



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

REQUEST FOR PROPOSALS

Item Description: COMMISSIONING AGENT SERVICES FOR PHASE 4 PROVIDENCE PUBLIC SCHOOLS PROJECTS

Procurement/MinuteTraq #: 53180

Date to be opened: 6/15/2026

Issuing Department: 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.
 - Email: purchasing@providenceri.gov
 - Please use the subject line “**Solicitation Question**”
- Please direct questions relative to the Minority and Women’s Business Enterprise Program and the corresponding forms (Pages 10-11) to the MBE/WBE Outreach Director for the City of Providence, Grace Diaz
 - Email: gdiaz@providenceri.gov
 - Please use subject line “**MBE WBE Forms**”
- Please direct questions relative to the specifications outlined (beginning on page 14) to the issuing department’s subject matter expert:
 - Name: Liliana Smith
 - Title: LeftField, Project Manager
 - Email Address: Liliana.smith@leftfieldpm.com

Pre-submission Conference

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

Deadline for questions submissions:

June 3rd, 2026 by 2:00PM

INSTRUCTIONS FOR SUBMISSION

Meeting Date: 6/15/2026

Please Note – this RFP contains special instructions for two separate proposal packages:

1) Technical Proposal for Qualification and 2) Professional Cost Proposal

1) **Technical Proposals for Qualification** may be submitted up to **2:15 P.M.** on the above meeting date (**June 15, 2026**) at the **Department of the City Clerk, Room 311, City Hall, 25 Dorrance Street, Providence**. At 2:15 P.M. all **Technical Proposals for Qualification** 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 hard copies and a digital copy on a USB flash drive** of their bid in sealed envelopes or packages labeled “RESPONSE TO RFP Technical Proposals for Commissioning Agent Services for Phase 4 Providence Public School Projects” 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).
- 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.
- **This Technical Proposal for Qualification must contain no cost information.**
- The Technical Proposal for Qualification 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**

2) **Professional Cost Proposals** may be submitted up to **2:15 P.M.** on the above meeting date at the **Department of Purchasing, Room 408, City Hall, 25 Dorrance Street, Providence**. All **Professional Cost Proposals** from firms meeting the minimum Technical evaluation score threshold will be publicly opened and read during the next available Board of Contract and Supply meeting in Conference Room 305, on the 3rd floor of City Hall.

- Bidders must submit **2 hard copies and a digital copy on a USB flash drive** of their **Professional Cost Proposals** in sealed envelopes or packages labeled “Cost Proposal – Commissioning Agent Services for Phase 4 Providence Public School Projects” 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).
- The Professional Cost Proposal envelope and information relative to the bid must be addressed to:

**Department of Purchasing
Providence City Hall, Room 408
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.

FAILURE TO FOLLOW THESE SUBMISSION INSTRUCTIONS WILL RESULT IN DISQUALIFICATION OF THE PROPOSING FIRM.

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 **Technical Proposal for Qualification** bid package **MUST** include the following, in this order:

- Bid Form 1: Bidder's Blank as the cover page/ 1st page (*see page 7 of this document*)
- Bid Form 2: Certification of Bidder as 2nd page (*see page 8 of this document*)
- Bid Form 3: Certificate Regarding Public Records (*see page 9 of this document*)
- Bid Form 4: Affidavit of City Vendor (*see pages 10 and 11 of this document*)

The **Professional Cost Proposal** bid package **MUST** include the following, in this order:

- Bid Form 5: Professional Fee (*see pages 12-13 of this document*)
- Forms from the Minority and Women Business Enterprise Program: Based on Bidder Category. *See forms and instructions enclosed (pages 14-15) 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. 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.
6. The Board of Contract and Supply reserves the right to reject any and all bids.
7. 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](#).
8. 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.
9. 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.
10. A certificate of insurance will normally be required of a successful vendor.
11. 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.](#))
12. No goods should be delivered, or work started without a Purchase Order.
13. **Submit 2 hard copies and a digital copy on a USB flash drive of the bid to the City Clerk, unless the specification section of this document indicates otherwise.**
14. 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*:

N/A – TECHNICAL PROPOSAL FOR QUALIFICATION ONLY

Total Amount in Figures*:

N/A – TECHNICAL PROPOSAL FOR QUALIFICATION ONLY

****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) through 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

BID FORM 5: Professional Fee

NOTE: This form must be included in the separate "Professional Cost Proposal" and not included in the "Technical Proposal for Qualification"

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):

Total Amount in Writing:

Total Amount in Figures:

BASE BID PRICE

The Bidder submits this bid proposal to perform all the work as defined in the attached specifications and exhibits (including but not limited to the costs of all defined services prescribed or otherwise required to complete the work, the total allowance defined herein as "Allowances", all required insurance, licensing, labor, travel, administration, office expenses, required equipment, and all Addenda).

Total Amount listed above shall match the bottom line lump sum Total on the following page. Any discrepancy between the calculation of the lump sum Total and the individual line items shall defer to the percent fees and fixed dollar amounts of individual line items A through G.

Bid Cost Proposal Breakdown

Provide project-based pricing as Not to Exceed Lump-Sum Bid, with breakout pricing separating the different seven (6) projects in Phase 4 (**Carnevale Elementary School, DelSesto Middle School, Hope High School, Dr. Martin Luther King Elementary School, Roger Williams Middle/Young Woods Schools, and Vartan Gregorian Elementary School**). Each individual price shall be further broken down by the following three stages:

A. RIDE Stage III Design Reviews	Lump Sum	\$
a. Schematic Design Review	Lump Sum & Percentage	\$ (%_____)
b. Design Development Review	Lump Sum & Percentage	\$ (%_____)
c. 60% Construction Drawings Review	Lump Sum & Percentage	\$ (%_____)
d. 100% Construction Drawings Review	Lump Sum & Percentage	\$ (%_____)
B. Construction Commissioning	Lump Sum	\$
C. Project Closeout/Post-Occupation Services	Lump Sum	\$
TOTAL FEES		\$

Signature of Representation

Title

NOTE: This form must be included in the separate “Professional Cost Proposal” and not included in the “Technical Proposal for Qualification”

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 gdi@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

Overview The City of Providence and Providence Public School District (PPSD) intend to enter into contract with one firm to provide Commissioning (Cx) Agent services for selective projects in Phase 4. It is the awarded firm’s responsibility to provide these services through their own capabilities or through the subcontractor(s) as identified within their proposal.

The City of Providence and Providence Public School District (PPSD) received approval for a RIDE Stage II Necessity of School Construction Application in May 2024. The projects (Phase 4) are a continuation of the historic plan to rebuild the capital city’s schools. As part of this initiative the city is looking to design and construct Phase 4 projects that will renovate or replace existing deteriorating facilities with modern facilities. The City of Providence and PPSD is committed to an environmentally sustainable design, with Carbon Neutral and Net Zero energy consumption as the goal. The school will conform to Northeast Collaborative for High Performance Schools protocol (NE-CHPS).

The City of Providence Phase 4 project consists of seven (6) individual projects, each currently in the Feasibility Study phase. Relevant project details are listed below:

**Dates listed are estimated targets. The scheduled dates may shift throughout design and/or construction.*

Project Name:	Roger Williams Middle School / Young Woods Elementary School
Owner:	City of Providence
Design Team:	SLAM
Construction Manager:	Gilbane
Project Type:	Renovation + Addition
Total Budget:	\$115,000,000
Current Phase:	Feasibility Study
*Design Completion:	Jul-27
*Construction Start:	Jul-27
*Substantial Completion:	Aug-29

Project Name:	Hope High School
Owner:	City of Providence
Design Team:	Studio Jaed
Construction Manager:	Maron Construction
Project Type:	Renovation
Total Budget:	\$35,500,000
Current Phase:	Feasibility Study
*Design Completion:	Feb-27
*Construction Start:	Mar-27
*Substantial Completion:	Aug-28

Project Name:	Dr. Marting Luther King Jr. Elementary School
Owner:	City of Providence
Design Team:	RGB
Construction Manager:	Ahlborg
Project Type:	New Construction
Total Budget:	\$79,000,000
Current Phase:	Feasibility Study
*Design Completion:	Mar-27
*Construction Start:	May-27
*Substantial Completion:	Jun-29

