



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

REQUEST FOR PROPOSALS

Item Description: Design and Engineering Services for Phase II RIDE Submission, Providence Schools

Procurement/MinuteTraq #: 49367

Date to be opened: 5/19/2025

Issuing Department: Department of Public Property

QUESTIONS

- Please direct questions related 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 “**Solicitation 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
 - 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 expert:
 - Name: Elise Marquez
 - Title: Project Manager
 - RFI Submission at this link: <https://wkf.ms/44BiBKC>



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Pre-bid Conference

There will be a Mandatory Pre-Bid Conference

May 7, 2025 at 9:00AM via zoom, link below

Elise Marquez | Downes is inviting you to a scheduled Zoom meeting.

Topic: Pre Bid Conference

Time: May 7, 2025 09:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://downesco.zoom.us/j/86478244585?pwd=Qz1AJOL1PrEgxaXbgvIKOjDfIMvsKN.1>

Meeting ID: 864 7824 4585

Passcode: 395368

Deadline for questions submissions:

May 9, 2025 by 2 PM



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INSTRUCTIONS FOR SUBMISSION

Meeting Date: 5/19/2025

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 Conference Room 305, on the 3rd floor of City Hall.

- Bidders must submit **2 copies** of their bid in sealed envelopes or packages labeled with the captioned **Item Description** and the **City Department to which the solicitation 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 solicitation. 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*)
- Bid Form 4: Affidavit of City Vendor (*see pages 9 and 10 of this document*)
- Forms from the Minority and Women Business Enterprise Program: Based on Bidder Category. *See forms and instructions enclosed (pages 11-112) 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 2 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 5 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. Any person signing a bid bond as an attorney-in-fact shall include with the bid bond an original, or a photocopy or facsimile of an original, power of attorney.
 - 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 **nighty (90) 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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BID FORM 4: Affidavit of City Vendor

Per our Code of Ordinances [Sec. 21.-28.1 \(e\)](#), this form applies to a) the business, b) any political action committee whose name includes the name of the business, c) all persons holding ten (10) percent or greater equity interest or five thousand dollars (\$5,000.00) or greater cash value interest in the business at any time during the reporting period, d) all executive officers of the business entity, e) any spouse or dependent child of any individual identified in a) though d) above.

Executive officers who are not residents of the state of Rhode Island are exempted from this requirement.

Per [R.I.G.L. § 36-14-2](#), "Business" means a sole proprietorship, partnership, firm, corporation, holding company, joint stock company, receivership, trust, or any other entity recognized in law through which business for profit or not for profit is conducted.

Name of the person making this affidavit: _____

Position in the "Business" _____

Name of Entity _____

Address: _____

Phone number: _____

The number of persons or entities in your entity that are required to report under [Sec. 21.-28.1 \(e\)](#): _____

Read the following paragraph and answer one of the options:

Within the 12 month period preceding the date of this bid submission with the City of Providence, or with respect to the contracts that are not in writing within the 12 month period preceding the date of notification that the contract has reached the \$100,000 threshold, have you made campaign contributions within a calendar year to (please list all persons or entities required under [Sec. 21.-28.1 \(e\)](#)).

a. Members of the Providence City Council? Yes No

- If Yes, please complete the following:

Recipient(s) of the Contribution:

Contribution Date(s):

Contribution Amount(s):

b. Candidates for election or reelection to the Providence City Council? Yes No

- If Yes, please complete the following:

Recipient(s) of the Contribution:

Contribution Date(s):

Contribution Amount(s):



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c. The Mayor of Providence? Yes No

- If Yes, please complete the following:

Recipient(s) of the Contribution:

Contribution Date(s):

Contribution Amount(s):

d. Candidates for election or reelection to the office of Mayor of Providence? Yes No

- If Yes, please complete the following:

Recipient(s) of the Contribution:

Contribution Date(s):

Contribution Amount(s):

Signed under the pains and penalties of perjury.

