



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

REQUEST FOR PROPOSALS

Item Description: MUNICIPAL SPACE PLANNING SERVICES

Procurement/MinuteTraq #: 52564

Date to be opened: 4/20/2026

Issuing Department: Department of Public Property

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.
 - Submission Portal:
<https://forms.monday.com/forms/2623174bcb0d6268172c99a3aab9a409?r=use1>
- 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: Joseph Mulligan
 - Title: Director of Planning & Development Department
 - Email Address: jmulligan@providenceri.gov

Pre-submission Conference

There is no pre-bid conference scheduled for this item.

Deadline for questions submissions:

Questions are due Friday, April 10, 2026, by 4PM

INSTRUCTIONS FOR SUBMISSION

Meeting Date: 4/20/2026

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 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.

BID PACKAGE SPECIFICATIONS

Purpose

The City of Providence requests proposals from qualified professional firms interested in providing space planning, design and furniture services for public municipal buildings. The City intends to select one (1) responsible Firm that meets the requirements of the Request For Proposal (RFP) and has the highest probability of satisfactorily performing the services for the city at a competitive cost based on the criteria outlined in the “scope of work section”. The coordination of the Project will be managed by the Public Property Department, with collaborative review and evaluation conducted by the issuing department alongside the Department of Planning and Development.

The intended structure for this solicitation is the Joseph A. Doorley Municipal Building; however, additional facilities may be incorporated as the City commences the restoration of services with Capital Improvement funds.

Scope of Work

City of Providence’s Joseph A. Doorley Municipal Building is a three-story, plus basement, approximately 65,000-square-foot municipal office facility originally constructed in 1967 for Blue Cross Physicians Service. The building features two (2) elevators and two (2) stairwells for accessibility. Parking is accommodated by two (2) level parking structures. The first floor includes offices, a large conference room, and an unused commercial kitchen and dining area. The main entrance on the first floor, which is located off Westminster Plaza, is a half-level entrance with stairs leading up to the main lobby. ADA access is from the parking garage and through either stairwell to the main corridors on the 1st floor and Lower Level where the elevator is accessed. The second and third floors mainly consist of perimeter offices, open cubicle spaces, as well as both enclosed and open conference rooms. The lower basement level accommodates the boiler room, an equipment room, electric rooms, and the elevator machine and IT data rooms.

Occupants:

The facility is primarily occupied by the following Departments and Agencies:

- City Solicitor and Law Department
- Arts, Culture & Tourism
- Housing & Human Services
- Information Technology (IT) Department
- Planning & Development
- Providence Redevelopment Agency

Architectural Space Planning Services

Scope of Professional Services

Municipal Office Building – approximately 65,000 SF – 70,000 SF (Existing Facility, Built 1967)

The Architect shall provide professional architectural services to evaluate, program, and develop conceptual space planning strategies for the existing municipal office building consisting of approximately 65,000 square feet. The intent of the study is to support a modernized municipal workplace environment incorporating collaborative work areas, open office workstations, cubicles, private offices, public service functions, and shared amenities while improving operational efficiency within the existing building envelope.

The services described herein represent planning and programming services only and are intended to inform potential future renovation or modernization efforts.

NOTE: The building would be fully occupied during the renovation process, with partial relocation, as required, to accommodate proposed improvements.

1. Project Initiation

The Architect shall initiate the project through coordination with the Owner and designated municipal representatives to establish project goals, schedule, and communication protocols.

Services shall include:

- Conduct a **project kickoff meeting** with the Owner and key municipal stakeholders.
- Confirm project objectives, planning assumptions, and scope limitations.
- Establish a project work plan and schedule.
- Identify primary departmental representatives for coordination.

Deliverable:

- Project work plan and schedule.

2. Existing Conditions Review

The Architect shall review available documentation and evaluate existing building conditions relevant to space planning.

Services shall include:

- Review of available architectural drawings, facility documentation, and prior studies.
- Site visit(s) to observe and document existing building conditions.
- Verification of general floor plate configuration, structural grid, vertical circulation, building core elements, and access points.
- Review of existing locations of:
 - elevators and stairs
 - restrooms

- mechanical/electrical spaces
- major building systems
- Evaluation of daylight availability and window locations.
- Identification of planning constraints typical of existing buildings constructed during the 1960s, including structural grid limitations, ceiling heights, and building core locations.

Deliverable:

- Existing Conditions Summary Memorandum.

3. Departmental Programming and Needs Assessment

The Architect shall conduct a programming process to identify the operational needs of the municipal departments currently occupying the building.

Services shall include:

- Meetings and/or workshops with departmental leadership and staff.
- Identification of current and projected staffing levels.
- Evaluation of existing workspace types and space utilization.
- Identification of operational relationships and adjacent requirements between departments.
- Identification of space needs including:

Work Areas

- open workstations
- cubicles
- shared workstations or touchdown spaces

Enclosed Spaces

- private offices
- confidential work areas
- meeting rooms and conference spaces

Municipal Functions

- public service counters
- public waiting areas
- secure administrative areas
- records storage and archives

Shared Support Spaces

- copy/print areas

- staff break rooms and kitchenette areas
- training rooms
- IT and support spaces
- storage areas

Deliverables:

- Departmental Space Program
- Staff and Workstation Count Summary
- Adjacency Matrix

4. Space Utilization and Efficiency Analysis

The Architect shall evaluate existing space utilization and identify opportunities to improve efficiency and functionality within the building.

