes for biweekly staff coordination meetings
- Meeting agendas for inter-agency meetings



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- Meeting materials for inter-agency meetings
- Meeting notes for inter-agency meetings
- Shared folder containing a record of all conferences, meetings, discussions, and verbal directions (including in-person, video conferencing, telephone, and email communications as required) between the Consultant, the City, the contractor, RIDOT, permitting agencies, utility companies, and the public including coordination efforts where necessary on matters relative to the project as additionally prescribed above.
- Other related documentation may be requested to further represent project details.

- 2. Project Management and Post Design Services:** The Consultant shall assist in ensuring that the Project is constructed consistent with the Project design and shall provide a Resident Engineer(s) (RE) to monitor and collaboratively address construction activities and field issues. The Consultant shall maintain all records of inspections, materials testing, meetings, construction activities, payment quantities, project budgets, progress reports, field reports, schedules, photos, videos, and as-built drawings.

The Consultant shall provide items such as but not limited to all required labor, administrative task, materials, tools, equipment, required technology, transportation, cellular phones, supervision, required to complete the required services to provide the Project Management and Post-Design services.

The RE's work is expected to be 5-6 (five to six) day per week. All rates for services provided are not eligible for overtime as such the rate structure provided shall account for this knowing that work beyond traditional forty (40) hour weeks may be required. If the Contractor breaks from their work on assigned projects, the Consultant/RE shall not invoice the City for "downtime."

The Consultant shall be accountable for all actions and decisions made by the RE. All equipment such as but not limited to cellular phones, high-quality digital cameras, photo timestamp software, and other systems required to administer, document, and manage the project shall be provided by the Consultant to PMs and REs or as they otherwise make those accommodations. The Consultant shall furnish their employees, and consultants with all required personal engineering supplies and equipment required for them to perform their job as part of the base cost of the project fee structure. This includes, but shall not be limited to survey equipment, hand levels, plumb bobs, rain gear, scientific calculator, drafting tools, hard hats, safety vests, other personal protection equipment, OSHA 30 Training, Metric/English folding rule, Metric/English tape measure, and or measuring wheel, yellow flashing lights for vehicles, smart level, cameras, paper, writing instruments and other appurtenant equipment.

As part of this task the Consultant shall conduct the following subtasks:

- a. **Construction Observation:** Provide daily construction observation services for the work included in this phase to check for general conformance with the contract documents set, including compliance with the project's standards, including those of the City and State. The Consultant shall ensure that qualified personnel are available to inspect construction operations during all hours the Contractor is working. All personnel assigned shall be committed to the project for its duration assuring continuity in the workforce, unless otherwise approved by the City in writing. The City reserves the right to approve or deny proposed personnel. The Consultant shall be prepared that the Contractor work hours may be scheduled during the day and/or evenings and may take place on any day of the week.

The Consultant shall provide a Resident Engineer who shall be present on-site during major milestones of the projects and maintain daily reports and accounting tallies documenting work performed and any issues noted. Issues shall be reported to the Owner in real-time by email followed up by a phone call. The RE shall act as project liaison and attend regular site meetings with the contractor and their representatives in order to understand construction work, the project schedule, address real-time and potential problems, monitor progress, and for other necessary reasons



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**The proposal shall be based on the assumption that there will be up to 30 (thirty) hours/week of construction observation during the seven (7) months of the expected construction duration (estimated to be July 1, 2022 through November 30, 2022 and April 1, 2023 through June 30, 2023). The hours defined herein do not include travel time which is not billable and are based on an onsite presence and time required to prepare the required documents.**

The rate table shall be used for adjustments in billable hours related to actual time worked. The Consultant is responsible for proper management of time to assure that there is coverage to properly execute the responsibilities of the Consultant.

The rates provided in the rate table shall conform to the value of the base proposal cost and are considered all-inclusive of the services as defined herein. The Consultant shall report to the City timely, in writing of any issues and/or conditions that may result in additional time being required. Such requests shall be accompanied with a detailed explanation of the cause for such request for consideration by the City.

