



CITY OF PROVIDENCE, RHODE ISLAND

Department: Parks

RFP Title: Stairwell Art Installation at Memorial Park

Opening Date: March 13, 2023

Addendum #: 2

Issue Date: 03/07/23

The purpose of this addendum is to publish, the pre-bid meeting agenda and to answer questions received from potential bidders.



Stairwell Art Installation at Memorial Park

Addendum # 2

March 3, 2023

(2 Pages)

Acknowledge Addenda on Bid Form

**** BID DATE REMAINS – March 13, 2023, by 2:00 PM****

Attachments:

1. Addendum Cover Sheet (2 pages)
2. Pre-Bid Meeting Minutes (2 pages)

Questions/Clarifications:

1. **Question:** The bids open March 13th, but when is it due? And where do I send my application?
Answer: The bid opening is Monday March 13, 2023, at 2:00pm, this is the time that bids are due. Please note, bids that are late will not be considered. Please follow the instructions found on the webpage for the following link for instructions on how to submit your bid.
<https://www.providenceri.gov/purchasing/how-to-submit-a-bid/>
2. **Question:** Is a specific proposal for the site required for this first round? If so, is there a stipend provided for the proposal?
Answer: There is only one submission for this project. Your bid package should contain all required documents, artistic vision for the site, plans and drawings as well as other specified requirements laid out in RFP. There isn't a stipend associated with this project.
3. **Question:** It says the budget cannot exceed \$40,000.00 – does the selected artist/team have to use money from this budget to demolish the existing tile at the site?

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Answer: Yes, your proposal should include the cost to remove the existing tiles at the site.

4. Question: Does your office provide assistance in securing the liability insurance required?

Answer: No, it is the artist's responsibility to provide the required insurance for the project.

5. Question: Does the City have trusted union contractors that the artist can hire for the installation of the project?

Answer: It is the artist's responsibility to hire any subcontractors needed to install the proposed project.

6. Question: Can your office provide jpegs of the site as seen in the plan set for the Stairwell Art Installation of the project?

Answer: Images will not be forwarded to artists. Please refer to the RFP plan set for these images. Please feel free to visit the site.

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Pre-Bid Meeting – Non-Mandatory

Date: Tuesday, February 28 2023 @ 11:30 am – Site

Project: Stairwell Art Installation at Memorial Park

Bid Due: Monday, March 13, 2023, by 2:00 PM – Board of Contract Meeting

Agenda:

1. Bid Documents, Plans & Specifications - Questions
2. Funding – Capital Improvement Plan (CIP)
3. MBE/WBE Utilization – 10% MBE/10% WBE – Submit All Paperwork
 - a. No Sub-Contractors Utilized
 - i. Affidavit; Sub-Contractor (N/A) Disclosure and Waiver (N/A)
 - b. Sub-Contractors Utilized
 - i. Affidavit; Sub-Contractor and Request Waiver (%)
4. Retainage of 5% will be held from Pay Requests until project completion.
 - a. Reduction at Substantial Completion (85%) to 2.5%
 - b. Additional 3% held for out of state contractors.
5. Insurance Certificate After Award – Shall Include: Project Name, City of Providence (and Funder) as ‘Additionally Insured on a primary but non-contributing basis for General Liability Insurance per Written Contract or Agreement.’
6. Permits - Artist’s Responsibility to Seek Out if Permit is Needed
 - a. The City Permit Fee will be Waived (Contact when Submitting)
 - b. State ADA Fee is not waived.
7. Prevailing Wage Requirements
 - a. Wage Decision in RFP (Bid Opening: February 27, 2023)
 - b. Certified Payrolls to be Submitted with Pay Requisitions
8. Sub-Contractor Utilization Form: Submitted with Pay Requests
9. City expects a Continuous Operation (No Demobilizations)
10. Working Hours
 - a. Monday – Friday 7:00 am – 3:30 pm
 - b. Weekends or Extended Hours – Requires Pre-Approval
11. Job Site Conduct
 - a. Parks are smoke free ‘No Smoking.’
 - b. No Loud Music
 - c. Equipment and Vehicles – In working Order – No Leaks

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WENDY NILSSON
Superintendent of Parks



BRETT P. SMILEY
Mayor of Providence

12. Waiver of Lien – Is Required with CIP as the funding source for all suppliers and sub-contractors. Submit the Partial and Final Wavier of Lien forms when submitting Pay Application Requests.
13. Site is an active park.
 - a. Access is limited to certain areas.

Questions Need to be Submitted in Writing (5) Working Days Prior to the Opening –
Sent Via E-mail to Chip Ryan at cryan@providenceri.gov

Parks Department Contact Information

Chip Ryan 401-680-7216 Landscape Designer (Primary Contact)
E-Mail: cryan@providenceri.gov

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