Services shall include:

- Analysis of gross and usable square footage.
- Evaluation of departmental space allocations.
- Review of circulation patterns and workspace density.
- Assessment of opportunities to improve planning efficiency within the existing floorplate.

Deliverables:

- Space Utilization Analysis
- Efficiency Metrics Summary

5. Conceptual Space Planning

Based on the approved space program, the Architect shall develop conceptual space planning options illustrating alternative approaches to accommodating municipal departments within the building.

Services shall include:

- Development of preliminary test-fit layouts for the building floor plates.
- Exploration of multiple planning approaches, which may include:
 - departmental neighborhood planning
 - hybrid open office environments
 - collaborative workplace models
- Integration of the following workspace types:
 - open workstations

- cubicle workstations
- private offices
- shared meeting spaces
- Consideration of daylight access, circulation efficiency, and operational adjacencies.

Deliverables:

- Conceptual Floor Plans
- Preliminary Space Allocation Diagrams

6. Collaborative Workplace Strategy

The Architect shall develop planning strategies supporting modern workplace collaboration while maintaining appropriate levels of privacy and acoustic control.

Services shall include recommendations for:

Informal Collaboration

- open collaboration areas
- lounge seating areas
- standing meeting zones

Formal Collaboration

- small meeting rooms
- conference rooms
- team/project rooms

Privacy and Focus Areas

- phone booths
- quiet rooms
- small focus spaces

Deliverables:

- Collaborative Workspace Strategy Summary
- Recommended Room Type Matrix

7. Public Interface and Civic Services

The Architect shall evaluate planning considerations related to public access and municipal service delivery.

Services shall include planning recommendations for:

- public reception areas
- public service counters

- public waiting areas
- public meeting rooms
- accessible circulation routes
- security separation between public and staff areas
- improved wayfinding opportunities

Deliverable:

- Public Interface Planning Diagrams.
-

8. Amenities and Workplace Support Spaces

The Architect shall evaluate opportunities to incorporate shared workplace amenities to support staff productivity and well-being.

Planning recommendations may include:

- centralized break areas
- kitchenette facilities
- wellness or mother's room
- training rooms
- flexible multipurpose rooms
- shared printing/copy hubs

Deliverable:

- Amenity Space Allocation Summary.
-

9. Preliminary Code and Accessibility Review

The Architect shall conduct a preliminary review of code and accessibility considerations relevant to the conceptual planning effort.

Review shall include general considerations related to:

- occupant load
- exit access and travel distance
- corridor widths
- accessibility requirements
- life safety considerations

Deliverable:

- Code and Accessibility Planning Considerations Memorandum.

10. Stacking and Phasing Analysis

Prepare a conceptual stacking diagram illustrating the potential distribution of departments within the building. Services may include:

- departmental stacking diagrams
- preliminary renovation phasing strategies
- identification of potential temporary swing spaces

Deliverables:

- Departmental Stacking Plan
- Preliminary Phasing Strategy (if required).

11. Final Space Planning Report

Upon completion of the planning effort, the Architect shall prepare a final report summarizing the findings and recommendations.

The report shall include:

- existing conditions summary
- departmental space program
- conceptual floor plans
- workstation and office counts
- collaborative workspace recommendations
- amenity recommendations
- stacking diagrams
- planning considerations and implementation recommendations

Deliverable:

- Final Space Planning Study Report.

Additional Services (If Authorized by Owner)

Additional services not included in the base scope may include:

- furniture planning and workstation standards
- interior design services
- cost estimating

- signage and wayfinding design
- technology integration planning
- architectural design and construction documents for renovation
- bidding and construction administration services

These services shall be provided only upon written authorization by the Owner.

Fee Allocation by Task

Phase	Description	Estimated Fee
1. Project Initiation	Kickoff meeting, project planning, coordination	\$
2. Existing Conditions Review	Drawing review, site visits, building evaluation	\$
3. Departmental Programming	Staff interviews, needs assessment, space program	\$
4. Space Utilization Analysis	efficiency analysis, staffing ratios	\$
5. Conceptual Space Planning	multiple test-fit layouts for 65,000 SF	\$
6. Collaborative Workspace Strategy	workplace planning and collaboration zones	\$
7. Public Interface Planning	municipal service counters, public access planning	\$
8. Amenities Planning	staff support spaces and shared amenities	\$
9. Code & Accessibility Review	preliminary life safety and ADA review	\$
10. Stacking / Phasing Analysis	departmental stacking and renovation phasing	\$
11. Final Space Planning Report	final drawings and report preparation	\$
Estimated Total Lump Sum Fee:		\$ _____

Additional Services

Service	Fee
Furniture Planning	\$
Interior Design Concepts	\$
Test Fit Alternatives (additional)	\$ each
Cost Estimating	\$

Proposed Solicitation Schedule

The timeline for the selection process is presented below.

