



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

# REQUEST FOR PROPOSALS

**Item Description: MULTIWARD STREETScape IMPROVEMENTS FOR WAYFINDING, PLACEMAKING, AND NEIGHBORHOOD IDENTITY**

**Procurement/MinuteTraq #: 52413**

**Date to be opened: 4/6/2026**

**Issuing Department: City Council Office**

## **QUESTIONS**

Please direct questions related to the process, how to fill out forms, and how to submit an application (Pages 1-8) to the Purchasing Department.

- Email: [purchasing@providenceri.gov](mailto: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](mailto: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: Robert Baptista, III
  - Title: Project Manager
  - Email Address: [rbaptista@providenceri.gov](mailto:rbaptista@providenceri.gov)

## **Pre-submission Conference**

There will be a Non-Mandatory Pre-Bid Conference

Microsoft Teams meeting:

Tuesday, 3/23/26 Pre-bid conference, 2:00 pm (online)

<https://teams.microsoft.com/meet/22537824927080?p=EiYrRmy4kSCh3eNBSR>

Meeting ID: 225 378 249 270 80

Passcode: 8nJ23ev6

## **Deadline for questions submissions:**

Questions are due 03/27/2026 by 2PM

## INSTRUCTIONS FOR SUBMISSION

**Meeting Date: 04/06/2026**

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 3<sup>rd</sup> 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/ 1<sup>st</sup> page (*see page 6 of this document*)
- Bid Form 2: Certification of Bidder as 2<sup>nd</sup> 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 <a href="#">here</a>. Please visit, the <a href="#">City's MBE/WBE page</a> for details of the program (e.g. instructions and requirements).</p> <ul style="list-style-type: none"> <li><b>Nonprofit organizations are not required to complete the rest of this form.</b></li> <li><b>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</b></li> </ul>				
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.				
<b>Prime Contractor/Vendor Signature</b>		<b>Title</b>		<b>Date</b>
<b>Subcontractor/Supplier Signature</b>		<b>Title</b>		<b>Date</b>

**\*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](mailto: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.

# **BID PACKAGE SPECIFICATIONS**

## **Background Information**

The City of Providence is soliciting proposals from qualified and responsible vendors for the design, fabrication, furnishing, and installation of neighborhood gateway and directory signage at multiple locations throughout the city. These projects are intended to strengthen neighborhood identity, improve wayfinding, and enhance the public realm at key entry points, parks, and business districts, while supporting broader placemaking and revitalization efforts.

This initiative includes the installation of a freestanding directory and gateway monument around Hopkins Square on Charles Street in Ward 4. This installation will improve visibility and orientation for pedestrians and park users, reinforce Hopkins Square as an anchor within the Charles Street Business District, and support the City's goal of revitalizing Charles Street as a vibrant, inclusive, and culturally reflective corridor. The project seeks to celebrate neighborhood heritage while embracing the present-day diversity of Providence's North End by enhancing walkability, promoting economic activity, and improving quality of life through infrastructure, placemaking, and branding. All work must be coordinated to minimize disruption to recreational activities and pedestrian access.

In addition, the City is advancing a coordinated effort to install neighborhood-branded gateway signage in Ward 9 at strategic locations in the public right-of-way, aligned with existing City gateway standards. In Ward 10, the City is looking to add a "Welcome to Washington Park" neighborhood sign to coincide with a Gateway Entrance repurposing on Broad St.

This initiative also includes a freestanding, breakaway "Welcome to Smith Hill" neighborhood gateway and directory monument sign at Douglas Avenue and Orms Street in Ward 12, a major neighborhood entry point that currently lacks a defined gateway feature. These installations will establish a welcoming sense of arrival, reinforce neighborhood identity, improve wayfinding, and enhance the surrounding streetscape. This sign will work in conjunction with current Ward 12 placemaking landmarks.

Collectively, these projects aim to deliver durable, context-sensitive gateway and directory signage that reflects neighborhood character and supports a cohesive, citywide approach to placemaking.

## NEIGHBORHOOD GATEWAY & DIRECTORY SIGNAGE

### General Scope of Work

The selected vendor(s) shall provide **design-build services** for neighborhood gateway and directory signage installations in multiple wards, including:

- Conceptual design and final design development
- Fabrication of durable, vandal-resistant signage
- Foundations, footings, and structural supports
- Installation within the public right-of-way
- Coordination with City departments and utility providers
- Permitting (Road Opening Permit), licensing (Sidewalk Contractors License), and inspections (City permit fees waived; State ADA fee applies)

All signage must be designed to reflect neighborhood identity, comply with City zoning and ADA requirements, and be suitable for long-term outdoor use.