Position



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MBE/WBE Participation Plan

Please complete separate forms for each MBE/WBE subcontractor/supplier to be utilized on the solicitation.

Bidder's Name:				
Bidder's Address:				
Point of Contact:				
Telephone:				
Email:				
Procurement #:				
Project Name:				
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? (Check all that apply).	<input type="checkbox"/> MBE	<input type="checkbox"/> WBE	<input type="checkbox"/> Neither MBE nor WBE	
<p>This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Office of Diversity, Equity and Opportunity at the time of bid. The MBE/WBE Directory can be found here. Please visit, the City's MBE/WBE page for details of the program (e.g. instructions and requirements).</p> <ul style="list-style-type: none"> Nonprofit organizations are not required to complete the rest of this form. Construction projects unable to identify subcontractors prior to bid submission (e.g. Design Build) are required to provide updates to the MBE/WBE Outreach Office 				
Name of Subcontractor/Supplier:				
Type of RI Certification:	<input type="checkbox"/> MBE	<input type="checkbox"/> WBE	<input type="checkbox"/> Neither	
Address:				
Point of Contact:				
Telephone:				
Email:				
Detailed Description of Work to Be Performed by Subcontractor or Materials to be Supplied by Supplier Per the Scope of Work provided in the RFP				
Total Contract Value (\$):		Subcontract Value (\$):		Participation Rate (%):
Anticipated Date of Performance:				
I certify under penalty of perjury that the forgoing statements are true and correct.				
Prime Contractor/Vendor Signature	Title			Date
Subcontractor/Supplier Signature	Title			Date

***If you did not meet the 20% MBE/WBE combined participation goal, submit a Waiver Request Form.**



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MBE/WBE Waiver Request Form

**Fill out this form only if you 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 gdiaz@providenceri.gov or 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. **In case a waiver is needed, City Department Directors should not recommend a bidder for an award if this form is not included, absent or is not signed by the city of Providence MBE/WBE director.**

Prime Bidder: _____ Contact Email and Phone _____
Company Name, Address: _____ Trade _____
Project /Item Description (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 Name	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 /
or Duly Authorized Representative

Printed Name

Date Signed

Signature of City of Providence
MBE/WBE Outreach Director /
or Duly Authorized Representative

Printed Name of City of Providence
MBE/WBE Outreach Director

Date Signed



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BID PACKAGE SPECIFICATIONS

BACKGROUND

The City of Providence and Providence Public School District (PPSD) recognize that school facilities are a critical part of any improvements and have committed approximately 1 billion to rebuild the district's aging schools. Providence youth spend more time in schools than any building other than their homes. They deserve 21st Century learning environments that are clean, safe, secure, and inspiring - and our plan is to create state of the art facilities that meet the promise and ambition of the Turnaround Plan.

The City of Providence and PPSD are determining the next phase of a historic plan to rebuild the capital city's crumbling schools. Every decision must be based on sound data and best practices in educational facility planning, including consideration of enrollment, capacity, utilization, facility conditions, security, and suitability for the creation of 21st Century learning environments. Together, these data points help guide decision-making with the goal of dramatically improving the quality of educational environments our Providence students learn in every day.

The City of Providence and PPSD understand that in order to maximize the impact of every dollar spent on enhancing learning spaces, decisions must be made that are focused, cost effective, and impactful. To that end, the goal is to improve learning environments for as many PPSD students as possible. Although the data points to distinct challenges - such as aging infrastructure, climbing costs, educational alignment - these identified issues also present opportunities to guide investments toward cost effective and educationally appropriate projects. In particular, the combination of aging infrastructure and declining enrollments presents an opportunity to improve utilization and place more students in 'newer and fewer' schools by closing facilities that are in the worst shape, or which are the most expensive to renovate. "Newer and fewer," which has been embraced by several communities across Rhode Island, is a framework encouraged and incentivized by state law (RIGL 16-7-40(h)) which provides additional state aid for consolidation projects.

