



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

REQUEST FOR PROPOSALS

Item Description: Architect & Engineering Design Services for the Mary E. Fogarty Elementary School, 199 Oxford Street, Providence, RI

Date to be opened: March 27, 2023

Issuing Department: Department of Public Property

QUESTIONS

- Please direct questions relative to the bidding process, how to fill out forms, and how to submit a bid (Pages 1-8) to the Purchasing Department.
 - Email: purchasing@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 or Email: gdiaz@providenceri.gov
 - Please use subject line “**MBE WBE Forms**”

Please direct questions relative to the specifications outlined (beginning on page 14) to the issuing department’s subject matter experts: Amanda Pontarelli, Deputy Director and Capital Improvements Program Manager apontarelli@providence.gov & Joseph DeSanti, Program Director, Downes Construction, Owners Project Representative jdesanti@downesco.com & Tony DeMelo, Project Executive, Downes Construction tdemelo@downesco.com. Questions must be submitted in writing and answers will be issued as an addendum. Questions are due no later than Friday, March 17, 2023 by 4:00Pm.

Mandatory Pre-Bid Conference

Interested bidders are invited to attend a mandatory pre-bid meeting to learn more about the scope of work, the included projects, and the City’s needs and expectations.

Date: March 7, 2023

Time: 3:30 PM - 4:30 PM

Location: Mary E. Fogarty Elementary School, 199 Oxford St., Providence, RI



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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, RI 02903.** At 2:15 P.M. all bids will be publicly opened and read at the Board of Contract Meeting in the City Council Chambers, on the 3rd floor of City Hall.

- Bidders must submit **The Proposer shall submit their completed response in HARD COPY (1 original, 3 copies) format plus a single PDF file on thumb drive.** 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 (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/ 1st page (*see page 6 of this document*)
- Bid Form 2: Certification of Bidder as 2nd 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 responsible offeror whose proposal is determined, in writing, to be the most advantageous to the City taking into consideration price and the evaluation factors stated in the request for proposals I.
2. In determining the most advantageous proposer, 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, RI 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 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. 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).
17. Payment Terms are Net 30 upon receipt and approval of invoice.



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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, in part, on the basis of **total** bid or by **individual items** (although all other criteria set forth in this request will also be considered).
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 (Items(s) to be bid): _____

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

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

Delivery Date (if applicable): _____

Total Amount in Writing*: _____

Total Amount in Figures*: _____

*** Submit a separate sheet identifying your "Unit Price Bid"**

CONTENTS OF FEE PROPOSAL (separate sealed envelope)

Respondents shall state the following on letterhead:

1. Design fees expressed as a lump sum price
2. Construction Administration fee as a lump sum

Use additional pages, if necessary, for additional bidding details.

Signature of Authorized Representative

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.



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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, and 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



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MBE/WBE PARTICIPATION AFFIDAVIT

Item Discussion (as seen on RFP):

Prime Bidder: _____
Prime Bidder (Company) Phone Number: _____
Prime Bidder (Company) Zip Code: _____

Which one of the following describes your business' status in terms of Minority and/or Woman-Owned Business Enterprise certification with the State of Rhode Island? ___MBE ___WBE ___Neither MBE nor WBE

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

It is the policy of the City of Providence that minority business enterprises (MBEs) and women business enterprises (WBEs) should have the maximum opportunity to participate in procurements and projects as prime contractors and vendors. Pursuant to Sec. 21-52 of the Providence Code of Ordinances and Chapter 31-14 et seq. of the Rhode Island General Laws (as amended), MBE and WBE participation goals apply to contracts. The goal for Minority Business Enterprise (MBE) participation is 10% of the total bid value. The goal for Women's Business Enterprise (WBE) participation is 10% of the total bid value. The goal for combined MBE/WBE participation is 20% of the total bid value.