The signs must comply with **ARTICLE 16 of the City of Providence Zoning Ordinance, Section 1607.E**, which limits signs in the **PS (Public Space) Zone** to a maximum **height of 6 feet** and **area of 16 square feet**. Any proposal exceeding these limits will require either:

- An **administrative modification** if the overage is within 15% of the dimensional requirements, or
- A **variance from the Zoning Board of Review** if the overage is greater than 15%.

Vendors are strongly encouraged to submit designs that comply with these limits or remain within 15% if additional size is absolutely necessary.

## **Ward 4: Charles Street Business District – Design-Build Wayfinding Directory Board**

The City of Providence is soliciting bids from responsible vendors for the design, furnishing, and installation of a freestanding, clearly legible directory board at Hopkins Square, located in Ward 4, at 560 Charles St, Providence, RI 02904. The recreation center currently lacks an identifying monument at its primary entry point. This gateway sign will serve to clearly identify the facility for pedestrians and park users, while enhancing the visibility and welcoming presence of the park, in order to enhance the Charles St Business District. Installation must be conducted with minimal disruption to recreational activities and surrounding pedestrian access.

### **Scope of Work:**

Vendors are invited to provide a bid for the design, furnishing, and installation of a gateway monument sign at Hopkins Square. The exact placement of the monument within the public area will be determined in consultation with the City's design team.

- The board shall prominently display the name “**Charles Business Directory**” in raised or engraved lettering atop a stone, concrete, or similar permanent monument base.
- The design shall incorporate both the **Providence City Council seal** and the **City of Providence seal** in a visible location on the monument.
- The directory component must be designed to allow for periodic updates reflecting current local businesses, landmarks, institutions, and/or civic anchors.
- Acceptable update methods may include: modular panels, replaceable inserts, removable plates, or other durable changeable components.
- All directory update elements must be rated for full outdoor exposure and maintain legibility, color stability, and structural integrity for at least **five (5) years** under normal outdoor conditions.
- Vendor shall specify the proposed change-method and materials in their bid response.

**Proposed Charles St Location:**



**Proposed Hawkins St Location:**



## **Ward 9: Neighborhood Gateway Signage**

The City of Providence is seeking a qualified vendor to install three (3) neighborhood branded gateway signage. The goal is to enhance neighborhood identity and align with placemaking efforts across the city. All signs are to be installed in the public right-of-way and modeled after the existing signage installed throughout the city for consistency.

### **Scope of Work:**

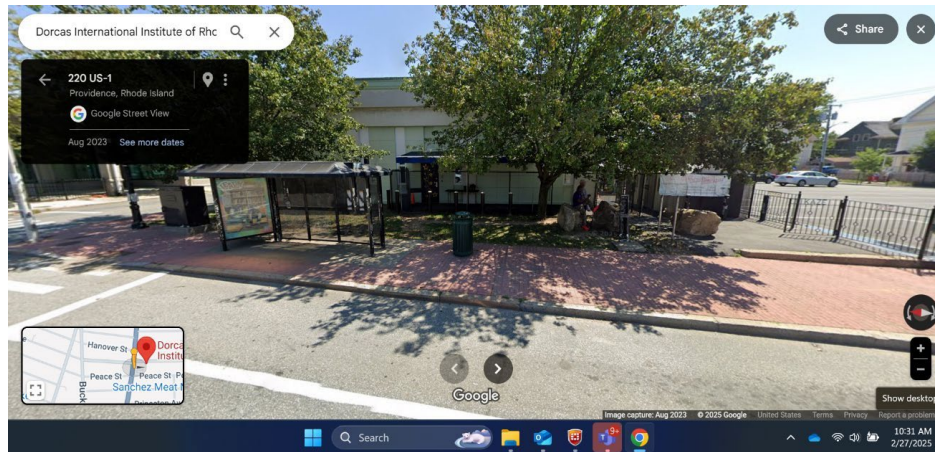
**This scope is intentionally prescriptive and is not a design-build component.** The City has established specific dimensions, materials, and installation requirements for Ward 9 to ensure consistency with existing neighborhood gateway signage previously installed throughout the City of Providence.

