



CITY OF PROVIDENCE, RHODE ISLAND

Department: Department of Planning and Development

RFP Title: Engineering and Post Design for Cathedral Square Pedestrian Plaza Improvements

Opening Date: 03/10/2025

Addendum #: 2

Issue Date: 02/28/2025

The purpose of this addendum is to correct attachments for addendum #1.



CITY OF PROVIDENCE
MAYOR BRETT P. SMILEY

Bid Addendum #2
Engineering and Post Design for
Cathedral Square Pedestrian Plaza Improvements
MinuteTraq ID: 48150

ADDENDUM NO. 1
Engineering and Post Design for
Cathedral Square Pedestrian Plaza
Improvements

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The information, clarifications and revisions contained in this addendum are to be incorporated as ADDENDUM NO. 2 – ENGINEERING AND POST DESIGN FOR CATHEDRAL SQUARE PEDESTRIAN PLAZA IMPROVEMENTS. All referenced changes are to become part of the Contract Documents. This is the First Addendum for this RFP:

- This addendum answers questions asked during the Pre-Bid Conference held on 2/24/25.

Q: Will there be overlap and coordination between this project and the separate “Make Safe” Cathedral Square Emergency Safety Repairs project?

A: Yes. It is expected that there will be coordination between these two projects.

Q: Will there be coordination required with utility and partner agencies earlier than at 90% design?

A: Yes. Some stakeholder meetings will be added; most of this effort will be covered by City staff, but the Consultant shall allot time for some stakeholder engagement.

See the updates to the Scope of Work, Project Tasks and Deliverables, Section 2, “Conceptual Design,” Paragraph b; Section 3, “30% Design,” Paragraph b; and Section 4, “Final Design Services – 90% Design,” Paragraph f.

Q: Will materials testing be required in the scope of work?

A: Yes. See updates to the Scope of Work, Project Tasks and Deliverables, Section 6, “Advertising and Post Design Services,” Paragraphs n & o.

Q: Is there a site survey requirement?

A: Yes. See updates to the Scope of Work, Project Tasks and Deliverables, Section 3, “30% Design,” Paragraph b.

ADDENDUM NO. 2
Engineering and Post Design for
Cathedral Square Pedestrian Plaza
Improvements

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Q: Is there a permitting forecast requirement?

A: This is included in the original Scope of Work, Project Tasks and Deliverables, Section 4, “Final Design Services – 90% Design,” Paragraph a.

Q: Can you confirm the Limit of Work?

A: See updated site map included under the Scope of Work.

Q: Is a tree inventory available for the project area?

A: Coordination will happen with the City Forester. See the updates to the Scope of Work, Project Tasks and Deliverables, Section 2, “Conceptual Design,” Paragraph b; Section 3, “30% Design,” Paragraph b; and Section 4, “Final Design Services – 90% Design,” Paragraph f.

The list of attendees present at the Pre-Bid Conference held on 2/24/25 is attached.

The updated deadline for question submissions is now Monday, March 3rd at 4:30pm.



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Scope of Work

All bidders must include in their proposal the following information:

The City intends to reconceive this area in order improve the safety, connectivity, vibrancy and resiliency of this area as part of this RFP.

Conceptualize – Identify elements of the plaza and its surrounds to determine what is necessary retain, what is desirable to enhance and what is possible to reconceive.

Stabilize – In order to make-safe and improve the existing surfaces, quantify, catalogue and prepare a plan for stabilizing and resetting existing pavers, missing and uneven stone stairs and other surface materials. Improve lighting along and within the corridor leading up and away from the Square. Improve existing landscaping and trees to help maintain desired elements to remain and to contribute to their longer-term health and vitality.