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

If awarded the contract, I understand that my company must submit to the Minority and Women's Business Coordinator at the City of Providence (MBE/WBE Office), copies of all executed agreements with the subcontractor(s) being utilized to achieve the participation goals and other requirements of the Providence Code of Ordinances and 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 submission materials I understand that I must substitute another certified MBE and WBE firm(s) to meet the participation goals. I understand that I may not make a substitution until I have obtained the written approval of the MBE/WBE Office. Initial _____

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

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

Signature of Bidder

Printed Name

Company Name

Date



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SUBCONTRACTOR DISCLOSURE FORM

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

Prime Bidder: _____ Primary NAICS _____

Code: _____

Item Description (as seen on RFP): _____

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

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

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

Signature of Bidder

Printed Name



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MBE/WBE Waiver Request Form

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

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

Prime Bidder: _____
Company Trade: _____
Item Discussion (as seen on RFP): _____

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

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

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

Signature of Prime Contractor

Printed Name

Date Signed

Signature of City of Providence
MBE/WBE Outreach Director

Printed Name of City of Providence
MBE/WBE Outreach Director

Date Signed



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BID PACKAGE SPECIFICATIONS

The City of Providence is embarking upon a significant investment in our School buildings. This investment will enable the children of Providence to learn in safe, state of the art facilities. Given this large investment in the City’s future, and the importance of ensuring these projects are completed on-time, on/under budget and constructed as designed, the city would like to procure the services of an experienced **Design** team.

Introduction

The City of Providence is embarking on a capital program for projects within the Providence Public School District (PPSD). PPSD is comprised of approximately 40 facilities and 4 million square feet. Voters approved a bond to help support this effort. As part of this initiative the PPSD is looking to construct a new Mary E. Fogarty Elementary school.

RFP MILESTONE DATES

Solicitation Released	February 27, 2023
Mandatory Pre-Bid Meeting	March 7, 2023 @ 3:30 AM
Questions due	March 14, 2023 @ 4:00 PM
Bids Due	March 27, 2023 @ 2:15 PM

SCOPE OF SERVICES

The City is requesting proposals using the scope of work outlined in the bid solicitation documents (included herein) for Design services to prepare construction documents. The intended scope of the project shall include the construction of a new Pre-K thru 8, Mary E. Fogarty Elementary School, location at 199 Oxford Street, Providence, RI.

- Performing all necessary or advisable design work and complete the construction documents in accordance with the attached master schedule.
- The Proposal will be administered to enable the fast-track design and construction of the project with utilization of a Construction Manager at Risk to assist with the project.
- The basis of the proposal is the submission of the STATEMENTS OF QUALIFICATION and separate Order of Magnitude FEE PROPOSALS from Design Teams.
- The Statements of Qualifications and Fee Proposals will be evaluated as delineated herein and the highest rated of those firms that have met the criteria as established by the prescribed process, cost and all other factors considered, may be invited to a personal interview.
- It is critical to know that this Project will include the following criteria at the appropriate period of the process, all of which shall fully comply with all rules, regulations and laws:
 - All work will be in accordance with the Rhode Island School Building Authority deadlines and conform with RIDE School Construction Regulations.