- b. **Daily Log Keeping:** Maintain a daily log of quantities, measurements, project meetings, and field notes. These shall be submitted weekly in Searchable Unlocked PDF Format and Native Unlocked MS Excel Format.
- c. **Work Schedule Oversight:** Review and evaluate the contractor's work schedules and recommend their acceptance to the City.
- d. **Contractor Compliance:** Ensure contractor compliance in traffic control, pedestrian and bicycle access, work zone management, coordination with abutters and all required contractor permitting. Note the permit process is NOT waived.
- e. **Project Account:** Maintain a project account for the construction phase of the Project, process invoices, change orders, and contract records on behalf of the City. These Journals shall be submitted weekly in Unlocked Searchable PDF Format and Native Unlocked MS Excel Formats.
- f. **Payroll/Reporting Oversight:** Include other items for certified payroll review, adherence to contract reporting requirements (Apprentice utilization, MBE utilization, etc).
- g. **Cost Analysis and Summary Documentation:** Prepare cost analysis and other summaries of completed/uncompleted project elements on an ongoing basis. Documentation of daily activities shall be prepared in strict conformance to Rhode Island Department of Transportation procedures and as may otherwise be required at the direction of the City. These Journals shall be submitted weekly in Unlocked Searchable PDF Format and Native Unlocked MS Excel Formats.
- h. **Contract Requirements/Regulations Oversight:** Ensure Contractor adheres to all contract requirements and regulations (including permit conditions).
- i. **Contract Documents Monitoring:** Monitor Contractor's compliance with the Construction Contract Documents.,
- j. **OSHA:** The Consultant shall ensure that the Contractor submits their Health and Safety Plan and that the prescribed protocols are followed. The Consultant shall not be responsible for the enforcement of the Health and Safety Plan and the Occupational Safety and Health Association (OSHA) construction safety regulations and requirements.
- k. **Reporting:** Report to the City (and Contractor) verbally with follow up in writing, any work that is unsatisfactory, faulty, damaged, defective or does not conform to the Contract Documents, or does not meet the requirements or any inspections, tests or approvals required to be made. The Consultant shall advise the City when work should be corrected and/or rejected or should be uncovered for observations or requires special testing or inspection. The Consultant's representative, with the City's approval, shall direct the Contractor to make the appropriate adjustments, corrections, additions, deletions, and/or



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replacements in accordance with the prescribed terms of the written agreement between the Contractor and City. In the absence of defined terms, recommendations shall be made as to how to resolve the issues.

Prepare and submit to the City (with biweekly reports), construction management progress reports as required by the City, containing a summary of the contractor's progress, general conditions, problems and resolutions, or proposed resolution of problems in a form acceptable to the City.

- l. **Non-conforming Work Oversight:** Ensure that defective material, poor workmanship or other operations not conforming to the Contract Documents does not occur.
- m. **Invoice and Payment Reviews:** Review and recommend for approval: invoices and associated required forms from contractors, the Contractor's progress payments, certified payrolls, apprentice utilization, and adherence to local construction trade employment ordinances.
- n. **RFI Responses:** Respond to Requests for Information (RFIs) from the contractor regarding the work and work with the Design Team of Record as may be required to formulate a response and copy the Owner of all such communications.
- o. **Shop Drawing & Submittal Review:** Review all shop drawings and Submittals internally and with the Design Team of Record.
- p. **Change Orders:** Evaluate, prepare and recommend action on contractor change orders, extra work, and claims.
- q. **Materials Testing Schedule:** Submit a Project materials testing schedule for review and approval and work with the Design Team of Record to assure concurrence.
- r. **Materials Testing Coordination:** Coordinate and monitor field/laboratory materials testing and documentation ensuring that the minimum frequency of sampling, testing procedures and documentation is performed in strict conformance with the Rhode Island Department of Transportation procedures, or in accordance with the Project's material testing and certification schedule. The actual materials testing and laboratory services will be performed by another company under a separate contract; however shall be coordinated by the Consultant.
- s. **Utility and Permitting Coordination:** Coordinate with relevant utility companies and permitting agencies.
- t. **Walkthrough:** Conduct and coordinate a walkthrough of the project area with key City staff to develop a punch list.
- u. **Punch List:** Develop a punch list in real-time (via written communication) as items are discovered to assure that issues are being disclosed and do not continue throughout the process which will ensure high standards of quality control and allow for expedited contractor completion.