Reimagine – Whereas the initial vision for the Plaza and Square was not realized and the components necessary for its actualization are absent, it is time to reconsider the area’s form and function. Working with local stakeholders and abutters, conduct visioning sessions to identify potential improvements and amenities to be incorporated into a comprehensive, phased series of improvements. Phases can be determined by scope, concepts or location. The goal is to establish a comfortable, inviting public plaza suitable for intergenerational use that supports the adjacent uses and activities and is welcoming to the public at all hours. Concepts should include, but are not limited to:

Accessibility – Improvements to stairs, grades and pathways to achieve Americans with Disability Act (ADA) compliance as well as aspire to universal design goals throughout the project area.

Greening – Devise improvements to the tree bosque and other mature plantings. Consider opportunities to reduce or eliminate impervious surfaces. Integrate stormwater management techniques

Illuminate – Incorporate lighting strategies that provide attractive and effective illumination of the area. Consider opportunities to incorporate building façade illumination to provide additional light levels and highlight adjacent landmark and architectural details. Use lighting as a circulation enhancement and establish “gateways” to attract visitors and orient pedestrians and vehicles.

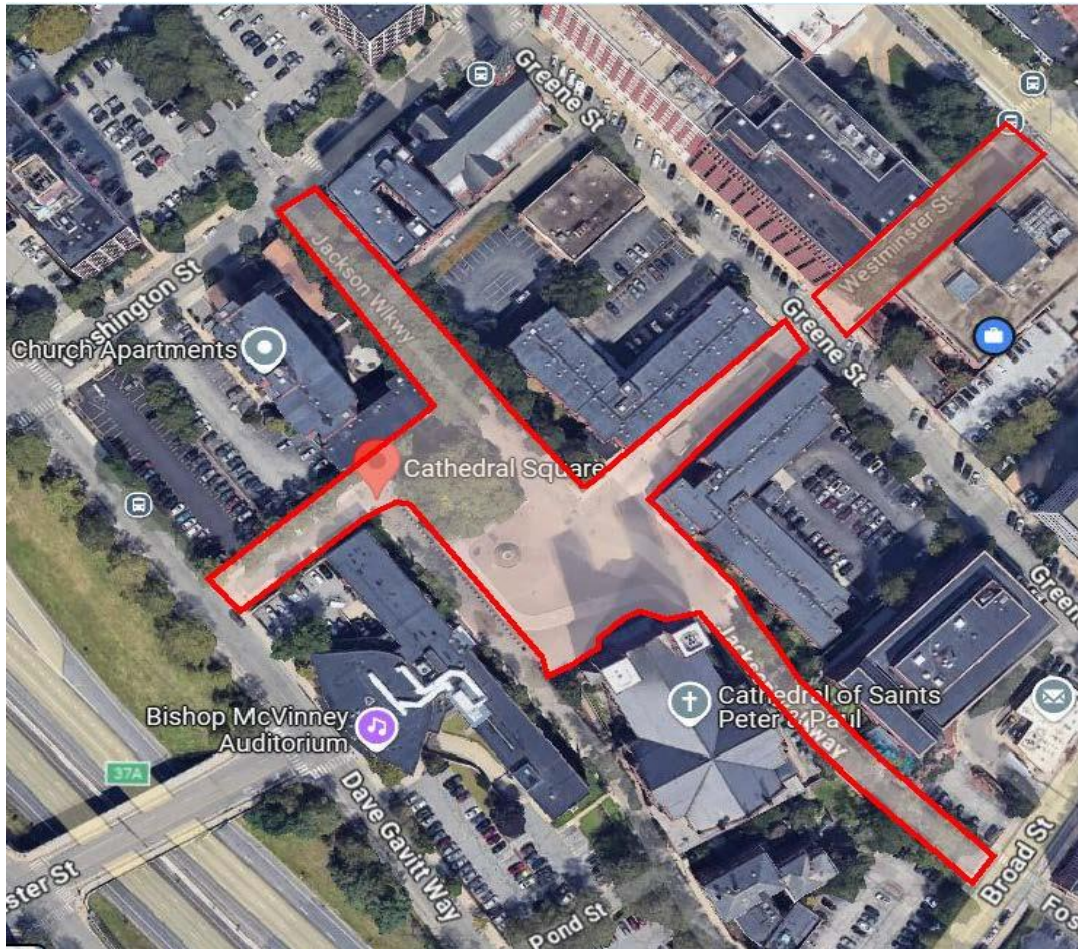
Reconnect – Incorporate circulation improvements that helps to connect downtown to neighborhoods west of I-95.