Project Name:	Vartan Gregorian Elementary School
Owner:	City of Providence
Design Team:	RGB
Construction Manager:	Bentley Construction
Project Type:	Renovation
Total Budget:	\$30,000,000
Current Phase:	Feasibility Study
*Design Completion:	Jun-27
*Construction Start:	Jun-26 (Security Vestibule), Jun-27 (Main Construction)
*Substantial Completion:	Aug-29

Project Name:	Anthony Camevale Elementary School
Owner:	City of Providence
Design Team:	RGB
Construction Manager:	Bentley
Project Type:	Renovation
Total Budget:	\$13,000,000
Current Phase:	Feasibility Study
*Design Completion:	Jun-27
*Construction Start:	Jun-27
*Substantial Completion:	Aug-29

Project Name:	DelSesto Middle School
Owner:	City of Providence
Design Team:	Studio Jaed
Construction Manager:	Maron
Project Type:	Renovation
Total Budget:	\$11,500,000
Current Phase:	Feasibility Study
*Design Completion:	Feb-27
*Construction Start:	Jul-27
*Substantial Completion:	Jul-28

General Requirements

The successful firm must provide all services necessary to comply with the RI Department of Education of Necessity of School Construction Application Stages' III & IV. It is the responsibility of the offeror to familiarize themselves with these regulatory requirements.

For the purposes of this RFQ/P, the scope of work shall be broken down into the following three phases – RIDE Design Reviews, Construction Commissioning, Project Closeout/Post Occupancy:

1. RIDE Design Reviews

- a) Review and comment on clarity and completeness of the Owner's Project Requirements (OPR) document developed by the Owner, OPM, and design team. Provide assistance as necessary to ensure thoroughly developed document.
- b) Within thirty days of the expected contract, the Cx Agent shall prepare and submit to the OPM a Design Phase Commissioning Plan to include:
 - (1) General Building Information. A very brief description of the building's location, size and type of use.
 - (2) Commissioning Team Information: a list of the Cx Agent's team members, and their contact information along with contact information for the OPM, Design-Build Team (CM and Design Team), and Owner commissioning representatives.
 - (3) Commissioning Task Matrix: a matrix or narrative describing major commissioning activities and the commissioning team member(s) designated to lead and assist with fulfilling those objectives.
 - (4) Commissioning Scope of Work: A detailed scope of work highlighting the systems that will be commissioned as indicated in the contract, and what commissioning tasks will need to occur over the design process. This section shall also cover the level of detail needed for the project's design documentation and the content of the commissioning specifications.
 - (5) Commissioning Schedule: A preliminary commissioning schedule which is cross-referenced with the Project's schedule highlighting dates when key commissioning activities need to be completed.
 - (6) Commissioning Forms: description of the forms to be completed for various phases of the commissioning process and where they are located or can be obtained.

