



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

REQUEST FOR QUALIFICATIONS

Item Description: DESIGN AND ENGINEERING FOR N MAIN STREET CORRIDOR IMPROVEMENT

Procurement/MinuteTraq #: 50809

Date to be opened: 11/3/2025

Issuing Department: Planning & Development

QUESTIONS

- Please direct questions related to the solicitation process, how to fill out forms, and how to submit your application (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 10-11) 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: Ryan Dickerson
 - Title: Principal Planner
 - Email Address: rdickerson@providenceri.gov

Pre-submission Conference

There will be a Non-Mandatory Pre-Bid Conference

A pre-bid conference will be held via Microsoft Teams on Tuesday, 10/14/2025 at 1:00PM Eastern time. Please email Ryan Dickerson at rdickerson@providenceri.gov to RSVP and receive a Teams link.

Deadline for questions submissions: Questions must be submitted by 4:30PM Eastern time on Tuesday 10/28/2025 to be included on any final addenda to be issued by 2:00PM Eastern time on Thursday 10/30/2025.

INSTRUCTIONS FOR SUBMISSION

Meeting Date: 11/3/2025

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.

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 10-11) 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.**

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.)

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. 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.

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

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

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

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):

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

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.**

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, 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

FOR CONSTRUCTION PROJECTS

APPRENTICE REQUIREMENTS (Construction Projects Valued at \$100,000 or More).

Attention of prospective bidders is called to the fact that this project is to be bid upon and executed under the City of Providence Code of Ordinances Chapter 21 Art. II [Section 21-28.1](#) c(1) and (2) related to utilizing apprentices in the contract. This ordinance outlines requirements for utilizing not less than 15% of total hours worked by apprentices. The City may lower this percentage only if it determines in writing that compliance is not feasible or that it would be unduly cost prohibitive to the project. The attention of prospective bidders is also called to the fact that reporting the efforts undertaken and progress towards achieving the requirements in this ordinance is a condition for payment. Compliance reporting shall be submitted with any contract payment requisition, in a format to be specified by the City. This demonstration of compliance through such reports shall be a condition of the requisition for payment to be processed. Upon the contract being awarded to the successful bidder, a mandatory meeting will be scheduled to review the project requirements relative to apprenticeship requirements and the process and protocols by which these goals will be achieved. At this meeting, specific forms and procedures for the documentation and achievement of these requirements by the successful bidder will be provided, discussed and agreed upon for the execution of the contract.

“FIRST SOURCE” REQUIREMENTS.

Attention of prospective bidders is called to the fact that this project is to be bid upon and executed under the City of Providence Code of Ordinances [Chapter 21 Art. III 1/2 First Source Agreements](#) Sec. 21-91 through 21-96. This ordinance outlines requirements for hiring Providence residents to work on this project. The City may waive this requirement only upon a determination in writing that qualified residents of Providence are not available for the project, pursuant to Sec. 21-94(e). The attention of prospective bidders is called to the fact that reporting the efforts undertaken and progress towards achieving the requirements in this ordinance is a condition for payment. Compliance reporting shall be submitted with any contract payment requisition, in a format to be specified by the City. This demonstration of compliance through such reports shall be a condition of the requisition for payment to be processed. Upon the contract being awarded to the successful bidder, a mandatory meeting will be scheduled to review the project requirements relative to the First Source Agreements and the process and protocols by which these goals will be achieved. At this meeting, specific forms and procedures for the documentation and achievement of these requirements by the successful bidder will be provided, discussed, and agreed upon for the execution of the contract.

SPECIFICATIONS

Project Background

The City of Providence Department of Planning & Development (DPD) seeks a qualified design and engineering firm (the Consultant) to support conceptual design, advanced engineering, NEPA approvals, permitting, continued community engagement, & final engineering for the redesign of the North Main Street (US Route 1) corridor beginning at Smith Street and extending north to Hillside Avenue at the Pawtucket city line – a bold investment in transportation, sustainability, & equity in RI’s Capital City.

The North Main Street corridor is characterized, for the majority of its length, by two 12-foot travel lanes in both the north & south directions with a wide shoulder that acts as a parking lane on each side of the roadway; directional traffic is separated by a wide landscaped median, for a total width from sidewalk to sidewalk between 75 & 125 feet. This street is currently designed for high-speed vehicular traffic, despite a posted speed limit of 25 miles per hour, with a limited number of crosswalks and no existing infrastructure to separate vehicular traffic from other modes of transportation. The corridor is often used as an alternative for drivers who wish to avoid I-95. Intersections are designed with wide turning radii, dedicated turn lanes & slip lanes in some instances, & limited sightlines for drivers to see other road users. The street is lit with standard cobra head lighting fixtures & little pedestrian-scale lighting, making it particularly dangerous for vulnerable road users traversing the corridor during nighttime hours. This proposal seeks to address speed, behavioral & safety issues for all road users, through traffic calming, lighting, landscaping & green infrastructure, & other proven safety countermeasures deemed appropriate through extensive design and engineering consultation.

At the request of the DPD, RIDOT agreed to amend the existing STIP ID 1386 N Main Street to extend the corridor improvements from the Doyle Avenue/Randall Street intersection, & to allow for additional improvements more than just repaving & restriping. This project is funded by a combination of State and Federal transportation funding sources.

Between 2021 & 2022, the DPD partnered with the neighborhood’s City Councilmember and community stakeholders to envision what the future of the North Main Street corridor could be through enhanced public right of way improvements and new residential and commercial development. The North Main Street Corridor Study process included extensive community engagement through interviews with residents, business and property owners, developers and elected officials; conceptual designs of the roadway that improve safety and connectivity for all road users; identification of opportunities for new parks and open space; and denser development patterns that could replace the existing single-story strip mall-style commercial development that has dominated this corridor for decades. The corridor study included analyzed existing conditions; developed alternatives for different combinations of streetscape improvements, including bicycle and pedestrian improvements; studied development opportunities on vacant and underutilized parcels to complement further transportation investments; examined existing residential and commercial market conditions and needs; and identify strategies to encourage the type of development the City and community would like to see along the corridor to improve quality of life for neighborhood residents.