### **All bidders must include in their proposal the following information:**

1. Summary
  - a. Provide a summary of your company (including the primary person of contact for the RFP, company name, address, telephone number, and email address) signed by the person authorized to bind the organization.
2. Signs shall be 36"x36"x3", exterior post and panel sign single sided, digital print copy with 3M graffiti resistant laminate or approved equal, each with a unique location and message.
  - a. Use 3" square black posts, Surface mount – concrete footing 18" diameter x 4' depth.
  - b. Cast iron round finials.
3. Installation & Surface Restoration Requirements:
  - a. All sign installations shall minimize visual disruption to existing sidewalk and streetscape materials. Where installation requires cutting, coring, or removal of existing stamped red concrete, the contractor shall fully restore the surface to match the surrounding stamped red concrete in color, texture, and finish. Temporary or permanent patches of plain gray concrete are not acceptable unless the proposed installation method involves direct surface mounting or bolting into existing pavement.
  - b. Proposers must clearly identify their intended installation method, including whether signs will be surface-mounted and bolted into existing sidewalk pavement or installed using embedded foundations. If an embedded foundation is proposed, the proposer shall note that this will require demolition of the existing sidewalk panel and replacement with a new poured panel surrounding a granite or comparable monument foundation.
  - c. All bidders must include detailed installation drawings and construction details as part of their proposal. Final installation methods, materials, dimensions, and restoration approaches are subject to City review and written approval prior to fabrication and installation. No deviations from the approved installation details, materials, dimensions, or restoration methods shall be permitted without prior written authorization from the City.

**4. Locations:**

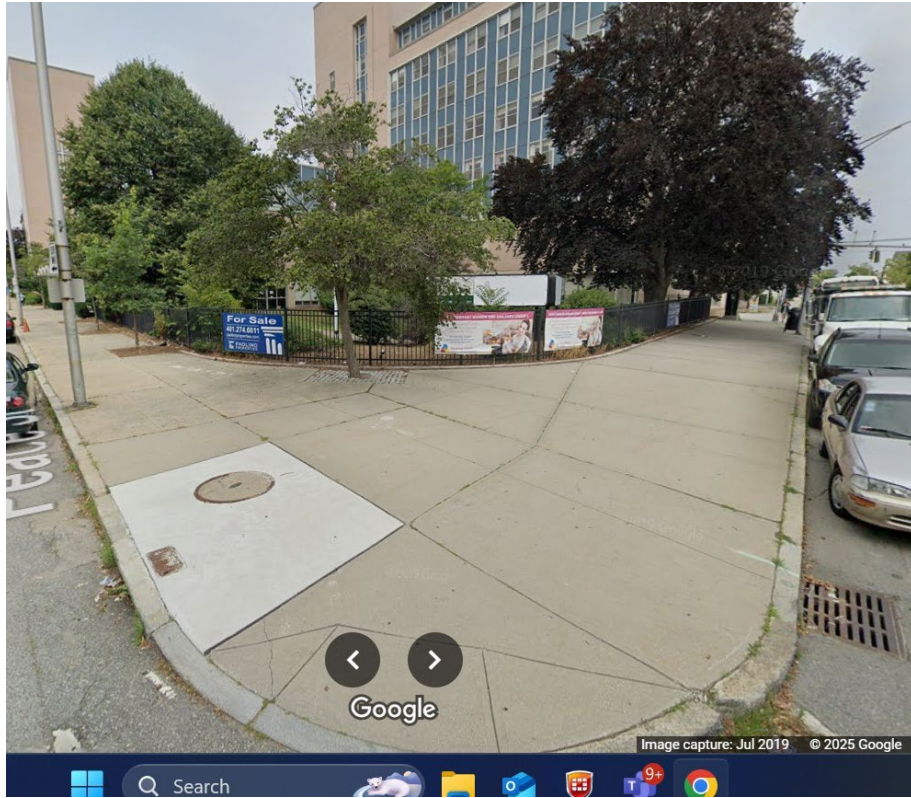
- a. **Elmwood Ave at Plenty St (near bus stop/tree, public side of Dorcas)** – *“Welcome to Elmwood”*



- b. **Broad St & Detroit Ave** – *“Welcome to South Providence Broad St.”*



- c. **640 Broad Street** – *“Welcome to South Providence Elmwood Neighborhood”*



**Example of signage installed in the City:**



## Ward 10: Barca Square (Washington Park Square) Neighborhood Gateway Signage

### Scope of Work:

The scope includes installation of a new “Welcome to Washington Park” gateway sign and the creative repurposing of existing stone columns located at **1515 Broad Street** and **1516–1518 Broad Street**, incorporating artistic, illuminated, or signage elements that contribute to a cohesive and recognizable neighborhood presence.