- (7) Systems Manual. Define the roles, responsibilities, and requirements of the OPM, Design-Build Team (CM and Design Team) and subcontractors in the compilation and preparation of the Systems Manual.
- c) The contractor shall review and comment on the clarity and completeness of the Basis of Design (BOD) document developed by the design team.
- d) The contractor shall perform a thorough review of all drawings and specifications. These reviews shall occur at the following milestones: Schematic Design, Design Development, 60% complete Construction Documents and 90% complete Construction Documents, and shall review and comment on their completeness, coordination among design disciplines, and adherence to the OPR. Such review shall include each of the following issues:
- 1) Review and provide input on how to facilitate effective commissioning (including sufficient accessibility, test ports, monitoring points and related features).
 - 2) Review for adequacy of the energy efficiency and adequacy of the effectiveness of building layout and efficiency of system types and components for building shell, HVAC systems and lighting systems for applicable matrix (e.g. LEED, OPR, NECHPS)
 - 3) Review envelope design and assemblies for thermal and water integrity, moisture vapor control and assembly life. Systems may include, but not limited to walls, windows, doors, louvers, vents, grilles, and sun-screens.
 - 4) Review HVAC, lighting, fire control, emergency power, security control system, strategies, and sequences of operation for adequacy and efficiency.
 - 5) Review commissioned systems layout and their impact on the other systems and the facility as a whole toward facilitating operations and maintenance (including equipment accessibility and system control).
 - 6) Review systems relating to thermal, visual, acoustical, air quality comfort, and air distribution and report on their compliance with the design intent.
 - 7) Review and report on building materials, landscaping, use of water resources, and waste management and their respective possible impact on the environment and their compliance with the design intent.
 - 8) Review and comment on the adequacy of the specified building operations and maintenance plan.
 - 9) Review and comment on the adequacy of specified operator training requirements.
 - 10) Review the bid documents and comment on the adequacy of building commissioning specifications including testing requirements by equipment type.
 - 11) Review the mechanical concepts/design and recommend enhancements for operational efficiency improvements.
 - 12) Review the electrical concept/systems and recommend enhancements for operational or efficiency improvements.
 - 13) Review the Construction Documents, including the drawings and specifications prepared for each subcontractor, to assess their completeness and coordination among the various disciplines, to assess provisions for construction sequencing, materials and equipment delivery and storage, site and building access, testing requirements, and training requirements.
 - 14) Review life cycle cost analysis of the mechanical systems relative to energy efficiency operations and maintenance, indoor air quality, functionality, and sustainability.
- e) For each review milestone and within two (2) weeks of receipt of documents, Cx Agent shall prepare a Design Review Report which shall include a list of documents reviewed by titled and

issue number or date as well as a record of issues and findings that require further attention (Issues Log). The Design Review Report and Issues Log shall be submitted to the Owner/OPM, Design-Build Team (CM and Design Team) for discussion and resolution. Once acted upon by the appropriate party, each issue shall be back-checked by the Cx Agent who shall revise the Design Review Report and Issues Log to include the issues resolution and back-check results and re-issuer the report to the Owner/OPM, Design-Build Team (CM and Design Team).

- f) Attend design review meetings on an as-needed basis. Meetings shall be coordinated by the OPM and will be held on a bi-monthly basis.
- g) Cx Agent shall, through the OPM, organize, coordinate and conduct a controls integration meeting with the mechanical, electrical and systems control engineers who are part of the Design-Build Team (CM and Design Team) to discuss integration issues between equipment systems and disciplines so that integration issues and responsibilities are clearly described in the construction specifications.
- h) Cx Agent shall develop commissioning specifications (the “Cx Specifications”) for inclusion in the Construction Documents. Schedule for completion of the Cx Specifications shall be commensurate with the overall Project schedule. The Cx Specifications shall, at a minimum, define the commissioning requirements for each specification section, for a special specification division, and for each of the systems and equipment to be commissioned as identified in the Contract, and shall be coordinated for format and content with the project manual developed by the Design-Build Team (CM and Design Team).
 - (1) Cx Specifications shall include, but shall not be limited to, requirements for commissioning submittals, start up and checkout test plans, functional test development support, pre-functional checklists and functional test execution, training plan development and execution, operations and maintenance manuals, as-built drawings and coordination among subtrades.
 - (2) Cx Specifications shall specifically include specifications for the start-up protocols including an identification of any and all equipment for instrumentation needed for measurements during pre-functional testing and functional performance testing, so that these requirements and any specialized equipment or instrumentation will be clearly delineated and provide for in the Construction Documents. These procedures shall also be included in the Design-Build Team (CM and Design Team) pertinent bid specifications for relevant subcontractors
- i) The Cx Agent shall develop the Construction Phase Commissioning Plan (“the Cx Plan”) including all documentation identifying and describing all required functional performance tests and defining clear procedures for the commissioning process. The Cx Plan shall be provided to the Design Team, OPM and GC for review and approval and incorporation into sub-contractor bid documents. At a minimum the plan shall include:
 - (1) General Building Information. A very brief description of the building’s location, size and type of use.
 - (2) Commissioning Team Information: a list of the Cx Agent’s team members, and their contact information along with contact information for the OPM, Design-Build Team (CM and Design Team) and Owner commissioning representatives.
 - (3) Commissioning Task Matrix: a matrix or narrative describing major commissioning activities and the commissioning team member(s) designated to lead and assist with fulfilling those objectives.