A top priority for this project is to ensure a vibrant and sustainable business community along the corridor, providing safe, convenient access for patrons arriving to shops, restaurants and other businesses by walking, biking, riding transit, or driving. Through previous planning and community engagement efforts, the desire for economic development and strong support for local businesses has been top of mind for all stakeholders.

The area’s current City Councilmember created the North Main Street Task Force to identify near, medium, and long-term implementation items from the corridor study to begin tackling the issues in the corridor, beginning with safety improvements. The Task Force meets once a month, is made up of community members, business owners, and City staff, and will be an integral part of the community outreach and review of this proposed project.

The process to date has included [extensive community engagement](#) to ensure the project aligns with the community's needs through public meetings, online surveys, on-site interviews with users of the spaces, & meetings with property owners & stakeholders. The City has begun coordination with permitting & partner agencies & is prepared to continue public & stakeholder engagement throughout final design & construction.

Since 2023, three pedestrians have been hit and killed by drivers at the intersections with Doyle Avenue, Pleasant Street, and Rochambeau Avenue along this corridor. There have been multiple crashes involving drivers and either pedestrians or bicyclists, with an average of 10 reported collisions per year resulting in injury to someone walking or bicycling. 85 collisions per year injure motor vehicle occupants on North Main Street. This project proposes a complete redesign of the roadway to slow and calm traffic and create a safer, more vibrant environment that encourages alternative modes of transportation; more mixed-use, mixed-income development along the state's highest-frequency RIPTA bus route; and improved air quality and environmental sustainability through reduced reliance on vehicular traffic and more landscaping, trees, and open space.

Prior to the North Main Street Corridor and Revitalization Study, the City released its [Great Streets Master Plan in 2020](#), establishing a vision for a network of pedestrian, bicycle, & public realm investments that build out a citywide Urban Trail Network (UTN), which: connects every neighborhood with safe routes for people walking, running, & biking; ensures residents & visitors can safely, comfortably travel to schools, jobs, parks, libraries, & museums; & connects investments like North Main Street to every neighborhood so everyone, including Historically Disadvantaged Neighborhoods can enjoy them. The North Main Street Project fills a critical gap in the UTN & regional trail network—connecting 55 miles of regional trails to one another, Downtown Providence, & Historically Disadvantaged Neighborhoods. Once complete, the UTN will connect 166,792 people living within ¼-mile of the network (a 458% increase over 2017 levels) & 99,324 people working within ¼-mile of the network (a 257% increase).

This project supports the City's [Vision Zero policy](#), which sets a target of 2030 for elimination of all fatalities and serious injuries from Providence's streets. North Main Street's current design prioritizes automotive throughput at the expense of safety, and the community is demanding that the City and State redesign the roadway to be safer. This will include Proven Safety Countermeasures and redundant safety elements to ensure that when humans make mistakes on the corridor, it does not result in death or serious injury.

In RIPTA's [Transit Forward RI](#) master plan, enhanced transit infrastructure is proposed on the corridor. In collaboration with RIPTA's plans, the City and State will evaluate how North Main Street can become a more welcoming place for everyone, no matter how they're getting around. North Main Street is a commercial street, RIPTA R-Line route, and high-ranking crash corridor in the [City's Vulnerable Road User Safety Action Plan \(2009-15\)](#). Implementation of an on-road urban trail from Smith Street to the northern city limit is the recommended treatment in the Great Streets Master Plan.

Throughout the City's 2024 comprehensive plan update, community feedback related to the North Main Street has recommended prioritizing growth along significant commercial corridors, including North Main Street as a "priority growth area." Encouraging transit-oriented development in this corridor will increase housing options and economic opportunity for residents; provide safe, affordable, and convenient transportation options for all road users; and create a healthier, cleaner, and more vibrant environment.

RIPTA is conducting a transit feasibility study which focuses heavily on this corridor to determine the feasibility of a potential High-Capacity Transit (HCT) corridor running north-to-south from Central Falls to Warwick via Pawtucket, Providence, and Cranston.

Based upon anticipated ridership demand identified through the Transit Forward RI 2040 plan, RIPTA's study will begin early planning work to explore the feasibility of a higher quality transit service

connecting five communities in the Providence urban core. Specifically, this study will identify a preferred transit mode (light rail or bus rapid transit), preferred corridor routing alternatives, identify known resources, design challenges, and opportunities, establish an inclusive public participation process and identify key project stakeholders. This project will require coordination with RIPTA to implement recommendations from that study.

Anticipated Project Schedule and Key Milestones*

	TIMELINE
<i>Anticipated Notice to Proceed</i>	<i>Fall 2025</i>
Site Assessments	<i>Three months</i>
Conceptual Design Study Services - 10%	<i>Three months</i>
Preliminary Design Services - 30%	<i>Three months</i>
Permitting & NEPA	<i>Six months</i>
Final Design Services-90%	<i>Three months</i>
P.S. & E. Design Services	<i>Spring 2027</i>