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- Design team shall be responsible for obtaining Stage III approvals for the Mary E. Fogarty Elementary School project at the milestones and in accordance with the provisions set forth in Exhibit B and in accordance with all other applicable Rhode Island School Building Authority requirements.
 - Prevailing Wage Rates do not apply to this RFP. All Applicable Standards shall apply.
 - Provide the NAME OF EACH COMPANY and COMPANY STRUCTURE comprising the Design Team, including Sub-Contractors and any proposed MBE and WBE Firms, identifying the indicated role of each participant included in the RFP response. Include the identity of the Primary Architect (Designer), which shall be responsible for guaranteeing the delivery of the PROJECT on time and within the proposed fee in accordance with the contract provisions.
 - Provide the name, title, address, telephone and facsimile numbers, and electronic mail address of the Design Team PRINCIPAL CONTACT(S). The Design Team principal contact(s) must remain constant throughout the life of the PROJECT.
 - Identify the team members who will undertake financial responsibility for the Project and describe any liability limitations. If the Design Team is a Joint Venture, Limited Liability Company, Corporation or partnership, describe the bonding approach that will be used and the members of such organizations who will have joint and several liabilities for the performance of the work required for the Project. If the Design Team is a limited liability company, joint venture, corporation or any form of partnership, provide complete copies of the organizational documents that allow, or would allow by the time of contract award, the Respondent to do business in the State of Rhode Island.
 - MBE Goal is Ten Percent (10%) and the WBE Goal is Ten Percent (10%) per State regulations and applicable law. The City encourages the engagement and hiring of local residents and businesses at the company, trade worker, vendor, and supplier levels.
 - All Rhode Island Department of Education (RIDE) requirements related to the State funding grant and their standards for the design and construction of school projects.
 - Firms, entities, joint ventures, and other business associations participating in this project shall have been incorporated or otherwise legally established as a business in the State of Rhode Island.
 - The Design team will consider the infrastructure, power requirements and coordinate MEP systems for the owner-furnished FF&E and technology equipment for the renovated Hope Highschool Auditorium project.
- Project Specific Scope of work
 - Provide existing conditions survey including but not limited to; structural, MEP, architectural etc.
 - Hazmat identification and remediation plan
 - Site development including building demolition
 - In working with the Construction Manager at Risk, prepare a site logistics plan to indicate construction access, staging areas, student & faculty circulation during construction, construction parking, delivery accessibility etc.
 - Building Code review
 - ADA review
 - Site ADA access
 - Design of interior spaces/finishes including but not limited to; lighting, acoustics, MEP, interior finishes and



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- millwork, and signage
- ADA access
- Building envelope
- Restoration of historical features and components; review with RI Heritage and Providence Historic District Commission
- MEP design including fire alarm
- Planning of access site access during construction
- Design and procurement assistance of all FF&E, including but not limited to, furniture, all technology items, school equipment, furnishings, kitchen equipment, window treatments, etc.
- Security and access control design
- Comply with PPSD building standards and media center standards
- RIDE review including Stage III submission
- Reviews with the Providence Building and Fire Departments
- Develop project budget utilizing services of cost estimator. Estimates shall include; initial conceptual budget, schematic design estimate, design development estimate and 60% construction documents estimate
- Provide construction administration throughout the duration of the construction phase of the project

CURRENT STATUS

The Mary E. Fogarty Elementary School currently services the existing community for the Providence Public School Department. The City of Providence, PPSD and the Owner Project Manager (Downes) are requiring the design and preparation of construction documents for a new school.

FORM OF AGREEMENT

The City of Providence, Rhode Island will award the project under an “Agreement between Owner and Architect” in AIA Document B101-2017 and as will be modified by the Owner. This contract, along with the general specifications referenced herein, will be issued by way of an addendum to his RFP.

SUBMISSION REQUIREMENTS

- **Letter of Transmittal:** A Letter of Transmittal must accompany each response signed by an owner, officer, or other authorized agent of the Design Team. The Letter of Transmittal must acknowledge that the respondent has fully reviewed, understands and agrees to all provisions of this RFP, and must further state that: (i) all information submitted with the response is true, accurate, and is not misleading; (ii) no material information has been omitted; (iii) the response is provided fairly and without collusion or fraud; and (iv) the respondent will, if selected, perform the scope of work and all other services as set forth in this RFP.
- **Statement of Qualifications**
- **Fee Proposal**
- Other required information as detailed herein
- **The Proposer shall submit their completed response in HARD COPY (1 original, 5 copies) format plus a single PDF file on thumb drive.**