- (4) Commissioning Scope of Work: Detailed description of all systems schedule for commissioning, including the nature of the testing to be performed for each piece of equipment, for each sub-system and for each system.
- (5) Deliverables: Clearly defined with deadlines, responsible parties, deliverables may include schedules, test plans, test reports, training plans and final reports.
- (6) Schedule: The schedule shall be coordinated with the overall Project schedule as established by the OPM.
- (7) Checkout, Startup & Pre-functional Testing: Define the process and procedures to be used for the installation review, startup and pre-functional testing process and required integration between these activities for each piece of equipment, subsystem, and system.
- (8) Functional Performance Testing: Describe the functional performance testing process, including prerequisites and any special equipment or instrumentation needed to obtain necessary measurements during performance testing. Include requirements for deferred seasonal functional performance testing as appropriate.
- (9) Test Guidelines: Include requirements for review, approval and documentation practices and test acceptance criteria.
- (10) Training & Turnover: Identify training requirements, and responsibilities for development of the training plan and participation by the Commissioning Team members in the training process. The training program shall assure that the Owner's building operation personal receive adequate training for the proper operation of the new facility systems. Define required O&M, as-built and commissioning deliverables and the deliverables turnover procedure, with references to the construction specifications as appropriate, to ensure that the school district receives all necessary documentation from the GC.
- (11) Other commissioning-related correspondence, checklist, test forms, and documentation.
- (12) Upon OPM's receipt of 100% complete Construction Documents, Cx Agent shall provide to the OPM one (1) electronic copy (PDF formats) of the Commissioning Plan, specification, and graphic materials.

2. Construction Commissioning Services

- a) Cx Agent shall coordinate the commissioning work with the OPM and Design-Build Team (CM and Design Team) and assess whether the commissioning activities are properly accounted for in the master Project schedule.
 - (1) Cx Agent shall attend and participate in the pre-bid meeting(s) defining, to those in attendance, what is involve in the commissioning process, reviewing the sequence and schedule of the commissioning phase, and explaining its importance to the Project.
 - (2) Cx Agent shall assist the Design Team and OPM in responding to requests from prospective bidders for information or clarification relating to commissioning.
 - (3) Upon request of the OPM, Cx Agent shall evaluate and provide input to the OPM and Design-Build Team (CM and Design Team) with respect to proposals received from Construction Managers, equipment suppliers, subcontractors or advisers providing equipment, materials or services in connection with the Project.
- b) Cx Agent shall attend construction meetings at least once per month to advise the project team on critical path milestone dates, including equipment delivery and installation, and other matters that impact commissioning and commissioning status.
- c) When equipment to be commissioned is about to be installed and during the installation of such equipment, Cx Agent shall track the progress and quality of the work being performed. To that end, the Cx Agent shall visit the site at such intervals as are appropriate to the state of construction; and whenever a significant amount of work in a specific discipline is being installed

or constructed, Cx Agent shall bring to the site visits the specific members of Cx Agent's core team with expertise in such disciplines. Cx agent shall advise the OPM on any issues related to these matters verbally before leaving the site and in writing within seven calendar days of the site visit. The Cx Agent, however, shall not be required to make exhaustive or continuous on-site inspection to check the quality or quantity of the work.