### Project Goals:

- Create a clear and welcoming gateway into the Washington Park neighborhood.
- Strengthen neighborhood identity and sense of place at Barca Square.
- Repurpose existing stone infrastructure in a durable, creative, and community-oriented manner.
- Improve the pedestrian experience and visual quality of the streetscape.

### Scope of Work:

#### Site Assessment & Conceptual Design:

1. Conduct a comprehensive site assessment of Barca Square and surrounding streetscape areas, including sidewalks, sightlines, existing utilities, and public right-of-way conditions.

- Develop conceptual and final design options for:
  - A primary “Welcome to Washington Park” gateway sign
  - Repurposed stone column features incorporating signage, artistic treatments, plaques, or illumination



2. Evaluate the structural condition and reuse potential of existing stone columns at:

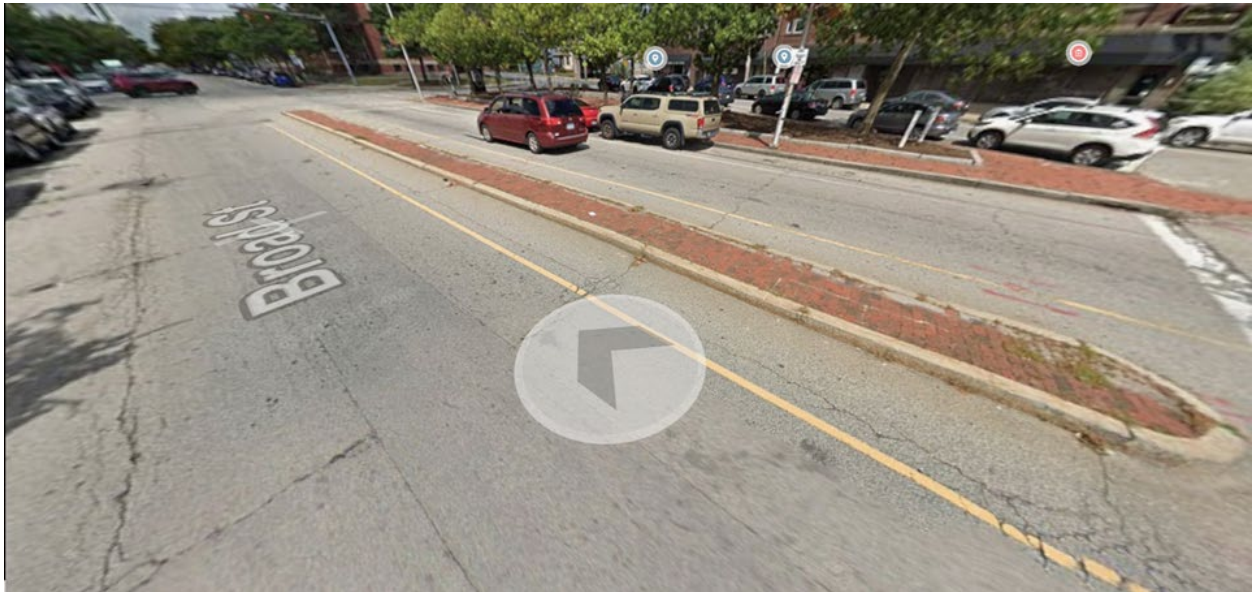
- 1515 Broad Street
- 1516–1518 Broad Street
- Paint the columns a color selected and approved by the City.
- Assess electrical availability and feasibility for illuminated signage or accent lighting, if proposed.
- Design concepts should be context-sensitive and may include mixed materials, neighborhood branding elements, and integrated lighting.
- Submit design packages to the City of Providence for review and approval prior to fabrication.