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CONTENTS OF STATEMENTS OF QUALIFICATIONS

- **General**
- Provide the **NAME OF EACH COMPANY and COMPANY STRUCTURE comprising the Design Team, including Sub-Consultants and any proposed MBE and WBE Firms**, identifying the indicated role of each participant included in the RFP response. Include the identity of the Primary Design Team (Designer), who shall be responsible for guaranteeing the delivery of the PROJECT on time and within the Guaranteed Maximum Cost in accordance with the contract provisions.
- Provide the name, title, address, telephone and facsimile numbers, and electronic mail address of the Design Team **PRINCIPAL CONTACT(S)**. The Design Build Team principal contact(s) must remain constant throughout the life of the PROJECT.

City of Providence must be informed of any changes in personnel *at any time* during the contract term. The City of Providence reserves the right to reject personnel and/or if in the event key personnel are no longer available, The City of Providence reserves the right to terminate the agreement.

Identify the team members who will undertake **financial responsibility** for the Project and describe any liability limitations. If the Design Team is a Joint Venture, Limited Liability Company, Corporation or partnership, describe the **design liability approach** that will be used and the members of such organizations who will have joint and several liabilities for the performance of the work required for the Project. If the Design Team is a limited liability company, joint venture, corporation or any form of partnership, provide complete copies of the **organizational documents** that allow, or would allow by the time of contract award, the Respondent to do business in the State of Rhode.

- Give names and detailed addresses of all affiliated and/or subsidiary companies. Indicate which companies are subsidiaries. If a situation arises in responding to this questionnaire where you are unsure whether another firm is or is not an affiliate, doubt should be resolved in favor of affiliation and the firm should be listed accordingly. An affiliate shall be considered as any business entity which is closely associated with another business entity so that one entity controls or has power to control the other entity either directly or indirectly; or, when a third party has the power to control or controls both; or where one business entity has been so closely allied with another business entity through an established course of dealings, including but not limited to the lending of financial wherewithal, engaging in Joint Ventures, etc. as to cause a public perception that the two firms are one entity. Firms which are owned by a holding company or a third party, but otherwise meet the above conditions and do not have interlocking directorships or joint officers serving, are not considered to be affiliates.
- If a Design Team has no affiliated and/or subsidiary companies other than the Respondent's legal business entity, the Respondent should include a statement in the submittal indicating the same.
- Provide a description of EACH Design team Member's experience and qualifications, particularly with respect to:
 1. Public Educational Facility Design
 2. Historical design
 3. Northeast Collaborative for High Performance Schools



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4. Related work with a particular focus on the ability to deliver such projects on time and on budget. Identify and describe all relevant projects with a construction value of a minimum of \$50 million completed by EACH company in the past TEN (10) YEARS which demonstrates adequate experience in Design team projects and in public school design and construction, including project safety on school construction projects, similar in scope and/or complexity to the PROJECTS defined herein.
- Respondent should provide relevant and verifiable evidence of good performance or lessons learned from previous experience and give convincing ways in which lessons learned or past good performance will be used for the benefit of the PROJECT defined herein.
 - With respect to EACH project identified, include the following information: project name and contract number; owner's name, address, principal contact, and current phone and e-mail addresses; dates of design and/or construction; project description; description of work and percentage actually performed by each company; and the initial bid price and final contract price (including the number and value of contract modifications and claims) and an explanation regarding the causes (whether upward or downward) of contract value adjustments.
 - Provide an organizational chart identifying companies responsible for major functions to be performed in designing and constructing the PROJECT. The chart should show the functional structure of the organization and identify key personnel by name and affiliation. The chart must identify the critical support elements of overall project management of the Design Team, Project design quality control and design quality assurance, construction quality control and construction quality assurance.