- d) In addition to attending construction meetings, the Cx Agent shall, through the OPM plan and conduct periodic commissioning team meetings, which shall include, at a minimum, the OPM, GC, sub-contractors responsible for the installation of systems to be commissioned, the Design-Build Team (CM and Design Team), and the facility's operations personnel. These meetings should occur at least monthly during most of the Construction Phase and more frequently during the three months prior to the commencement of the Acceptance Phase. The Cx Agent shall prepare commissioning meeting minutes and distribute them to the OPM and all attendees within seven calendar days of the meeting.
- e) Cx Agent shall prepare Pre-Functional Checklists and Functional Test Procedures for commissioned equipment and systems, and process shall:
 - (1) Review Design-Build Team (CM and Design Team) and subcontractor submittals applicable to systems being commissioned concurrently with review by the OPM and Design-Build Team (CM and Design Team) to obtain equipment and system information and verify compliance with commissioning needs and requirements; advise the OPM, Design-Build Team (CM and Design Team) of any deficiencies noted that may impact the commissioning execution or intended system performance; review the Design-Build Team (CM and Design Team)'s submittal documentation and comments and assist in resolving any discrepancies.
 - (2) Request and review additional manufacturers or Design-Build Team (CM and Design Team)'s information as required to develop the test procedures, including operations and maintenance materials, contractor start-up plans and component test procedures. The contractor shall request and review all Requests for Information (RFI), change directives and construction contract Change Orders (CO) for any changes that would affect the systems to be commissioned.
 - (3) Before startup, gather and review the approved control sequences of operation and interlocks, and work with the OPM, Design-Build Team (CM and Design Team), appropriate subcontractors and appropriate members of the design team until sufficient clarity has been obtained, in writing, to be able to write detailed functional performance test procedures.
 - (4) The functional performance test procedures shall be developed from industry performance testing standards and supplemented by information contained in approved shop drawings and submittals and shall include requirements for operating each system and its components through each of the written sequences of operation and other significant modes and sequences, including startup, shutdown, unoccupied mode, manual mode, staging, miscellaneous alarms, power failure, security alarm when impacted and interlocks with other systems or equipment.
 - (5) Submit complete pre-functional checklists and functional performance test procedures and distribute to the OPM, Design-Build Team (CM and Design Team), and equipment vendors for review as required and to assure understanding prior to execution.
- f) Cx Agent shall review and comment on the Design-Build Team (CM and Design Team)'s systems start-up plans and checkout plans, equipment and component test procedures, and shall coordinate these plans and procedures with the OPM and Design-Build Team (CM and Design Team) and through the OPM, shall facilitate GC compliance with the requirements of the Cx Plan and Construction Documents.

- g) Cx Agent shall review the Testing, Adjusting and Balancing (TAB) execution plan before TAB is executed, and shall monitor functional testing of the control system, and, through the OPM and Design-Build Team (CM and Design Team), recommend and coordinate such retesting of the control system as may be necessary until, in the opinion of the Contractor, it's ready for use for TAB. In connection with the TAB, Cx Agent shall review air and water systems balancing by spot testing, by reviewing completed reports and by selected site observation.
- h) Cx Agent shall review and comment on the Training Plan developed by the Design-Build Team (CM and Design Team). Review the plan for compliance with training requirements of the facility's operations staff and obtain documentation from the Owner attesting to the adequacy and acceptance of the Training Plan.
- i) Cx Agent shall plan, organize, schedule and coordinate all commissioning and other work activities, including pre-functional testing and functional performance testing during this phase of the Project, shall coordinate such activities with the OPM and the Design-Build Team (CM and Design Team), and shall lead all commissioning team meetings.
- j) Cx Agent shall update and review the Cx Plan and related documentation as necessary during the commissioning process.
- k) Cx Agent shall review pre-functional checklist execution by site observations and spot checks, shall review all completed pre-functional checklists, shall review the deficiency and resolution log, balancing reports, approved shop drawings, open RFI's and manufacturers' start-up sheets and comment on the readiness for functional performance testing.
- l) Cx Agent shall review the calibration status of sensors and actuators reported during pre-functional check by the installing contractors and shall spot check the same during functional testing.
- m) Working with the Design-Build Team (CM and Design Team), equipment vendors and appropriate subcontractors, Cx Agent shall execute, coordinate, witness and assess the functional performance tests for each sub-system and system as established by the Cx Plan and shall coordinate retesting as necessary until satisfactory performance is achieved. Services shall include:
 - (1) Coordination, witnessing and assessing performance tests of building envelope components.
 - (2) Execution of tests on HVAC equipment during both the heating and cooling season. Tests shall be conducted with the systems utilizing permanent electrical power and, to the extent possible, under full load conditions, though some overriding of control values to simulate conditions may be allowed, if used judiciously.
 - (3) Execution of tests using conventional methods, control system trend logs or standalone data loggers, to provide a high level of confidence in proper system function.
 - (4) Analyze functional performance trend logs and monitoring data to assess performance.
 - (5) Maintain a master deficiency and resolution log, which shall become part of the Issues Log and a separate testing record, provide periodic, written progress reports to the OPM, and the Design-Build Team (CM and Design Team) which include test results with recommended actions, coordinate resolution of any deficiencies with the GC and appropriate subcontractors, and witness and document repeat testing, as necessary to indicate whether all deficiencies are corrected.
 - (a) In addition to the Issues Log, the Cx Agent will provide a Commissioning Variance Report. This report will be generated should deficiencies identified on the Issues Log remain unresolved for more than 90 days following addition to the Log, or should they potentially impair the District's use of the facility. The Variance Report should contain the following information:
 - (i) Identification of the specific issue
 - (ii) Potential effect to Owner's occupancy or operation