3. Install durable streetscape planters and/or in-ground landscape improvements within the existing medians located at:

- 1473–1477 Broad Street
  - 1481 Broad Street
- Planters and planting layouts shall be designed to enhance year-round visual interest while maintaining clear sightlines for pedestrians and vehicles.
  - Plant selections shall prioritize **low-maintenance, perennial, and climate-appropriate species** suitable for year-round presence, with an emphasis on:
    - Perennials and ornamental grasses that provide multi-season interest
    - Drought-tolerant and salt-resistant plantings appropriate for roadway medians
    - Design shall avoid annual-only plantings and minimize long-term maintenance requirements.
  - Planters and planting beds shall be constructed of durable, vandal-resistant materials and properly anchored or permanently installed to withstand weather, traffic exposure, and routine public works operations.
  - Contractor shall coordinate planting design and installation with City staff and restore any disturbed surfaces to pre-construction condition.



**Furnishing of Materials:**

The contractor shall furnish all materials required for a complete installation, including but not limited to:

- Custom-fabricated gateway signage and lettering
- Sign panels, plaques, emblems, or artistic elements
- Structural supports, footings, anchors, and mounting hardware
- Materials necessary to modify or enhance existing stone columns
- LED or low-energy lighting fixtures, wiring, conduit, controls, and timers (if applicable)
- Weather-resistant coatings, sealants, and protective finishes

### **Installation Requirements:**

- Install the “Welcome to Washington Park” gateway sign at a City-approved location within or adjacent to Barca Square.
- Repurpose and enhance existing stone columns at 1515 Broad Street and 1516–1518 Broad Street in accordance with approved designs.
- Complete all excavation, foundations, electrical connections (if applicable), and structural installation.
- Coordinate construction activities with City staff to minimize disruption to pedestrian traffic, nearby residents, and businesses.
- Restore all affected landscaping, sidewalks, and hardscaped areas to pre-construction condition or better.

### **Testing, Commissioning & Close-Out:**

- Test all signage and lighting components to confirm stability, visibility, and functionality.
- Conduct nighttime testing and final adjustments where lighting is included.
- Provide the City with:
  - As-built drawings
  - Warranty documentation
  - Operation and maintenance instructions
- Complete all work to the satisfaction of the City prior to final acceptance.

## Ward 12: DESIGN / BUILD “WELCOME TO SMITH HILL” DIRECTORY BOARD SIGN

The City of Providence is soliciting proposals from qualified vendors for the **design, fabrication, and installation of a freestanding neighborhood gateway and directory monument sign** at **Douglas Avenue & Orms Street, Providence, RI 02908**.

Ward 12 currently lacks a clearly defined gateway feature at this primary entry point. The proposed monument sign will establish a welcoming sense of arrival, reinforce neighborhood identity, improve wayfinding for residents and visitors, and enhance the public realm.

### **Scope of Work:**

The awarded vendor shall provide **design-build services** for a double-sided gateway monument sign, including **conceptual design, fabrication, furnishing, and installation** at a City-approved location within the public right-of-way.

### Design Requirements

- The monument shall prominently display **“Welcome to Historic Smith Hill”** using raised or engraved lettering, on both sides.
- The design shall incorporate both the **City of Providence Seal** and the **Providence City Council Seal** in a visible location, on both sides.
- Must include a directory board sign with picture map of Ward 12.
- The monument base shall consist of stone, concrete, or similar permanent and durable materials suitable for long-term outdoor exposure.
- All directory and map elements must be outdoor-rated and maintain legibility and structural integrity for a minimum of **five (5) years**.

### Specifications

- The sign shall be a **Rhode Island Department of Transportation (RIDOT)–approved breakaway structure**.
- The engineer identified on the Physical Alteration Permit Application (PAPA) shall consult and comply with all applicable standards contained in the **AASHTO Roadside Design Guide**, in accordance with **PAPA Manual, Chapter 4.4**.
- The vendor shall submit detailed sign specifications, including all breakaway components, to the City for review and approval.

Work may be self-performed and/or subcontracted.



## Provisions of Project:

### City of Providence – General Requirements

*(Applicable to all sites and all scopes under this RFP unless explicitly stated otherwise)*

- All designs must be reviewed and approved by the City prior to fabrication.
- No work may commence without a written Notice to Proceed (NTP) issued by the City.
- The contractor shall coordinate all utility verification and Dig Safe requirements prior to excavation.
- The contractor is responsible for traffic control, pedestrian safety measures, and police details as required.
- The contractor shall obtain all required permits and approvals. City permit fees are waived; State ADA fees apply where required.
- All disturbed surfaces, including sidewalks, landscaping, and hardscape, shall be restored to equal or better condition.
- Field layout and final placement must be coordinated and approved by the City prior to installation.
- Close-out documentation, including as-built drawings, warranties, and maintenance information, shall be provided prior to final acceptance.