Identify the Key Firms you would be anticipating as part of your overall Design Team as follows:

Architectural Design
 Building & Fire Code
 Expertise Acoustical Engineering
 Structural Engineering
 Historical design
 Civil and Site Design Landscape
 Geotech Engineering
 Environmental consultant
 Envelope Consultant
 Electrical, FA/ Data & Telcom Mechanical
 (HVAC) Engineering Plumbing Engineering
 Fire Protection Engineering
 Interior Finishes
 Interior Furnishings (including furniture)
 Security Consultant
 Cost estimator
 FF&E Design & Procurement
 Traffic Consultant
 Building Commissioning (by Owner)

Additionally, provide separate resumes for all key management staff of the Design Team, including the Principal in Charge, Design Project Manager, Project Executive, Project Manager and all other key individuals.



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In addition, include the **approximate percentage** of each employee's time to be expended on this project.

AIA Document B305 - 1993 Entitled "Architects Qualification Statement" must be completed by the Lead Designer and included in RFP response.

Key management resumes will indicate where roles, if any, may overlap and will include the proposed role and experience in the area of responsibility, history of employment, experience in design, construction or maintenance of similar projects, and other relevant background information.

THREE (3) references shall be provided for the Project Principal(s)

At least ONE (1) reference shall be provided for all other key personnel.

References shall be previous owners or clients with whom the key personnel have worked within the past FIVE (5) YEARS and should include the name, position, company or agency, current phone and fax numbers and e-mail addresses for each reference.

Discuss the *current design backlog* of EACH Design team Member and the capacity to perform the scope of work and perform the Project to achieve deliverable of the bridging documents in accordance with the RFP.

OTHER REQUIRED INFORMATION

Resources & Financials. The Designer shall possess sufficient resources, staff and operational personnel necessary to provide all of the services associated with completion of the bridging documents. The respondent shall provide a detailed summary of its financial strength and the availability of resources to support the task as described. The respondent shall provide independently audited financial statements for itself and any and all of its subsidiaries and affiliates prepared in accordance with generally accepted accounting principles, including, at a minimum, income statements, balance sheets and statements of cash flow for at least the last three (3) fiscal years. Neither the Designer, nor any predecessor entity, nor any of its subsidiaries, affiliates or principals shall have been subject to any voluntary or involuntary bankruptcy or other insolvency proceedings in the last five (5) years.

Narrative. The respondent shall provide a detailed and organized narrative explanation summarizing its understanding of the Project, including each of the following items: the scope of this Project; the City's objectives and requirements; and the key issues, constraints, challenges and opportunities.

Limitations. The Designer's ability to undertake or perform the obligations required by the Project shall not be limited in any way by any pending, threatened or current litigation, merger or acquisitions, corporate restructuring or financial oversight which could materially affect the Designer's resources, staff and/or personnel or otherwise limit the Designer's ability to design the facility. The respondent shall provide a statement itemizing any liabilities, financial commitments, contractual commitments, guarantees, and other limitations that will or may affect its ability to meet its obligations to the City in connection with the Project.

Reference Projects. The respondent shall provide a list and description of all school facilities for which it has provided design and/or construction services within the last ten (10) years similar to any of those to be provided in connection with the Project. The respondent shall provide a description of each such project, including:



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- a.) a description of the respondent's specific involvement and duties performed;
- b.) relevance of the project to the Scope of Work called for by the Project;
- c.) description of facilities designed/constructed, including design concept, size and capacity;
- d.) history of construction, including number of months for design, construction and commissioning;
- e.) contract value and cost of designing and constructing each facility;
- f.) summary of significant accomplishments; and
- g.) names and contact information of key personnel at each facility.

Additional Information. The Bid shall contain all information which may be of importance to the Board of Contract and Supply in selecting a contractor, including all information specifically requested by this RFP and any information not specifically requested by this RFP, including favorable and unfavorable information which may have a reasonable bearing on the Board of Contract and Supply's selection. Without limiting the generality of this paragraph, as the same relates to the Design team entity, any subsidiaries and affiliates, any subcontractor, any key management staff of the Design Team, the Principal in Charge, the Design Project Manager, Project Executive, and/or any other key individual, the respondent will submit any and all information relating to criminal conviction, debarment from entering into contracts, regulatory violations, bankruptcies and other forms of insolvency, and contract disputes. Provide any additional qualifications and other information that could further assist the Board of Contract and Supply in evaluating qualifications, including any additional information related to design and/or construction similar to that required in connection with the Project.