This approach, which has helped realize successful school projects across Rhode Island, helps put an end to expensive and inefficient "Band Aid" fixes by replacing old, crumbling buildings with fewer new ones. Data driven decisions have led to investment in schools that were not replacement candidates - for example Pleasant View and D'Abate Elementary - while replacing schools with FCIs that make them replacement candidates (>60%) - like Fogarty Elementary which has an FCI of 95%. In doing so, the district can 'right size' its buildings to serve their current and projected populations in buildings that are better suited to provide 21st century education. This approach also allows for a foundational shift to more schools that provide Pre-Kindergarten through eighth grade (PreK-8) services, in response to community feedback and research on the educational benefits of PreK-8 schools. In Providence, work is already underway to invest in schools, create inspiring learning spaces, and shift toward the Pre-K model.

The education community shares an appreciation for the expanding role of technology and the urgency to mobilize the resources for a 21st century education. There exists shared vision to make Providence Public Schools a "world class" educational entity.

This project offers a unique opportunity for innovative design, and creative thinking about what a "school" should and can be. School facilities would be available for public use, including the library and the fitness resources. The hope is that the community would see this school as a place where community events could take place. The school's facility could also



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function as a Professional Development Center for educators or community-based activities. The school's design must thoughtfully support these roles.

The City of Providence and PPSD is committed to an environmentally sustainable design, with Net Zero energy consumption as the goal. The school will conform to Northeast Collaborative for High Performance Schools Protocol (NE-CHPS). The school facility should be an educational tool in itself-in terms of environmental systems and community function.

It will require unusually close collaboration between all parties. The objective is to establish a model for hybrid school/community centers. This RFP is looking for an architect(s) who shares that same vision for our facilities that ultimately supports the City of Providence and PPSD efforts that will serve the community and all stakeholders.

SCOPE OF SERVICE

I. Project Overview

The City of Providence is soliciting proposals from qualified firms from MPA#494A that provide Architectural/Engineering Services. The City and PPSD submitted a Stage I application to RIDE on February 15, 2025 and received preliminary approval on April 6, 2025. The selected firm(s) will assist Downes Construction Co (OPM) with Architectural/Engineering (A/E) Services for the development of a comprehensive plan for school facilities in Providence, and the submission of a RIDE Phase II Necessity of School Construction application on or before September 15, 2025.

II. Scope of Services

The intent of this ongoing exercise is to develop a set of evaluation criteria along with a broad range of configuration options for analysis and public consensus. The city is seeking Architectural & Engineering ("A/E") services to develop and submit the RIDE Stages II application (reference RIDE Regulations for additional information and requirements). The independent pre-referendum educational visioning assessment will require a submittal of the schematic design documents. The A/E will assist the city and the OPM (Downes) with Pre-referendum services as needed (marketing brochures, drawings, presentation boards, attendance of meetings, etc.). The A/E service may include, but not limited to, conducting existing building & site conditions surveys, Phase I-Site Assessment survey, HAZMAT Assessment, Geotechnical Borings and Test Pits, and comprehensive Land Survey of the property.

A. Base Services

1. RIDE Portal Submissions



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a. Providence submitted Stage I Necessity of School Construction application on February 15, 2025 and received preliminary approval on April 6, 2025. The Selected firm will assist/support Providence & the OPM (Downes) with responses or supplemental information that may be requested by RIDE for the Stage I application.

2. RIDE Stage II Application

a. Work with the city, PPSD and the OPM (Downes) to fulfill requirements for a RIDE Stage II application. Coordinate all necessary Council and School Committee votes and signatures required for submission. Provide all necessary hard copies to RIDE; provide digital.

b. The designs shall make maximum practical use of all space. Proposed solutions will be fully functional, meet all codes and regulations, and be cost effective.

c. Perform all required functions for architectural & engineering services in compliance with the RIDE School Construction Regulations (5/24/07).

d. The firm will have the responsibility to provide comprehensive design services through the firm's own capabilities and sub-consultants as necessary. The A/E services should include at minimum the following:

Architectural Design

Building & Fire Code Expertise

Acoustical Engineering

Structural Engineering

Civil and Site Design

Traffic Consultant

Environmental Consultant

Landscape architect

Security Consultant

Food Service Design

Electrical, FA/ Data & Telcom

Mechanical (HVAC) Engineering

Plumbing Engineering

Fire Protection Engineering



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Interior Finishes

Interior Furnishings

Third party estimator

Building Commissioning (by Owner)

e. Public Engagement: Facilitate up to six (6) public information sessions to provide Subcommittee updates and engage a community discussion on building configuration development. Meetings are to be held with multiple stakeholders, and typically occur during the evening or on a weekend day.

f. Schedule Control: Provide and maintain a detailed schedule for meetings, public information sessions, action items, and next steps.

3. Referendum Support

a. Informational Material: Provide informational material of proposed project, in digital and print-ready format.

b. Public Engagement: Facilitate up to four (4) public information sessions to provide updates and engage a community discussion on proposed plan. Meetings are to be held with multiple stakeholders, and typically occur during the evening or on a weekend day.

c. Meetings: For the purposes of this RFP, assume monthly meetings with the School Building Committee and Council.

III. Instructions for Submission of Qualifications

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.

- Statement of Qualifications

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 Firms, identifying the indicated role of each participant included in the RFP response. Include the identity of the Primary Design Team (Designer), which 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 Team principal contact(s) must remain constant throughout the life of the PROJECT.



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

JOINT VENTURES

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 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 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.

Firms that are bidding this Project as part of a Joint Venture Partnership shall meet the following criteria in order to be eligible to participate in the Project - At least one (1) of the firms participating in the Joint Venture Partnership shall have been incorporated or otherwise legally established as a business in the State of Rhode Island for not less than five (5) years; Joint Venture Partnerships meeting the above criteria shall provide the Owner with the following information, for review and consideration of its Bid:

Legal Documentation as to the Legal Structure of the Joint Venture Partnership.

Detailed explanation of how the Joint Venture Partnership is financed and by whom.

Explanation of which Co-Venturer will be primarily responsible in the overall Joint Venture Partnership.

Detail which Co-Venturer will be providing the design liability insurance.

Detail which Co-Venturer will and has the authority to make decisions on behalf of the Joint Venture Partnership.

Detail which Co-Venturer will run the day-to-day operations of the Joint Venture Partnership.

Detail what percentage of employees will be used from each of the Co-Venturer's firms and describe which roles those employees will participate.

Clearly outline the insurance structure proposed for the Joint Venture Partnership and the proposed term of the insurance. This shall also include details as to who will be the long-term insurance administrator after the Joint Venture Partnership ceases to exist.

Joint Venture Partnerships that have submitted a Bid for this Project shall meet all of the eligibility requirements detailed above and shall submit with the Bid all documentation that has been requested in regards to the Joint Venture Partnership.



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Joint Venture Partnerships that have not submitted the appropriate requested information shall not be eligible for Bid Award.

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 to 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:

Public Educational Facility Design, School Site Work Design, and Public School Construction utilizing the CMR Method of Delivery.

Northeast Collaborative for High Performance Schools.

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 \$70 Million or more completed by EACH company in the past TEN (10) YEARS which demonstrates adequate experience in Public School Design and Construction on school construction projects similar in scope and/or complexity to the PROJECT 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 here in.

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.

Provide an organizational chart identifying companies responsible for major functions to be performed in designing 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,



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Project Management of each firm participating as part of the Team, project administration, construction management, design quality control and design quality assurance, and construction administration.

D. Identify the Key Firms you would be anticipating as part of your overall Design Team.

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

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 RFQ 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.

E. THREE (3) references shall be provided for the Project Principal and Design Project Manager.

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.

F. Discuss the current design and/or construction administration backlog of EACH Design team

Submission Evaluations

Proposals shall be evaluated on the following criteria and point system:

- 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 codes and regulations related to successful completion of the projects.
- 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 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 advancing the progress of the Project on a timely basis.