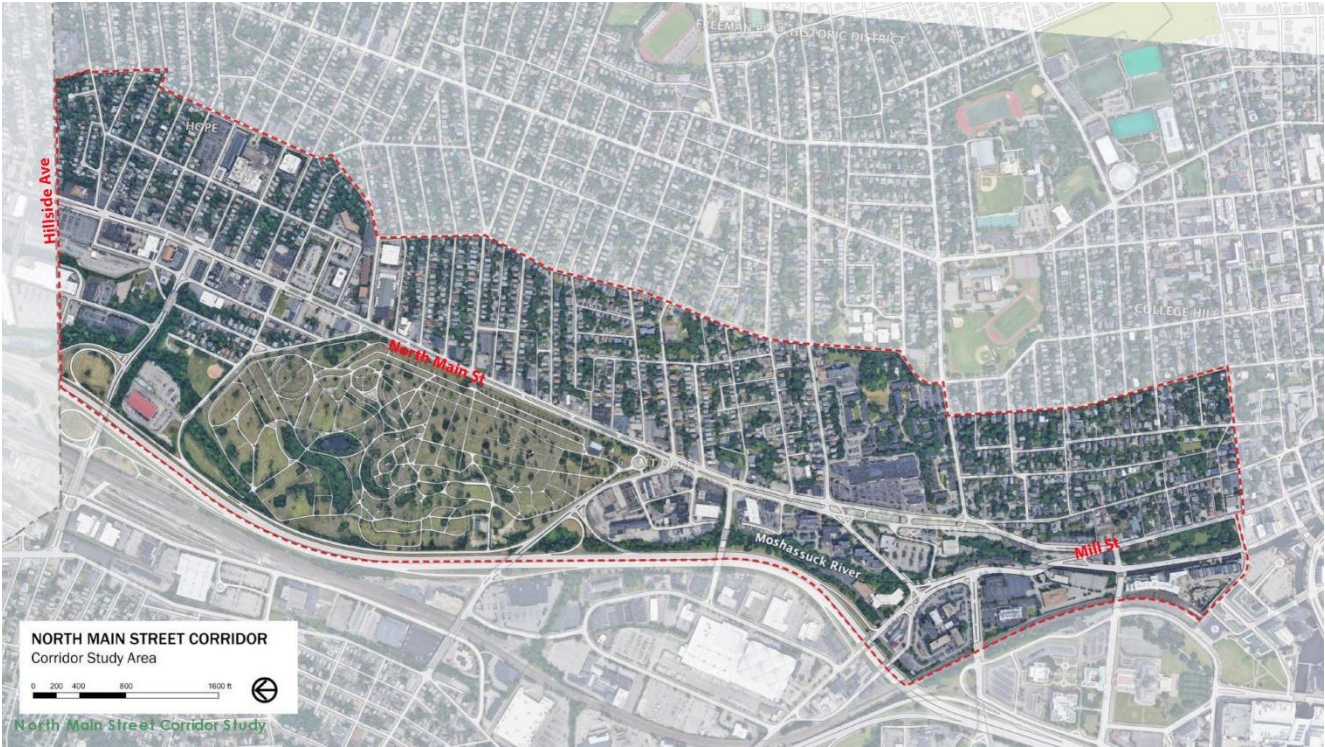
**The Consultant shall factor in RIDOT, City of Providence, NEPA review and all relevant permitting into the Project Schedule.*

Project Area and Project Limits

The Project will consist of Site Assessments, Community Engagement, Conceptual Design Services, Preliminary Design Services, Final Design Services, and PS&E Design Services for the following:

- a) At least three alternatives for a new roadway configuration that takes into consideration safety and provision of bus and bicycle infrastructure along North Main Street from Mill Street to Hillside Avenue, in alignment with State and Local transportation plans and studies, including but not limited to
 - [the Providence Comprehensive Plan](#)
 - [the City of Providence Great Streets Master Plan](#),
 - [Providence SS4A Safety Action Plan 2025 Update](#),
 - [North Main Street Corridor Study](#)
 - [RIDOT North Main Street Road Safety Assessment](#)
 - [Moving Forward 2050](#) (Rhode Island Long Range Transportation Plan) including its associated elements including
 - [Transit Forward](#) Transit Master Plan
 - [Bicycle Mobility Plan](#)
- b) Additionally, proposed alternatives to the North Main Street corridor shall consider transportation best practices including but not limited to the Federal Highway Administration Proven Safety Counter Measures, AASHTO design guidelines, NACTO design guidelines, and other innovative multimodal transportation design guidelines and best practices. All proposed alternatives should prioritize enhanced safety and connectivity for people walking, biking, driving and taking transit, while providing opportunities for housing, placemaking and economic development. ***Only one alternative will advance beyond Conceptual (10%) Design.***
- c) Landscaping and green infrastructure along the roadway, including native landscaping, street trees, bioswales, and structural and vegetative stormwater Best Management Practices (BMPs);
- d) One park space along North Main Street within the area designated as Randall Park in coordination with Providence Parks and North Burial Ground representatives;
- e) Improving the crossing for pedestrians and bicyclists at each side street along the corridor from Mill Street to Hillside Avenue; and
- f) Recommendations for improved pedestrian scale lighting along the corridor.

Please see *Figure 1* for additional detail on the Project Area.



Scope of Work and Project Tasks

The services shall, in general, consist of preparing the necessary site assessments, summary reports and concept drawings and renderings, contract documents, plans and intermediate sketches, specifications, quantities, distribution of quantities, estimates, and post-design services for the Project. Prior to an assignment, the City will identify any specific design parameters within the proposed task scope of work. The Consultant shall not be permitted to engage in work related to each task until given written permission from the City of Providence Department of Planning and Development to proceed.