Proposal Evaluations

In addition to cost, proposals shall be evaluated on the following criteria and point system:

- Demonstrated experience in the type of work required.
- Professional background, experience, and expertise of the principals and staff of the Bidder. Record of Bidder in accomplishing work on other similar projects in required timeframe.
- Quality of work performed previously by the Bidder for the Providence Public School Department, if any.
- Recent experience showing accuracy of cost estimates.
- References provided by the Bidder will be reviewed and evaluated.
- Possible Personal Interview. If required, in a presentation interview, the proposed Bidder will provide specific plans for completion of the project. Information and results from existing projects may be used to illustrate the proposed plan.
- The price to be charged for the design of the work.
- High degree of qualifications and experience on similar projects.
- Thorough knowledge of applicable Rhode Island construction laws, RIDE building regulations, City of Providence local codes and all other pertinent laws, codes and regulations related to successful completion of the project.
- Experience with school building projects that include site development, occupied school renovations, and suitable school projects that may relate to this project.
- Successful track record of working with architects, contractors, subcontractors, consultants, school officials, municipal officials, state officials, and committee members on behalf of the Owner in providing relevant information and facilitating decisions and actions of the various participants with the goal of



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- advancing the progress of the Project on a timely basis.
- Ability to commit the resources necessary to complete the services outlined in this RFP and the ability to sustain that commitment for the entire duration of the project.
- (a) Primary Firm Workload and Size (Maximum 10 points)
 - (b) Primary Qualifications (Maximum 25 points)
 - (c) Other Considerations (Maximum 20 points)
 - (d) Overall Team Qualifications (Maximum 25 points)
 - (e) Overall Team Experience (Maximum 20 points)

ADDITIONAL FACTORS FOR AWARD: The City, PPSD and Downes (OPM) will evaluate each written Proposal, determine whether interviews are necessary, then based on the content of the written proposal and interviews, select the vendor best qualified for selection and which is most advantageous to the City and PPSD, cost and all other factors considered.

Authority Granted. By submission of its Bid, the respondent authorizes the City and any of its subdivisions and its/their respective employees and agents to contact all references and other persons mentioned in the Bid and to visit and inspect any project or site mentioned in the Bid, which includes contacting any person who is or was associated with any such project or site, all for purposes of evaluating the respondent's performance and validating the information provided in the Bid. By submission of its Bid, the respondent represents and warrants that it has the fully authority to so authorize the City.

The City may reject any and/or all proposals and reserves the right to waive any informalities relating to the bids if it is in the public interest to do so.

Any award is subject to entering into a contract acceptable to the City and its legal counsel.

ADDITIONAL REQUIREMENTS, TERMS, AND CONDITIONS

Insurance:

Commercial General Liability Insurance: covering bodily injury and property damage in a form and with coverage that are satisfactory to the City, including personal and advertising injury liability, MPA #575, Revised 7/5/16 Page 3 of 4 independent contractors, products completed operations, contractual liability and broad form property damage coverage. Coverage shall be written on an occurrence basis. A combined single limit of \$1,000,000.00 per occurrence and aggregate is required.

Errors and Omissions Insurance: covering any damages caused by an error, omission or any negligent acts of contractor, its subcontractors, agents, officers or employees under this Contract. Combined single limit per occurrence shall not be less than \$1,000,000.00. Annual aggregate limit shall not be less than \$1,000,000.00.

Auto Liability Insurance: covering all owned, non-owned, or hired vehicles. A combined single limit per occurrence of \$1,000,000.00 will be obtained.