Complete responses must be received by Monday, April 20, 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 the awarding of the bid, the City intends to initiate work upon the execution of the contract. 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.

<u>Events</u>	<u>Date</u>
Request for Proposals Issued	Monday, March 23, 2026
Deadline to submit bid questions (via email to subject matter experts)	Friday, April 10, 2026, at 4 PM
Final response to questions (via public addendum)	No later than Thursday April 16, 2026, by 2PM
Bids Due	Monday, April 20, 2026

Proposed Project Schedule

Space Planning Study Timeline (10 Weeks)

Below is a representative 10-week schedule.

Week 1 – Project Initiation

Tasks:

- Contract execution
- Kickoff meeting with Owner
- Establish communication protocol
- Confirm project goals and expectations
- Review available building documentation

Deliverables:

- Project work plan
- information request list

Weeks 2–3 – Existing Conditions Review

Tasks:

- Site visit and building walk-through
- Verification of floor plates
- documentation of core areas and circulation
- review structural grid and building systems
- review code and accessibility constraints

Deliverables:

- Existing conditions summary
 - base floor plan for planning
-

Weeks 3–5 – Departmental Programming

Tasks:

- Interviews with municipal departments
- staff population verification
- workflow analysis
- adjacency requirements
- identification of public interface needs

Deliverables:

- departmental space program
- staffing and workstation counts
- adjacency diagrams

Owner Review Meeting #1

Weeks 5–7 – Conceptual Space Planning

Tasks:

- development of **multiple conceptual test fits**
- open office and cubicle layouts
- placement of private offices
- collaboration zones
- planning for public services

Deliverables:

- conceptual floor plans
- space allocation diagrams

Owner Review Meeting #2

Weeks 7–8 – Preferred Plan Development

Tasks:

- refinement of preferred planning concept
- incorporation of Owner feedback
- development of collaboration strategies
- amenity planning

- departmental stacking diagram

Deliverables:

- refined conceptual plans
- stacking diagrams

Owner Review Meeting #3

Week 9 – Final Planning Documentation

Tasks:

- finalize planning layouts
- confirm workstation counts
- finalize program summary
- document code and accessibility considerations

Deliverables:

- draft space planning report
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Week 10 – Final Report and Presentation

Tasks:

- preparation of final report
- presentation to municipal leadership
- discussion of implementation options

Deliverables:

- Final Space Planning Study Report
 - digital floor plans
 - implementation recommendations
-

Key Milestones

Milestone	Week
Kickoff Meeting	Week 1
Programming Complete	Week 5
Concept Plans Review	Week 7
Preferred Plan Approval	Week 8
Final Report Delivery	Week 10

Content of Proposals

The three parts of the Proposal must contain the following components and should be labeled/tabbed as indicated herein.

Part I - Administrative Proposal

1. Required Forms. Each proposal must include a completed copy of the following documents:

- Bid Form 1: Bidders Blank
- Bid Form 2: Certification of Bidder
- Bid Form 3: Certificate Regarding Public Records
- Bid Form 4: Affidavit of City Vendor
- MBE/WBE Participation Plan
- MBE/WBE Waiver Request Form

Part II- Technical Proposal

The Technical Proposal should contain only the following information. The City may reject a proposal that does not provide all the information requested below or does not identify the information in the same order it is presented in this RFP. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the Firm's capabilities to satisfy the requirements of the RFP.

1. Cover Letter

- a. Brief introduction of the Firm and why you are the best fit for this project.
- b. The name, title, telephone number, and email address of the individual within your Firm who will be the City's primary contact throughout the life of the contract.

2. Executive Summary

- a. A brief overview of the Firm's qualifications
- b. Summary of the proposed approach

3. Project Team

- a. Organizational Chart
- b. Resumes of key personnel assigned to this project
- c. Subconsultants (if any)

4. Cost Proposal

Evaluation Process

The City will comprehensively and impartially review each proposal received and will select the responsible Firm that has met the requirements of the RFP, and that has the highest probability of satisfactorily performing the services at a competitive cost.

Proposals will be evaluated based upon the following criteria:

1. The information submitted in response to this RFP, including administrative and technical proposals.
2. Interviews, if any, to clarify or expand on the responses received.
3. Anticipated cost of products and services. Although proposed fees will be considered in the selection process, the City reserves the right to negotiate lower fees or different fee structures than proposed with any Firm selected.

The City may review and check a Firm's references and may re-evaluate any technical scores because of these reference checks.

Floor Plans and Existing Documents

- The below documents will be issued at a later date via a public issued addendum.
- Building Needs Assessment Memo Report (Pare Corp.) – November 2025
- 444 Westminster Phase I ESA Final (Fuss & O'Neill) - January 2026
- Existing Condition Floor Plans
- Original Building Floor Plans

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.



**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.