Project Area

The Project Area is defined as Cathedral Square between Dave Gavitt Way, Washington Street, Westminster Street and Winslow Street, including the Jackson Walkway. (See Figure 1)



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UPDATED Figure 1: The Project Area as shown in red includes the Westminister pedestrian path between Empire Street and Dave Gavitt Way and the Cathedral Square Plaza between Greene Street and Dave Gavitt Way.

Project Oversight

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, the Parks Department, the Department of Art, Culture and Tourism, and other agencies and local partners as required for coordination, approvals, and permitting.



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Project Budget

Up to \$1.9M in funds are available from the City of Providence's Capital Improvement Plan (CIP) for both the services associated with this RFP as well as construction of such improvements. No state or federal funds are anticipated to be used for design or construction of this phase of work.

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 oversight and management activities including:
 - 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 20th day of each month in order to be processed in a timely fashion. Any invoices received after the 20th day of each month will not be processed until the following month.
 - b. **Coordinate and attend Regular Staff Coordination Meetings, Associated Meeting Materials, and Meeting Summary Notes:** Coordinate and attend regular (bi-weekly) virtual meetings 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. For the purposes of this proposal, each meeting shall be expected to be one and half (1.5) hours in duration.
 - c. **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.

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
2. **Conceptual Design**
 - a. Develop and submit conceptual design plans and construction cost estimates for three options to improve and enhance the pedestrian experience along *the Westminster pedestrian path between Empire*



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Street and Dave Gavitt Way and the Cathedral Square Plaza between Greene Street and Dave Gavitt Way, creating a plaza-like feeling that unifies the area, mitigates trip hazards, lighting needs and other safety issues, and softens the urban environment. The Consultant shall ensure all aspects of work meet ADA requirements and needs for drainage. The three options shall include various paving treatments that meet these requirements, green infrastructure suitable for an urban park, and bollards or other design features needed to maintain safety for people walking and driving in the area.

b. Utilities and Partner Agency Coordination: Coordinate communications and coordinate and attend meetings with utilities and partner agencies including but not limited to RI Energy, Verizon, Cox, NBC, Providence Water, RISHPO, Providence Fire, Providence Police, City Planning Commission, Downtown Design Review Committee, Historic District Commission, Capital Center Commission, City Forester, DPW, Parks Department, RIDOT, RIPTA, RIDEM, and CRMC. 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.

For the purposes of this proposal, up to sixteen (4) utility and partner agency coordination meetings shall be anticipated and each meeting shall be expected to be one (1) hour in duration.

The consultant shall work with Department of Planning and Development staff to review previous plans for the area to better understand previous efforts in this area. Staff will provide digital files via Microsoft Teams, or another mutually agreed file sharing system upon award.

3. 30% Design

a. 30% Cathedral Square Plaza Design: Develop and submit preliminary engineering plans and estimates in order to improve and enhance the pedestrian experience along the Westminster pedestrian path between Empire Street and Dave Gavitt Way and the Cathedral Square Plaza between Greene Street and Dave Gavitt Way, creating a plaza-like feeling that unifies the area, mitigates trip hazards, lighting needs and other safety issues, and softens the urban environment. This shall include ensuring that the surface of the plaza is flush and accounts for all drainage, traffic sensor, and utility access points as needed. The final surface shall be suitable to structurally accommodate stopping and starting of service vehicles as needed. The Consultant shall ensure all aspects of the plaza meet ADA requirements and needs for drainage. The Consultant shall expect one round of comments and edits from the City to be incorporated into finalized 30% preliminary engineering plans and estimates.

b. Site Survey: Consultant or subconsultant will complete topographic survey for the project area. Consultant will conduct field visits to verify the survey information and collect any additional information that is not reflected. Up to two (2) field visits by up to two (2) staff members per segment are assumed.

c. Soil testing: Consultant or subconsultant is responsible for conducting soil test for the project area.