### Warranty Requirements

The selected Proposer shall provide a **minimum one (1) year warranty** on all labor, materials, equipment, fixtures, and installation associated with this project, unless otherwise specified by the manufacturer. Warranty coverage shall commence upon final acceptance of the work by the City.

### Materials & Equipment Warranty

- All materials, components, and equipment furnished shall be new, of high quality, and free from defects in workmanship and materials.
- Manufacturer warranties shall be transferred to the City at project closeout.

- Any manufacturer warranty exceeding the minimum one (1) year requirement shall apply in full.

### **Installation & Workmanship Warranty**

- The Proposer shall warrant that all work has been performed in accordance with industry standards, manufacturer specifications, and applicable codes.
- Any defects in workmanship identified during the warranty period shall be corrected at no cost to the City, including labor, materials, and any associated removal or reinstallation.

### **Warranty Service & Response**

- The Proposer shall respond to warranty service requests within a reasonable timeframe, not to exceed ten (10) business days from written notification by the City, unless otherwise approved.
- Emergency or safety-related issues shall be addressed promptly upon notice.

### **Exclusions**

- Normal wear and tear, vandalism, misuse, or damage caused by factors beyond the Proposer's control may be excluded, provided such exclusions are clearly identified in the proposal.
- Any exclusions must be explicitly stated; otherwise, the warranty shall be deemed all-inclusive.

### **No Limitation of City Rights**

- Warranty provisions shall not limit the City's rights under contract, law, or equity.
- Acceptance of the work does not relieve the Proposer of responsibility for latent defects discovered within the warranty period.

## **Federal Compliance Requirements**

Because this contract includes work funded in whole or in part with Community Development Block Grant (CDBG) funds, all work performed under this contract shall comply with applicable U.S. Department of Housing and Urban Development (HUD) and federal requirements, regardless of funding source or project location.

Federal requirements include, but are not limited to:

- Davis-Bacon prevailing wage requirements for on-site install (off-site fabrication exempted)
- Weekly certified payroll submissions
- Monthly utilization and compliance reporting
- Federal labor standards and recordkeeping requirements

Failure to comply with federal requirements may result in contract termination or other remedies available to the City.

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.

## **Proposed Schedule**

The timeline for the selection process is presented below. A pre-bid conference is scheduled for this item. Complete responses must be received by Monday April 06, 2026, at 2:15 pm and sent to the City Clerk (25 Dorrance Street Providence, RI 02903 Room 311). No faxed or electronic submissions will be accepted. Upon awarding the bid, the City would plan to commence work upon contract execution. Any changes will be posted to the City of Providence Purchasing Department official website located at <https://www.providenceri.gov/purchasing/openrfpsummary/>. Respondents are responsible for checking the website for any scheduled changes.

<b><u>Events</u></b>	<b><u>Date</u></b>
Request for Proposals Issued	Monday, March 02, 2026
Deadline to submit bid questions (via email to subject matter experts)	Friday, March 27, 2026, by 2PM
Final response to questions (via public addendum)	No later than Thursday, April 02, 2026, by 2PM
Bids Due	Monday, April 06, 2026

## 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.
- Registration with Federal System for Award Management (SAM.gov) to obtain Unique Entity Identifier (UEI)
- Proof Vendor can Perform Work Outlined in RFP. This will be determined by images of previous projects and demonstrating that the vendor has the necessary staff, tools, and infrastructure to execute job

### **Evaluation Criteria**

Proposals will be evaluated based on the vendor's understanding of the scope of work and proposed Cost.

### **Key Information**

This bid may be awarded either in whole or in part to multiple vendors, whichever is in the best interest of the City of Providence and will be utilized on an "as needed" basis. There is no guarantee that any/all services will be utilized.

The award of this contract in no way obligates the City to spend the corresponding estimated dollars. The City reserves the right to cancel this contract at any time with 30 days' written notice



**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



**BOARD OF CONTRACT AND SUPPLY  
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.