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● Ability to commit the resources necessary to complete the services outlined in this RFQ 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) Key Personnel (Maximum 20 points)
- d) Overall Team Qualifications (Maximum 25 points)
- e) Overall Team Experience (Maximum 20 points)

ADDITIONAL FACTORS FOR AWARD

The city will evaluate each written submission, determine whether interviews are necessary, then based on the content of the written submission and interviews, select the vendor best qualified and that is most advantageous to the Providence Public School District. The firm's qualifications, proposed personnel qualifications, knowledge of Providence and the needs facing the schools, anticipated services, and project approach will be the criteria by which we will conduct is evaluation:

Each Submission will be evaluated by the city and will include but will not be limited by the following criteria in order to select the best responsive and responsible Bidder:

- A. Demonstrated experience in the type of work required.
- B. Professional background, experience, and expertise of the principals and staff of the Firm.
- C. Record of the Firm in accomplishing work on other similar projects in the required timeframe.
- D. Quality of work performed previously by the Firm for the city, if any.
- E. Recent experience showing accuracy of designing to the budget.
- F. References provided by the Firm will be reviewed and evaluated.
- G. Personal Interview – the city may request presentation interviews.

The city may reject any and/or all submission and the right to waive any informalities relating to the proposals 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.

The city of Providence and its Agencies and Commissions are Affirmative Action – Equal Opportunity employers. Respondents to this Request for Proposal agree and warrant that in the performance of the work on these projects, the firm



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will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental or physical disability.

SUPPLEMENTAL INFORMATION

If the issuing department for this RFP determines that your firm's bid is best suited to accommodate their need, you will be asked to provide proof of the following prior to formalizing an award.

An inability to provide the outlined items at the request of the department may lead to the disqualification of your bid.

*This information is **NOT** requested to be provided in your initial bid that you will submit to the City Clerk's office by the "date to be opened" noted on page 1. This list only serves as a list of items that your firm should be ready to provide on request.*

All bids submitted to the City Clerk become public record. Failure to follow instructions could result in information considered private being posted to the city's Open Meetings Portal and made available as a public record.

You must be able to provide:

- Business Tax ID will be requested after an award is approved by the Board of Contract and Supply.
- Proof of Insurance.
- Certificate of Good Standing with the Rhode Island Secretary of State.