Task 1: Project Administration (Ongoing during the course of the Project)

The Consultant shall identify a Project Manager who shall oversee administration of the entire project from design and engineering through advertising services. The Project Manager shall be responsible for the following subtasks:

- 1.1. Budget and Monthly Progress Reports:** Prepare and submit an anticipated budget for each task and subtask as well as Monthly Progress Reports to the City. Monthly Progress Reports shall outline work-hours and costs expended, and a statement as to whether or not sufficient work-hours remain to complete the effort as proposed. Payment invoices shall be itemized, at a minimum, by task by percent complete, previous billing fee, and current billing fee. Payment invoices shall be processed only if the required Monthly Progress Reports are current. Progress reports shall be submitted monthly in RIDOT's standard format per DPM No. 230.05. Travel (car rental, train, planes) should be listed as "Travel" within the budget breakdown and is reimbursable provided that all travel is conducted via base fares/economy class. First class or business class travel is not allowed. Lodging, meals, and per diem costs are not allowable costs.
- 1.2. RIDOT Coordination:** Coordinate with RIDOT to comply with required State regulations and procedures.
- 1.3. Regular Agency Meetings:** Attend regular (at least monthly) meetings with City staff, RIPTA staff, and partner agency representatives to discuss findings and critical issues and review project status. The Consultant shall provide meeting minutes.
- 1.4. Rate of progress monitoring:** Monitor the rate of progress on the Project and acceptable fulfillment of work.
- 1.5. Quarterly DBE/MBE Reporting:** Quarterly monitoring and reporting of RIDOT and City DBE/MBE requirements.
- 1.6. Materials Testing Schedule:** Submit a Project materials testing schedule based upon the State's Master Schedule for Testing to the State for review and approval.

Task 1 Deliverables:

- Finalized Budget for each Task and Subtask
- Monthly Progress reports and Itemized Payment Invoices
- Meeting minutes
- Quarterly reports of RIDOT and City MBE requirements
- Project materials testing schedule

Task 2: Public Engagement (Ongoing during the course of the Project)

Throughout the course of the Project, the City expects the Consultant to engage community members impacted by the Project. The Consultant shall provide a summary of the specific outreach and engagement techniques they plan to use within their proposal.

At a minimum, the Consultant shall be responsible for the following, although additional creative engagement strategies are encouraged:

- 2.1. Public Meetings:** Set up, coordinate, and run at least two multi-lingual public meetings during the course of the Project in the neighborhoods impacted by the Project. Meeting materials (including flyers, presentations, boards, handouts, etc.) and meeting minutes/notes shall be prepared by the Consultant. All public meetings shall meet Title VI Requirements of the Civil Rights Act of 1964. **Simultaneous/live interpretation services shall be provided by the Consultant in both English and Spanish for the communities surrounding the Project Area.** The interpreter(s) should be comfortable using a headset system to provide simultaneous interpretation, with speaking in front of large audiences at public meetings, and with engaging with community members one on one or in small groups to provide simultaneous interpretation.
- 2.2. North Main Street Task Force Meetings:** Consultant shall expect to attend up to four (4) North Main Street Task Force meetings over the course of the project. The project team expects the Consultant to attend task force meetings at specific benchmark/milestone points noted in the proposed project schedule.
- 2.3. Temporary Demonstration Event:** Plan, procure materials (such as cones, temporary paint, etc.) for, setup, and coordinate at least one 3-day long “pop-up” demonstration style event to showcase potential design solutions as part of the Project. Traffic details and materials for the event should be considered a direct expense. The Consultant shall:
 - Lead project design and materials procurement for the temporary demonstration events;
 - Host a collaborative “build day” to deliver each project in partnership with volunteers and community members;
 - Develop an evaluation plan for each demonstration, outlining a clear process to collect and evaluate qualitative and quantitative data. As part of this evaluation effort, Consultant will develop and lead a low-barrier activity to help gather real-time feedback from a broad base of road users at each demonstration.
 - The precise timing and number of demonstration projects will be determined with input from City and community partners as part of the Public Engagement Plan, and will require review and written approval by RIDOT through submission of a Temporary Traffic Control Permit Approval request to the RIDOT Chief Engineer.
- 2.4. Property Owner/Abutter Meetings:** Set up, coordinate, and run meetings with property and business owners who abut the Project Area during the course of the Project. While meeting groups of owners and other abutters is ideal, it should be expected to meet with some owners or abutters one-on-one either in person or via a virtual meeting service. Meeting materials and meeting minutes/notes shall be prepared by the Consultant. Timing of the meetings shall be decided on by the Consultant and the City as deemed in the best interest of the Project.

Task 2 Deliverables:

- Meeting materials for two multi-lingual public meetings, including flyers, presentations, presentation boards, and handouts
- Meeting notes from both public meetings
- Meeting materials for up to four (4) North Main Street Task Force meetings
- Meeting materials for abutter meetings
- Meeting notes from abutter meetings
- Demonstration Project Plans and Materials for at least one multi-day temporary demonstration-style event

Task 3: Site Assessments

The Consultant shall conduct surveying and field reviews to identify physical characteristics and detail the available mapping for the project area.

If available mapping does not accurately show some physical conditions, the Consultant shall conduct field measurements to aid in locating site characteristics and identify encroachments. The Consultant shall be responsible for conducting surveying, field observations/inspections, and testing services to gather additional information as necessary. Field evaluations shall provide sufficient data to enable the Consultant to determine the extent of work necessary.