**Deliverables:**

- Field notes from Resident Engineer performing construction observation services
- Approved invoices from contractors, inclusive of required forms
- Responses to Requests for Information (RFIs) from the contractor regarding the work.
- Shop drawing and submittal reviews
- Evaluation and written recommendations to the City regarding contractor change orders, extra work, and claims
- Draft materials testing schedule for review and approval
- Final materials testing schedule
- Written communications with testing facility for materials testing



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- Biweekly construction management progress reports containing a summary of the contractor's progress, general conditions, problems and resolution, or proposed resolution of problems in a form acceptable to the City
- Cost analysis and other summaries of completed/uncompleted project elements including documentation of daily activities prepared in strict conformance to Rhode Island Department of Transportation procedures
- Written communications with relevant utility companies and permitting agencies
- Punch list
- Written verification to City from consultant certifying contractor completion of punch list items
- Other related documentation may be requested to further represent project details.

**3. Environmental Land Use Restriction and Class I Survey Services:** Per requirements from the RI DEM Remedial Action Work Plan Approval letter, the Consultant shall prepare and record an Environmental Land Usage Restriction (ELUR) on the deed for the entire property. A Class I Survey will be required to determine the extents of the property. The ELUR shall require the performance of annual inspections to document the status of the ELUR and the condition of the engineered controls. The ELUR shall also include a Department-approved post-remediation Soil Management Plan (SMP) which will address any future activities that may disturb on-Site soils. The ELUR shall be recorded for the entire property in the Land Evidence Records for the City of Providence, and a recorded copy forwarded back to the Department within fifteen (15) days of recording.

**Deliverables:**

- Prepared and recorded Environmental Land Usage Restriction
- Prepared and recorded Class I Survey
- The ELUR and Class I Survey shall be recorded in the Land Evidence Records for the City of Providence, and a recorded copy shall be forwarded back to RI DEM within 15 days of recording.



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

Proposers shall submit one original and one copy of their proposal to the Board of Contract and Supply.

Proposers must also submit a USB flash drive with a PDF of their full proposal (inclusive of all forms) in a sealed envelope with their firm name, the name of this RFP (Project Management and Post Design Services for Woonasquatucket River Greenway), and the ID number listed on the first page of the RFP clearly written. The file name of the PDF saved on the USB flash drive must have the firm name included in it. For example, if the lead firm on the proposal is ABCD Designers, the file name should be "ABCD Designers – PostDesignWRG.pdf" or similar. Proposers shall not email any PDFs of submittals to City staff. Any PDFs emailed to City staff may result in disqualification.

***COVID-19 Note: The Board of Contract and Supply will continue to receive bids on city contracts according to specified drop off hours and on the same day that the Board of Contract and Supply meetings occur between the hours of 11AM and 2:15PM. For day-of drop-offs, documents can be submitted using the buzzer located next to the wheelchair-accessible entrance of City Hall on Eddy Street and giving the documents to a member of the City Clerk's office. Please contact Alejandro Tirado (ATirado@providenceri.gov) with any questions about delivery of proposals.***

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)

Non-Responsive (0 pts): Failed to provide cover letter signed by an officer of the contractor, binding the contractor to all of the commitments made in the proposal

Meets Requirements (5 pts): 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)

Non-Responsive (0 pts): Provided completed forms as required by the RFP

Meets Requirements (5 pts): Failed to provide completed forms as required by the RFP

**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**



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**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.**

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

- Providing project management and post-design services for similar urban bicycle, complete streets, and green infrastructure projects *(The Consultant shall possess a minimum of 5 YEARS (chronologically) in bike and pedestrian shared use path design and engineering, green infrastructure and stormwater management, native habitat restoration, and construction administration of similar projects. For example, the same year cannot be counted twice if two firms on the Consultant's team had experience that year. As part of the evaluation process, the City will assess each Consultant's technical capacity and relative size in relationship to the Project.)*
- Working knowledge of all City, State and Federal transportation laws as well as the City's and RIDOT's design and construction policies, procedures, and standard specifications
- Coordinating with utilities and partner agencies such as RIDOT, RIPTA, RIDEM, CRMC, SHPO, Verizon, Providence Water, NBC, National Grid, Cox, and others throughout advanced engineering and construction for public infrastructure projects **in Rhode Island**
- Completing construction project management and post-design services on behalf of municipalities including coordinating with construction schedulers, responding to RFIs, reviewing shop drawings and submittals from contractors
- Working with contractors in dealing with disposal of contaminated soils in sensitive urban and ecological areas
- Completing required documentation for construction projects funded by RIDEM, US EPA, and RIDOT and using federal, state, and local dollars.

(30 possible points)

Non-Responsive (0 pts): 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.

Poor (6 points): Resumes and past project information sheets provide little evidence to demonstrate past success in the stated areas of expertise outlined above.