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c. Utilities and Partner Agency Coordination: Coordinate communications and coordinate and attend meetings with utilities and partner agencies including but not limited to RI Energy, Verizon, Cox, NBC, Utilities and Partner Agency Coordination: Coordinate communications and coordinate and attend meetings with utilities and partner agencies including but not limited to RI Energy, Verizon, Cox, NBC, Providence Water, RISHPO, Providence Fire, Providence Police, City Planning Commission, Downtown Design Review Committee, Historic District Commission, Capital Center Commission, City Forester, DPW, Parks Department, RIDOT, RIPTA, RIDEM, and CRMC. 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.

For the purposes of this proposal, up to sixteen (4) utility and partner agency coordination meetings shall be anticipated and each meeting shall be expected to be one (1) hour in duration.

Deliverables:

- Site Survey
- Soil Testing
- Meeting notes for utility and partner agency coordination meetings
- Draft 30% Engineering Plans and Estimates for Cathedral Square Pedestrian Plaza
- Final 30% Engineering Plans and Estimates for Cathedral Square Pedestrian Plaza

4. Final Design Services - 90% Design

- a. Permitting Forecast: Prepare the Permitting Forecast. All permitting shall be identified by the Consultant and coordinated with the City and any relevant permitting agencies.
- b. Final Design Plan Submission and Estimates: Develop and submit final engineering plans and engineer's estimates with adjustments made as determined through earlier tasks. This shall also include construction documents for the building components outlined in Task 3 and should clearly include and specify materials, finishes, fixtures, equipment, and appliances, structural engineering and other subconsultant drawings.
- c. Revisions: Revise plans as needed based on input from the City and its partners.
- d. Contract Book Preparation: Prepare a Construction Contract Book using the City's template and edit to include project specific conditions and specifications, details, and all other necessary documents and conditions needed for construction and advertising of the project.
- e. Revisions: Revise contract book as needed based on input from the City and its partners.
- f. Utilities and Partner Agency Coordination: Coordinate communications and coordinate and attend meetings with utilities and partner agencies including but not limited to RI Energy, Verizon, Cox, NBC, Providence Water, RISHPO, Providence Fire, Providence Police, City Planning Commission,



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Downtown Design Review Committee, Historic District Commission, Capital Center Commission, [City Forester](#), [DPW](#), [Parks Department](#), RIDOT, RIPTA, RIDEM, and CRMC. 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.

For the purposes of this proposal, up to sixteen (~~168~~) utility and partner agency coordination meetings shall be anticipated and each meeting shall be expected to be one (1) hour in duration.

- g. Permit Preparation and Submission: Prepare and submit formal permits with associated drawings and other materials to meet all permitting requirements for successful completion of the project.
- h. Before/After Renderings: Develop at least one graphic showing before and after (hand drawn or computer-generated) perspective rendering showing the improvements. Selected views for before/after renderings shall be reviewed and approved in writing by the City's project manager prior to advancement of this subtask. Drafts of all documents shall be shared with the City for feedback and one round of edits shall be planned by the Consultant.

Deliverables:

- Permitting Forecast
 - Final Design Plan Submission and Estimates in both PDF and native file (Excel, AutoCAD, etc.) format
 - Final Design Plan Submission and Estimates in both PDF and native file (Excel, AutoCAD, etc.) format
 - Contract Book in both PDF and native file (Word) format
 - Revised Contract Book in both PDF and native file (Word) format
 - Meeting agendas for utility and partner agency coordination meetings
 - Meeting materials for utility and partner agency coordination meetings
 - Meeting notes for utility and partner agency coordination meetings
 - Permits
 - Proof of submission of permits
 - At least four before/after perspective renderings as high-resolution JPG files
5. ~~Task 6: PS&E Design Services:~~ During this task, the Consultant shall progress the design based on resolutions to comments or discussions during the Final Design Services task for the Cathedral Square Pedestrian Plaza.
 - a. Edits: Make edits to the Final Design Plan Submission, Contract Documents (including distribution of quantities), and Engineer's Estimates for PS&E Submission.
 - b. Construction Scheduler Coordination: Coordinate, assist, and provide project details to the construction scheduler.
 - c. Permitting Preparation and Assistance: Prepare and assist with any and all required permitting.