As part of this task, the Consultant shall:

- 3.1. MPT Plans and TMP:** Prepare Maintenance and Protection of Traffic Plans (MPT) and Traffic Management Plans (TMP) and provide traffic control services as needed for field reviews, bridge inspection, and any other activities where it is needed in accordance with the MUTCD.
- 3.2. Survey:** Conduct a complete and updated survey of the corridor that meets RIDOT specifications for final design plans (including, but not limited to roadway widths, horizontal and vertical alignment, roadside clearance, check of existing highway appurtenances such as barrier/pedestrian rail and bridge end posts, adequacy of signing and pavement markings including appropriate treatment at passing and no passing zones, pavement conditions, intersection delineation and operation, pedestrian/bicycle crossings involving signals, drainage conditions, lighting conditions, handicapped ramps, sidewalks including widths, and curbing). Survey shall also include full mapping of underground utilities (Quality Level B or equivalent) and mapping locations and inverts of sanitary/storm structures in survey area. Surveyor shall send letters to applicable utilities to notify them of upcoming work and collect survey information.
A complete “on the ground” survey shall be prepared for the extents of:
 - a) North Main Street between Mill Street and Hillside Avenue from the outermost property lines on the opposite side of the street
- 3.3. Verification:** Verify wetland, coastal, floodplain boundaries, historic/cultural resources, and locations of contaminated sites.
- 3.4. Base Mapping:** Develop base mapping based on the survey conducted as part of Subtask 3.2 and verifications conducted as part of Task 3.3. Base mapping shall meet

RIDOT specifications for final design plans.

- 3.5. **ADA evaluation:** Conduct an ADA evaluation of sidewalks, curb ramps and on-street parking areas corridor-wide. Use PROWAG guidelines where feasible for recommended improvements throughout the project area.
- 3.6. **Opportunity Examination:** Examine opportunities for:
 - Landscaping and green infrastructure improvements, including structural and vegetative best management practices (BMPs), along both sides of the roadway along the length of the project area;
 - Improvements to the crossing for bicyclists and pedestrians at all side streets and at midblock as needed; and
- 3.7. **Safety Analysis:** Conduct additional safety analyses deemed necessary for the Project including crash data and conflict points and an evaluation of roadways in the Project Area and their approaches for appropriate geometric, safety, and traffic signage standards and guidelines. Special attention should be paid to the Branch, Doyle/Randall, and Rochambeau intersections. The City and RIDOT may have some of this data available in their existing databases.
- 3.8. **Traffic Data Collection:** Collect traffic data including bicycle, traffic and vehicular classification counts and turning movements at key locations in coordination with the RIDOT Traffic Management Center (TMC). RIDOT may have some of this information in their database. The Consultant shall coordinate with RIDOT to ensure that they incorporate all existing information and avoid duplication in efforts. Traffic baseline should be verified at signalized and unsignalized intersections.
- 3.9. **Environmental/Hazardous Investigations:** Conduct environmental site assessments and hazardous material/waste investigations.
- 3.10. **Historical Investigation:** Conduct a preliminary investigation into needed historical coordination and documentation.
- 3.11. **Environmental Coordination and Permitting Investigation:** Conduct a preliminary investigation into needed environmental coordination and permitting. For scheduling and budgeting purposes, it is assumed that all work will trigger the most extensive permitting processes at the State and Federal levels, including Federal NEPA permitting, and RIDOT Physical Alteration Permits (PAP).
- 3.12. **Landscape Inventory/Assessment:** Review and update any existing landscape inventory as needed.
- 3.13. **ROW Assessment:** Conduct a preliminary right-of-way assessment. Right-of-way, if necessary, is non reimbursable with project funds. It is not expected that this project will impact private property.
- 3.14. **Stormwater Management Inventory/Analysis:** Conduct a stormwater management inventory and analysis to meet RIDOT and RIDEM standards.
- 3.15. **Joint Agency Meeting:** Prepare materials for and conduct a joint meeting with City, RIDOT, RIPTA, RIDEM Hazmat, and RIDEM Wetlands staff to verify jurisdictions and agency expectations for the Project and develop a coordinated permitting approach with the various entities that have overlapping jurisdictions. The Consultant shall be responsible for meeting minutes.

Task 3 Deliverables:

- Maintenance and Protection of Traffic Plans (MPT)
- Traffic Management Plans (TMP)
- Base maps of the entire Project Area based on survey work conducted as part of Task 3 (submitted to the City as both a PDF set and as AutoCAD DWG files).
- A Site Assessment Report that includes:
 - An ADA evaluation;
 - A summary of opportunities for landscaping and green infrastructure improvements along the entire project corridor;
 - A summary of opportunities to improve the crossing for bicyclists and pedestrians along the entire project corridor;
 - A safety analysis including crash data and conflict points and an evaluation of roadways in the Project Area and their approaches for appropriate geometric, safety, and traffic signage standards and guidelines;
 - A summary of baseline traffic data including bicycle, traffic and vehicular classification counts and turning movements at signalized and unsignalized intersection and other key locations;
 - A summary of environmental site assessments and hazardous material/waste investigations;
 - A summary of needed historical coordination and documentation;
 - A summary of needed environmental coordination and permitting;
 - A summary and update of any existing landscape inventory;
 - A preliminary right-of-way assessment; (Right-of-way, if necessary, is non reimbursable with project funds,)
 - A stormwater management inventory and analysis to meet RIDOT standards; and
 - An inventory and analysis of utilities coordination and locating to confirm the locations of utility services located within the Project Area.
- Materials for joint meeting with City, RIDOT, RIPTA, RIDEM Hazmat, and RIDEM Wetlands staff
- Meeting minutes from joint meeting with City, RIDOT, RIPTA, RIDEM Hazmat, and RIDEM Wetlands staff



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

Task 4: Conceptual Design Study Services - 10% Design

This task involves the development of conceptual alternatives for bicycle and pedestrian infrastructure improvements based on the site assessments completed as part of Task 3. As part of this task the Consultant shall complete:

- 4.0 Conceptual designs:** Determine conceptual (10%) designs and draw basic concepts for:
- a. At least three alternatives for a new roadway configuration that takes into consideration safety and provision of bus and bicycle infrastructure along North Main Street from Mill Street to Hillside Avenue, in alignment with State and Local transportation plans and studies, including but not limited to
 - i. [the City of Providence Great Streets Master Plan](#),
 - ii. [Providence SS4A Safety Action Plan 2025 Update](#),
 - iii. [North Main Street Corridor Study](#)
 - iv. [RIDOT North Main Street Road Safety Assessment](#)
 - v. [Moving Forward 2050](#) (Rhode Island Long Range Transportation Plan) including its associated elements including
 1. [Transit Forward](#) Transit Master Plan
 2. [Bicycle Mobility Plan](#)
 - b. Additionally, proposed alternatives to the North Main Street corridor shall consider transportation best practices including but not limited to the Federal Highway Administration Proven Safety Counter Measures, AASHTO design guidelines, NACTO design guidelines, and other innovative multimodal transportation design guidelines and best practices. All proposed alternatives should prioritize enhanced safety and connectivity for people walking, biking, driving and taking transit, while providing opportunities for housing, placemaking and economic development. ***Only one alternative will advance beyond Conceptual (10%) Design.***
 - c. Landscaping and green infrastructure along the roadway, including native landscaping, street trees, bioswales, and structural and vegetative stormwater Best Management Practices (BMPs);
 - d. One park space along North Main Street within the area designated as Randall Park;
 - e. Improving the [crossing for pedestrians and bicyclists at each side street](#);
 - f. Finalizing design recommendations for improved pedestrian scale lighting along the corridor;
- 4.1. Before/After Graphics and Visualizations :** Develop graphics showing before and after graphics and visualizations for items a) through j) as listed above under Task 4.1.
- 4.2. Preliminary Cost Estimates:** Establish an Engineer's Estimate/preliminary estimate of probable costs for items a) through i) as listed under Task 4.1. The Consultant shall also prepare a comparison of the cost to the project budget for a City presentation to RIDOT.
- 4.3. Draft Conceptual Design Study Report:** Prepare and produce a Draft Conceptual

Design Study Report that compiles findings from Subtasks 4.1, 4.2, and 4.3.

The Consultant shall utilize the following details and areas of concern in the evaluation of concepts and alternatives:

- *Urban Design Considerations:* Successful design alternatives shall provide access to adjacent destinations, encourage walking and cycling for transportation or commuting and recreation, and enhance connectivity along the corridor.
- *Safety, Traffic, and Other Engineering Considerations:* A major objective in the evaluation shall be the provision of high safety standards. **Traffic studies and traffic signal studies shall also be completed to examine the potential impacts of each alternative on vehicular traffic and traffic signals.** In an effort to avoid or minimize harm, each developed alternative shall be evaluated for potential impacts, both adverse and beneficial. For bicycle and pedestrian facility locations, focus shall be on safety and compatibility with other modes of transportation and linkages with bike paths, pedestrian connections, RIPTA bus and local destinations. ***The Consultant shall conduct a 20-year traffic study for each alternative that accounts for existing conditions, no-build projections, and build projections to satisfy the City Traffic Engineer and RIDOT requirements.***
- *Network Considerations:* Analysis of compatibility and inter-connectedness with known potential future bikeway and RIPTA transit capital projects including shared-use paths, cycle tracks, on-road bike lanes, and dedicated transit ways shall be considered.
- *Green Infrastructure Considerations:* Incorporation of landscaping, green infrastructure and low-impact development opportunities such as bioswales and other structural and vegetative stormwater BMPs, as integral components of the entire project. Consideration and analysis of maintenance requirements associated with green infrastructure shall be completed.
- *Placemaking Considerations:* Incorporation of place making opportunities through the use of pocket parks, public art opportunities, landscaping and garden elements to enhance the visual and physical aspects of the corridor.
- *Right-of-way Considerations:* Identification of general right-of-way impacts and acquisition requirements. Right-of-way, if necessary, is non reimbursable with project funds.
- *Flood Zone and Sea Level Rise Considerations:* Permitting implications including 100-year flood zones and projected sea level rise.
- *Potential Structure Considerations:* The need for required structures such as for physical separation by grade or structure between bicycle infrastructure and the roadway, bridges over particular roadway or waterway crossings, shall be investigated under the route alternatives evaluation.
- *Social and Economic Considerations:* These considerations shall include potential changes in land use, effects upon public service facilities such as utilities, emergency/protection services, and local, State, or Federally owned/operated public land uses and recreation areas. The needs of area businesses should be evaluated and incorporated into this evaluation. This includes but is not limited to access for loading, parking, ADA ingress and egress, and other considerations by business owners that arise during stakeholder feedback sessions.
- *Cost Considerations:* Preliminary comparative estimates of probable costs of construction shall be calculated for each viable alternative, including comparative costs for potential structures.

- *Implementation Considerations:* The Consultant shall provide implementation schedules for the alternatives identified including primary phases of implementation including the Final Design, PS&E Design, Advertising, and Construction duration of various potential phases of the larger project.
- *Constructability Considerations:* Designs shall take into consideration constructability, sequencing, scheduling, and phasing, and address issues such as construction cost and duration of alternatives, inconvenience to the public and traffic maintenance.
- **City/RIDOT/RIPTA Presentation:** Present the Draft Conceptual Design Study Report to City, RIDOT and RIPTA staff and refine based on initial input prior to public release.

4.4. Report Refinement: Refine the Draft Conceptual Design Study Report based on meetings and presentations with City staff, RIPTA staff, the public including business and property owners abutting the corridor, RIDOT, and other stakeholders.

4.5. Conceptual Design Study Report: Prepare and produce a Conceptual Design Study Report that contains a summary of evaluations and selection of a preferred alternative and phasing sequence. The development of a Conceptual Design Study Report shall be accomplished after submission of the Draft Conceptual Design Study Report and meetings and presentations which provide comments/feedback on the alternatives. The Consultant shall complete a Conceptual Design Study Report that includes reasons for selection of the preferred alternative and phasing sequence outlined. The preferred alternative could be a combination of various alternatives. The Consultant shall justify the reasons for selection and also for discounting other less desirable alternatives. These conclusions will be included in the Conceptual Design Study Report and will be the basis for the Preliminary Design. The Conceptual Design Study Report shall be made available in digital PDF format for distribution.