Below Average (12 pts): Resumes and past project information sheets reflect experience and background in some, but not all, of the stated areas of expertise outlined above.

Average (18 points) : Resumes and past project information sheets reflect experience and background in all of the stated areas of expertise outlined above.

Above Average (24 pts): 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.

Excellent (30 points): 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)





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Non-Responsive (0 pts): 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

Poor (6 points): A Scope of Work that outlines the specific tasks and deliverables required for the project was not included in the proposal. 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

Below Average (12 pts): Scope of Work does not include the specific tasks and deliverables required for the project. 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.

Average (18 points): Scope of Work includes the specific tasks and deliverables required for the project. Narrative reflects a basic understanding of the requirements, purpose, objectives, and specific needs of this project and the City of Providence. 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.

Above Average (24 pts): Scope of Work includes the specific tasks and deliverables required for the project. Narrative very clearly reflects strong understanding of the requirements, purpose, objectives, and specific needs of this project and the City of Providence. No concerns regarding consultant's understanding of and approach to requirements, purpose, objectives, and specific needs of this project and the City of Providence.

Excellent (30 points): Scope of Work includes the specific tasks and deliverables required for the project. 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. 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. Scope of Work includes the specific tasks and deliverables required for the project.

**5. References:**

- a. 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.**
- b. 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)

Non-Responsive (0 pts)

- 3 relevant references were not provided for lead Consultant; **and/or**
- 3 relevant references were not provided for each subconsultant proposed to be a part of project team; **and/or**
- No references were provided for each project listed as part of each firm's qualifications.

Poor (2 points)

- 3 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; and/or



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- 3 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; and/or
- 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.

**Below Average (4 pts)**

- 3 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; and/or
- 3 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; and/or
- 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.

**Average (6 points)**

- 3 relevant references were provided for lead Consultant and each subconsultant. No serious concerns regarding quality of consultant's or subconsultants' work.
- References were provided for each project listed. No serious concerns were expressed by references regarding quality of work.

**Above Average (8 pts)**

- 3 relevant references were provided for lead Consultant and each subconsultant. No serious concerns regarding quality of the consultant's or subconsultants' work and majority of references enthusiastically recommended working with consultants and subconsultants.
- 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.

**Excellent (10 points)**

- 3 relevant references were provided for lead Consultant and each subconsultant. No concerns expressed regarding quality of consultant's or subconsultants' work and all references enthusiastically recommended working with consultants and subconsultants.
- 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.

**6. Proposed Project Schedule broken down by task and subtask on a monthly basis.**

(10 possible points)

Non-Responsive (0 pts): Project schedule is either not provided or does not fit within the schedule required for completion of the project by May 2019.

Poor (2 points): 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.

Good (10 points): 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.

**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.**



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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)

Lowest Cost Proposal: 20 points

Next Lowest Cost Proposal: (Lowest Cost Proposal/Next Lowest Cost Proposal) x 20 pts

3rd Lowest Cost Proposal: (Lowest Cost Proposal/Third Lowest Cost Proposal) x 20 pts

4th Lowest Cost Proposal: (Lowest Cost Proposal/Fourth Lowest Cost Proposal) x 20 pts

Non-Responsive: 0 points (No Cost Proposal 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. If the City chooses to conduct interviews, all teams with technical evaluation scores of 74 or greater will be invited for separate interviews with the City.

Non-Responsive (0 pts): Proposer declined opportunity for interview.

Poor (4 pts): Proposer was not well prepared for interview and/or interview team raised major concerns about proposer's understanding, approach, and/or experience.

Average (12 pts): Proposer was prepared for interview and no major concerns were raised by the interview team regarding proposer's understanding, approach, and/or experience.

Excellent (20 pts): 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)*

		Lead Consultant: _____	Lead Consultant: _____	Lead Consultant: _____
<b>Technical Evaluation Criteria</b>	<b>Cover Letter</b>			
	<b>Completed Forms</b>			
	<b>Qualifications and Relevant Experience</b>			
	<b>Project Approach and Understanding</b>			
	<b>References</b>			
	<b>Proposed Project Schedule</b>			
<b>Technical Evaluation Score</b> (subtotal of above)				
<b>Cost Proposal Score</b>				
<b>Interview Score</b>				
<b>Total Score</b> (Technical Evaluation Score + Cost Proposal Score + Interview Score)				