Workers Compensation and Employers Liability: in compliance with the compensation laws of the State of Rhode Island.



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Coverage shall include Employers Liability Insurance with minimum limits of \$100,000.00 each accident, \$500,000.00 disease or policy limit, \$100,000.00 each employee.

Please note: A certificate of Insurance listing the City of Providence as an “Additional Insured” on a primary, but not contributing basis is required. This will need to be provided prior to work commencing for the City. The full policy binder may also need to be provided if requested by the City, its Law Department or the Department of Public Property.

Other:

Statement of Litigation. Please confirm whether or not your firm is involved in any threatened, pending or current litigation or other proceedings which may impact your ability to meet the City’s requirements under this RFP.

References. Please provide us within your response a minimum of three (3) professional, municipal references related to major, school related Construction Projects.

Qualifications & Disclosures. Respondent and each member of the Design Team shall complete the Respondent Qualifications & Disclosures form attached hereto as Exhibit C and shall provide the same, fully executed and notarized, with Respondent’s submission.

Location of Staff. The selected vendor will perform a majority of the work in the City of Providence, Rhode Island. The selected vendor must have a physical office within 50 miles of Providence and manage the program from that location during the entire period of performance. Furthermore, the selected vendor will meet weekly at a designated time with applicable City & School officials to provide an in-progress review (IPR) of the program’s execution. The City will arrange for meeting space within its facilities for all required meetings. The Proposers must provide a summary of how it will meet the requirements set forth in this Location of Staff paragraph.

Termination/Violation. The Designer shall not have been terminated for cause on any contract for design unless the City determines, in its sole discretion, that the reason for termination is not material to obligations under this RFP. The Designer shall not be in violation of any Consent Order, Consent Decree or other judgement arising out of its design or construction of any facility or system.

Warranties. The Designer will be required to deliver to the City certain warranties to the City in connection with the Project, which warranties will be expressly set forth in the contract to be appended hereto by way of addendum to this RFP and shall be in addition to (and are not exclusive of) any applicable implied warranties.

Labor Relations. The Designer will be responsible for handling all labor relations for the Project, including any issues arising during the Project, in compliance with applicable laws.

Bond/Surety. As of the effective date of the contract and throughout the term thereof, the Designer shall furnish to the City, with the City as beneficiary, a bond for the faithful performance of the Designer’s obligations under the contract, as well as a payment bond, effective for the full duration of the performance period of the contract. Each such bond shall be in an amount equal to 100% of the awarded contract price, securing the performance of all contract services, in a form acceptable to the City. Such bonds shall be issued by a surety company or companies rated ‘A’ or better per current A.M. Best Company ratings and



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properly registered and licensed to conduct business in the State of Rhode Island. The City reserves the right to approve, prior to issuance, the form and substance of all bonds required in connection with the Project.

Guaranty. The City may require all or some, at its discretion, of the principals of the Designer to execute a Guaranty Agreement pursuant to which such principals will irrevocably, absolutely and unconditionally guarantee all of the Designer's obligations under the contract, which Guaranty Agreement shall be appended to the contract and issued along therewith as an addendum to this RFP. For all such principals, independently audited financial statements prepared in accordance with generally accepted accounting principles will be required and satisfaction with such principals' financial strength will be determined by the City in its sole discretion. The liability of all guarantors shall be joint and several.