4.6. Concept Design Staff Presentation: Present the updated Conceptual Design Study Report to City staff, RIPTA staff, and RIDOT staff and refine based on initial input prior to public release.

4.7. Presentation Materials Prep: Prepare presentation materials that summarize the alternatives included in the refined Conceptual Design Study Report for public and private outreach.

4.8. GCSC Presentation: Prepare materials for and conduct one presentation of the Conceptual Design Study Report at a Providence Green and Complete Streets Advisory Committee (GCSC) meeting to gather input.

4.9. Public Presentation: Prepare materials for and conduct one public presentation of the Conceptual Design Study Report at a community meeting to gather public input. The Consultant shall prepare meeting minutes and all other materials and requirements as outlined in Task 2 (Public Engagement).

4.10. Report Refinement: Refine the Conceptual Design Study Report based on meetings and presentations with City staff, RIPTA staff, the Providence Green and Complete Streets Advisory Commission (GCSC), the public, RIDOT, and other stakeholders.

4.11. Schedule and Phasing Plan: Develop a Design and Construction Schedule and phasing plan, which align with the State Transportation Improvement Program funding allocations.

4.12. Historical and Section 106 Documentation: Begin Historical and Section 106 Documentation and coordinate with RIDOT as needed.

4.13. Permitting Forecast: Prepare the Permitting Forecast. All permitting shall be identified by the Consultant and coordinated with RIDOT. *For scheduling and budgeting purposes, it is assumed that all work will trigger the most extensive permitting processes.*

Task 4 Deliverables:

- Draft Conceptual Design Study Report
- GCSC presentation
- Conceptual Design Study Report
- Meeting materials for one public meeting as outlined in Task 2 (Public Engagement).
- Meeting notes from public meeting
- Design and Construction Schedule and phasing plan
- Permitting Forecast
- AutoCAD, In Design, Illustrator, and Microsoft Word and Excel documents for all work conducted as part of this Task. The City shall maintain ownership of the native files for future use at their sole discretion.

Task 5: Final Design Services

Acceptance of the Conceptual Design Study Report by the City and RIDOT shall mean a concept is agreed upon and the Consultant Project Team shall be notified in writing to proceed to the Final Design Services Task for the preferred alternative determined in Task 4. During this task, the Consultant Project Team shall provide plans and contract documents developed in accordance with City and RIDOT standards. The plans shall contain right-of-way lines, traffic control plans, drainage plans, general plans, landscape plans, utility lines, etc. This shall include any environmental and SHPO/historic assessment in accordance with the National Environmental Protection Act (NEPA) and Section 106 of the National Historic Preservation Act (NHPA). As part of this task the Consultant Project Team shall:

5. Conduct a detailed site investigation for the preferred alternative.
6. Develop and submit a full preliminary design (30%) plan submission and engineer's estimates.
7. Prepare materials for and conduct one presentation of the design once it reaches 30% at a Providence Green and Complete Street Advisory Committee (GCSC) meeting to gather input.
8. **Public Meeting:** Prepare materials for and conduct one presentation of the design once it reaches 30% at a community meeting to gather public input. The Consultant shall prepare meeting minutes and all other materials and requirements as outlined in Task 2 (Public Engagement).
9. **Revisions:** Revise plans as needed based on input from RIPTA, City, RIDOT, GCSC, the public, and other stakeholders.
10. **Contract Book Preparation:** Prepare a Construction Contract Book using the City's template and edit to include RIDOT procurement items, project specific conditions and specifications, details, and all other necessary documents and conditions, subject to review by RIDOT and the City.
11. Conduct Preliminary NEPA and NHPA Section 106 Documentation.
12. Prepare and submit formal permits.
13. Prepare and submit preliminary right-of-way documents.
14. Coordinate utilities as needed.

Task 5 Deliverables:

- Preliminary Design Plan Submission as both a PDF and an AutoCAD DWG files.
- 30% Full Plan Submission with Before and After Renderings
- Engineer's Estimates
- GCSC presentation

- Public meeting presentation and materials
- Public meeting notes/minutes
- Construction Contract Book
- Formal permits
- Preliminary Right-of-Way Documents (If necessary, right-of-way is non reimbursable with project funds.)

Task 6: PS & E Design Services

Acceptance of the 30% design plan submission by the City and RIDOT shall mean a concept is agreed upon and the Consultant shall be notified in writing to proceed to the PS&E Design Services Task for the preferred alternative.

During this task, the Consultant shall advance the design based on resolutions to comments or discussions during Task 5. This task shall consist of development of an intermediate 60% plan submission and estimates for one final detailed review prior to final PS&E design services. The inclusion of an intermediate phase provides the opportunity to make adjustments based on permit approval requirements to ensure the PS&E submission is consistent with all permit requirements prior to approval.

Acceptance of the 60% design plan submission by the City and RIDOT shall mean the final design plan is accepted and the Consultant shall be notified in writing to proceed to the PS&E Design Services.

As part of this task the Consultant shall:

- 6.1. Edits:** Make edits to the 30% design plan submission based on any permit approval requirements. These edits will be provided in a 60% design plan submission for City and RIDOT review and approval based on any permit requirements detailed in Task 5.
- 6.2. Final PS&E Submission:** Final Design Plan Submission, Contract Documents (including distribution of quantities), and Engineer's Estimates for a P.S. & E. Submission.
- 6.3. Construction Scheduler Coordination:** Coordinate, assist, and provide project details to the construction scheduler.
- 6.4. Permitting Preparation and Assistance:** Prepare and assist with any and all required permitting.