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Deliverables:

- PS&E Submission in both PDF and native file (Excel, Word, AutoCAD, etc.) format
- Meeting notes from meetings with construction scheduler
- Meeting notes from permit preparation and assistance meetings
- Completed permits as required by the project

6. **Advertising and Post Design Services:** (This shall include all project elements indicated as part of previous tasks.)
- a. Edits: Make edits to the PS&E Plan Submission, Contract Documents, Distribution of Quantities, and Engineer's Estimates for Advertising Submission.
 - b. Bid Documents: Design and develop bid documents for the construction of the Project in accordance with City procedures
 - c. Permitting Approvals: Acquire Permitting Approvals.
 - d. Advertising CDs: Create Advertising CDs.
 - e. Pre-Bid Conference: Plan, prepare materials for, and attend a virtual Pre-Bid Conference. The Consultant shall be responsible for the meeting agenda, meeting materials, and meeting minutes. The Consultant shall host the meeting via the Zoom platform.
 - f. Respond to contractor questions to clarify the scope of work during the bid phase of the project.
 - g. Addenda: Create addenda and assist with responses to bidder questions. For purposes of this RFP, it shall be assumed that there will be two addenda created.
 - h. Perform one bid analysis and make recommendations for award for the bid package.
 - i. Provide construction observation services for the work included in this phase to check for general conformance with the contract documents, including the city standards. The Consultant shall provide a Resident Engineer who shall be present on site during major milestones of the projects and maintain daily sheets documenting work performed and any issues noted. For the purpose of this proposal, it is assumed 16 hours/week during the four (4) months of the expected construction duration
 - j. Review of invoices and associated required forms from contractors.
 - k. Respond to Requests for Information (RFIs) from the contractor regarding the work. For this proposal it is assumed that there will be up to three (3) RFIs.
 - l. Shop Drawing & Submittal Review. It is assumed that there will be up to fifteen (15) shop drawings under this phase.
 - m. Evaluate, prepare and recommend action on contractor change orders, extra work, and claims.
 - n. Materials Testing Schedule: Submit a Project materials testing schedule for review and approval
 - o. Coordinate with the City and testing facility for materials testing. The consultant or subconsultant is expected to coordinate materials testing. The City will not be responsible for materials testing.
 - p. Coordinate with relevant utility companies and permitting agencies.
 - q. Conduct and coordinate a walkthrough of the project area with key City staff to develop a punch list.
 - r. Develop a punch list and ensure contractor completion.



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Deliverables:

- Updated PS&E Submission in both PDF and native file (Excel, Word, AutoCAD, etc.) format
- Bid documents in both PDF and native file format
- Copies of permit approvals
- Advertising CDs in both PDF and native file format
- Meeting agenda for pre-bid meeting
- Meeting materials for pre-bid meeting
- Meeting notes for pre-bid meeting
- Responses to bidder questions
- Up to two addenda
- One bid analysis containing recommendations for award for the bid package
- Field notes from Resident Engineer performing construction observation services
- Approved invoices from contractors, inclusive of required forms
- Responses to up to three Requests for Information (RFIs) from the contractor regarding the work.
- Up to fifteen (15) 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
- Written communications with relevant utility companies, permitting agencies, RIDOT, and RIPTA.
- Punch list
- Written verification to City from consultant certifying contractor completion of punch list items

Feb. 24th, 2025 Cathedral Square Pre-Bid Meeting Sign In

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