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CITY OF PROVIDENCE STANDARD TERMS & CONDITIONS

1. The terms “you” and “your” contained herein refer to the person or entity that is a party to the agreement with the City of Providence (“the City”) and to such person’s or entity’s employees, officers, and agents.
2. The Request For Proposals (“RFP”) and these Standard Terms and Conditions together constitute the entire agreement of the parties (“the Agreement”) with regard to any and all matters. By your submission of a bid proposal or response to the City’s RFP, you accept these Standard Terms & Conditions and agree that they supersede any conflicting provisions provided by bid or in any terms and conditions contained or linked within a bid and/or response. Changes in the terms and conditions of the Agreement, or the scope of work thereunder, may only be made by a writing signed by the parties.
3. You are an independent contractor and in no way does this Agreement render you an employee or agent of the City or entitle you to fringe benefits, workers’ compensation, pension obligations, retirement or any other employment benefits. The City shall not deduct federal or state income taxes, social security or Medicare withholdings, or any other taxes required to be deducted by an employer, and this is your responsibility to yourself and your employees and agents.
4. You shall not assign your rights and obligations under this Agreement without the prior written consent of the City. Any assignment without prior written consent of the City shall be voidable at the election of the City. The City retains the right to refuse any and all assignments in the City’s sole and absolute discretion.
5. Invoices submitted to the City shall be payable sixty (60) days from the time of receipt by the City. Invoices shall include support documentation necessary to evidence completion of the work being invoiced. The City may request any other reasonable documentation in support of an invoice. The time for payment shall not commence, and invoices shall not be processed for payment, until you provide reasonably sufficient support documentation. In no circumstances shall the City be obligated to pay or shall you be entitled to receive interest on any overdue invoice or payment. In no circumstances shall the City be obligated to pay any costs associated with your collection of an outstanding invoice.
6. For contracts involving construction, alteration, and/or repair work, the provisions of applicable state labor law concerning payment of prevailing wage rates (R.I. Gen. Laws §§ 37-13-1 et seq., as amended) and the City’s First Source Ordinance (Providence Code of Ordinances §§ 21-91 et seq., as amended) apply.
7. With regard to any issues, claims, or controversies that may arise under this Agreement, the City shall not be required to submit to dispute resolution or mandatory/binding arbitration. Nothing prevents the parties from mutually agreeing to settle any disputes using mediation or non-binding arbitration.
8. To the fullest extent permitted by law, you shall indemnify, defend, and hold harmless the City, its employees, officers, agents, and assigns from and against any and all claims, damages, losses, allegations, demands, actions, causes of action, suits, obligations, fines, penalties, judgments, liabilities, costs and expenses, including but not limited to attorneys’ fees, of any nature whatsoever arising out of, in connection with, or resulting from the performance of the work provided in the Agreement.
9. You shall maintain throughout the term of this Agreement the insurance coverage that is required by the RFP or, if none is required in the RFP, insurance coverage that is considered in your industry to be commercially reasonable, and you agree to name the City as an additional insured on your general liability policy and on any umbrella policy you carry.
10. The City shall not subject itself to any contractual limitations on liability. The City shall have the time permitted within the applicable statute of limitations, and no less, to bring or assert any and all causes of action, suits, claims or demands the City may have arising out of, in connection with, or resulting from the performance of the work provided in the Agreement, and in no event does the City agree to limit your liability to the price of the Agreement or any other monetary limit.
11. The City may terminate this Agreement upon five (5) days’ written notice to you if you fail to observe any of the terms and conditions of this Agreement, or if the City believes your ability to perform the



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- terms and conditions of this Agreement has been materially impaired in any way, including but in no way limited to loss of insurance coverage, lapsing of a surety bond, if required, declaration of bankruptcy, or appointment of a receiver. In the event of termination by the City, you shall be entitled to just and equitable compensation for any satisfactory work completed and expenses incurred up to the date of termination.
12. Written notice hereunder shall be deemed to have been duly served if delivered in person to the individual or member of the firm or entity or to an officer of the entity for whom it was intended, or if delivered at or sent by registered or certified mail to the last business address known by the party providing notice.
 13. In no event shall the Agreement automatically renew or be extended without a writing signed by the parties.
 14. You agree that products produced or resulting from the performance of the Agreement are the sole property of the City and may not be used by you without the express written permission of the City.
 15. For any Agreement involving the sharing or exchange of data involving potentially confidential and/or personal information, you shall comply with any and all state and/or federal laws or regulations applicable to confidential and/or personal information you receive from the City, including but not limited to the Rhode Island Identity Theft Protection Act, R.I. Gen. Laws § 11-49.3-1, during the term of the Agreement. You shall implement and maintain appropriate physical, technical, and administrative security measures for the protection of, and to prevent access to, use, or disclosure of, confidential and/or personal information. In the event of a breach of such information, you shall notify the City of such breach immediately, but in no event later than twenty-four (24) hours after discovery of such breach.
 16. The Agreement is governed by the laws of the State of Rhode Island. You expressly submit yourself to and agree that any and all actions arising out of, in connection with, or resulting from the performance of the Agreement or relationship between the parties shall occur solely in the venue and jurisdiction of the State of Rhode Island or the federal court located in Rhode Island.
 17. The failure of the City to require performance of any provision shall not affect the City's right to require performance at any time thereafter, nor shall a waiver of any breach or default of this Agreement constitute a waiver of any subsequent breach or default or a waiver of the provision itself.
 18. If any term or provision of this Agreement, or the application thereof to any person or circumstance shall, in any extent, be invalid or unenforceable, the remainder of this Agreement shall not be affected thereby, and each term and provision shall be valid and enforceable to the fullest extent permitted by law.