Task 6 Deliverables:

- 60% Design Plan Submission that details any permit approval requirements.
- Final Design Plan Submission, Contract Documents (including distribution of quantities), and Engineer's Estimates for P.S. & E. Submission as both PDF and AutoCAD DWG, and Excel documents as appropriate for each. The City shall maintain ownership of the native files for future use at their sole discretion.

Evaluation Criteria

All proposals delivered to the City shall be initially reviewed to determine whether they are responsive or nonresponsive to the requisites of this RFP.

All responsive proposals will be evaluated and rated based on the proposal submittal requirements and evaluation criteria on the following pages. Please read information regarding each requirement and the criteria for each carefully.

The City reserves the right to award the full contract to one proposer, split the award among more than one proposer, award a partial contract for specific tasks outlined in this RFP, award no contract, and/or to re-release this RFP as it deems in the best interest of the City of Providence.

1. Cover Letter signed by an officer of the contractor, binding the contractor to all of the commitments made in the proposal. Failure to provide a cover letter signed by an officer of the contractor, binding the contractor to all of the commitments made in the proposal may result in disqualification.

(10 possible points)

- Non-Responsive (0 pts): Failed to provide cover letter signed by an officer of the contractor, binding the contractor to all of the commitments made in the proposal
- Meets Requirements (10 pts): Provided cover letter signed by an officer of the contractor, binding the contractor to all of the commitments made in the proposal

2. Completed Forms as listed on page 3 of this Request for Proposals. Failure to fully complete or sign forms may result in disqualification.

(10 possible points)

- Non-Responsive (0 pts): Failed to provide completed forms as required by the RFP
- Meets Requirements (10pts): Provided completed forms as required by the RFP

3. Qualifications and Relevant Experience: Complete the attached Statement of Bidder's Qualifications form, including a list of all projects completed by the company in the last 5 years, with references.

(50 possible points)

- Non-Responsive (0 pts): Statement of Bidder's Qualifications is either not included or do not provide any evidence to demonstrate past success in the stated areas of expertise outlined above.
- Poor (10 pts): Statement of Bidder's Qualifications provides little evidence to demonstrate past success in the stated areas of expertise outlined above.
- Below Average (20 pts): Statement of Bidder's Qualifications reflect experience and background in some, but not all, of the stated areas of expertise outlined above.
- Average (30 pts): Statement of Bidder's Qualifications reflect experience and background in all of the stated areas of expertise outlined above.
- Above Average (40 pts): Statement of Bidder's Qualifications very clearly reflect strong experience and background bringing successful projects to fruition in all of the stated areas of expertise outlined above.
- Excellent (50 pts): Statement of Bidder's Qualifications very clearly reflect extremely strong experience and background in all of the stated areas of expertise outlined above in a way that exceeds other proposals and is very beneficial to the City of Providence and to the success of this project.

4. **References:** Provide three relevant references on the Statement of Bidder Qualifications for major construction projects completed by the firm within the last 5 years. Each reference should have the person's full name, email address, and phone number listed.

(30 possible points)

Non-Responsive (0 pts)

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

Poor (5 pts)

- 3 relevant references were provided for lead Consultant, however two or more did not recommend working with lead Consultant or expressed serious concerns regarding quality of consultant's work; and/or
- 3 relevant references were provided for each subconsultant; however, two or more references did not recommend working with a subconsultant or expressed serious concerns regarding quality of a subconsultant's work; and/or
- References were provided for each project, but one or more were not directly involved in the project on behalf of hiring agency and/or references did not have direct experience supervising work of consultant.

Below Average (10 pts)

- 3 relevant references were provided for lead Consultant; however, one reference did not recommend working with lead Consultant or expressed serious concerns regarding quality of consultant's work; and/or
- 3 relevant references were provided for each subconsultant, however one reference did not recommend working with a subconsultant or expressed serious concerns regarding quality of a subconsultant's work; and/or
- References were provided for each project, but one or more did not recommend working with consultant or expressed serious concerns regarding quality of consultant's work.

Average (15 pts)

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

Above Average (25 pts)

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

Excellent (30 pts)

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

Evaluation Process

1. A Technical Review Committee will be convened comprised of members of the City.
2. The Technical Review Committee members will review and evaluate qualification proposal submissions from each Respondent to determine if they are responsive or nonresponsive to the requirements of this RFQ. All responsible firms will be evaluated and rated based on the criteria below, resulting in a short-list of qualifying firms.
3. Selection Criteria

Item	Points
1. Cover Letter	0-10
2. Completed Forms	0-10
3. Statement of Bidder Qualifications	0-50
4. References	0-30

Maximum Score: 100

4. Only qualifications proposals ranked at a minimum of 70 POINTS will be considered.
5. A final evaluation and ranking will be based on the respondents' Proposal and ability/commitment to provide services to the City in a timely manner.
6. The City may, at its sole option, elect to require interviews and presentation(s) by respondents clearly in consideration for award. Other submissions, certifications, or affirmations may be required, as appropriate. This may be prior to or after short list selection. The City reserves the right to select one or more respondents for contract award.

Scoring Sheet *(to be completed by City Evaluation Team)*

		Lead Contractor:	Lead Contractor:	Lead Contractor:
		_____	_____	_____
Technical Evaluation Criteria	1. Cover Letter			
	2. Completed Forms			
	3. Qualifications and Relevant Experience			
	4. References			
Total Score				

SUPPLEMENTAL INFORMATION

If the issuing department for this RRQ determines that your firm's application 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 application.

*This information is **NOT** requested to be provided in your initial application 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 applications 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.
- MBE/WBE Participation Plan.



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

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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CITY OF PROVIDENCE, RHODE ISLAND**

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.