Additional Terms and Conditions. The City reserves, holds without limitation, and may exercise, at its sole discretion, the following rights and conditions with regard to this RFP. By responding to this RFP, the respondent acknowledges, consents and agrees to the following terms and conditions:

1. This document is not, nor is it intended as, an offering for the award of a contract or for participation in any future solicitation. The contents of and information provided in this RFP is meant to provide general information to interested parties and to request proposals from responders interested in the Project described herein. This document is not intended as a formal offering for the award of a contract. The City may or may not enter into negotiations with the respondents or a party that has not submitted a response to this RFP. **THE TERMS AND PROVISIONS SET FORTH IN THIS RFP DO NOT CONSTITUTE ANY CONTRACT OR OFFER OF CONTRACT BETWEEN THE CITY AND ANY OTHER PARTY. THE CITY ACCEPTS NO LIABILITY WHATSOEVER FOR ANY MATERIAL OR INFORMATION SUBMITTED BY RESPONDENTS BEING DISCLOSED OR BECOMING PUBLIC INFORMATION, WHETHER INADVERTENTLY OR OTHERWISE.**
2. The City reserves the right, at its sole discretion, to withdraw this RFP; to choose to discuss various approaches with one or more parties; to use the ideas submitted in any manner deemed to be in the best interests of the City, including, but not limited to, soliciting competitive submissions relating to such ideas; and/or to undertake the prescribed Work in a manner other than that which is set forth in this RFP.
3. The City reserves the right, at any time, to change any components, concepts, or approaches of this RFP and to modify or terminate this RFP at any point if it determines any such action is in its best interest.
4. The City reserves the right to approve all subcontractors engaged by the Designer. The City further reserves the right to withdraw approval of subcontractors at any time during the course of the Project if the City determines it is in its best interest to do so.
5. All costs associated with responding to this RFP and any subsequent procurement are the sole responsibility of the respondents, and the City shall not reimburse respondents for any such costs.
6. The receipt of submissions during this RFP process will not obligate the City to enter into any contract at any time with any party.
7. The City may reject non-compliant submissions without evaluation but also has the right, in its sole discretion, to waive any noncompliance.



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8. The City may conduct broad investigations with respect to the qualifications of respondents.
9. The City may conduct discussions, at any time, with one or more respondents, request additional information, receive questions from respondents, and provide answers as it deems appropriate.
10. The City may modify the schedule set forth herein in the City's sole discretion.
11. The City reserves the right to revise this RFP by issuing addenda to this RFP at any time before the deadline for submissions.
12. No contract awarded by the City shall be binding nor valid until fully executed by the parties and subject to any require legislative or other approval(s).



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Submission Details

Please Note: Late proposals will not be accepted. Also, a W-9 Federal Tax Form and Certificate of Insurance will be requested from the awarded vendor.

PRICING

Vendors are requested to provide pricing in the following format:

- 1. Provide a *lump-sum fixed fee* for the work described above.

\$ _____

- 2. To aid with analysis of proposals, provide hourly breakdown of the above lump-sum fixed fee for all personnel roles associated with the project (including primary and secondary). *****Hourly rates may only increase by the inflation rate associated with Core CPI (Consumer Price Index), which is calculated and published by the United States Bureau of Labor Statistics.**

Personnel	Hourly Rate	Number of Hours



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3. Supplemental Pricing Information

****Rates for services performed outside the scope of the aforementioned Project. Include any consultants in the section below ****

<u>Title</u>	<u>Hourly Rate</u>	<u>Daily Rate</u>	<u>Weekly Rate</u>	<u>Yearly Rate</u>	<u>Overtime Rate Hour</u>



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SUPPLEMENTAL INFORMATION

Exhibit A: Master Schedule – Issued as addenda

Exhibit B: RIDE Necessity of School Construction Stage II – issued as addenda

Exhibit C: Qualifications & Disclosures – Issued as addenda

**Exhibit D: “Agreement between Owner and Architect” in AIA Document B101-2017
– Issued as addenda**

If the issuing department for this RFP determines that your firm’s bid is best suited to accommodate its 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.
- A certificate of insurance listing the City of Providence as an Additional Insured on a Primary, but not contributing basis.

Proposals received must be in strict accordance with guidelines as outlined in this request and the City's General Conditions of Purchase which are included herein.

All Respondents are advised to review all sections of this request thoroughly and to follow the instructions carefully. Failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.