- (iii) Proposed Corrective Action Plan
 - (iv) Responsible parties for implementation of the Corrective Action Plan
 - (v) Proposed schedule for Corrective Action Plan
 - (vi) Schedule date for system retest/scheduled site visit for verification of corrective action
- (6) Witness all test of commissioned equipment and systems which the Owner may contract for or which may be performed by manufacturer's personnel over whom the Contractor may not have direct control, review and comment on the accuracy of the test reports and the conformance of the test result with the Contract Documents, and document and include the test data and reports of such tests in the commissioning record and in the operations and maintenance manuals.
- n) Cx Agent shall coordinate and participate in the training of the facility's operations and maintenance staff in accordance with the requirements of the training plan, which shall include participation of the appropriate systems and equipment vendors and contractors. Cx Agent shall provide documentation to the OPM that this has been satisfactorily completed.
 - o) Cx Agent shall review completed as-built drawings and records, including operation and maintenance manuals prepared by equipment manufacturers, fabricators, or installers.
 - p) The Cx Agent, with the assistance of the OPM and Design-Build Team (CM and Design Team) shall develop a Systems manual that provides the information needed to understand, operate, and maintain the building's systems and assemblies. Systems Manual shall be developed in accordance with ASHRAE 202-2013.
 - q) Cx Agent shall participate in meetings and other Project activities relating to system start-up and after Substantial Completion shall participate in the review of the building operations.
 - r) Cx Agent shall assess and report to the OPM whether all equipment and systems are working in conformance with the requirements of the Construction Documents and shall make recommendations for modification or adjustment as necessary.
 - s) Cx Agent shall review all equipment warranties and advise the OPM, and Design-Build Team (CM and Design Team) of compliance with the Construction Documents.
 - t) Cx Agent shall review all testing, adjusting, and balancing with respect to each piece of equipment to be commissioned, for each system and combination of systems, and for the facility as a whole; shall assess the adequacy, accuracy, and completeness of all final testing, adjusting, and balancing reports; and shall advise the OPM of any necessary corrections.
 - u) Cx Agent shall observe all environmental performance testing, and testing of environmental monitoring systems or tests by manufacturers' personnel over whom Cx Agent may not have direct control, shall review and comment on the accuracy of the test reports and the conformance of the test results with the Contract Documents, and all permits and other applicable requirements, and shall document and include the results of these tests in the Final Commissioning Report.
 - v) Cx Agent shall monitor the continuing adjustment, optimization, and modification of all systems to assess whether they meet operating and performance requirements specified in the Contract Documents and shall advise the OPM on a regular basis on the status of this process.
 - w) Cx Agent shall coordinate with the OPM to review and recommend appropriate action with respect to the operator training program required by the Design-Build Team (CM and Design Team).
 - x) Cx Agent shall comment on documentation provided by the Design-Build Team (CM and Design Team) regarding the provision of all required tools, lubricants, spare parts and miscellaneous start-up consumables required to be provided by the Design-Build Team (CM and Design Team).
 - y) Cx Agent may be required by the Owner to provide on-going support to the OPM and the Owner during the first full year of operation on an as-needed basis as a reimbursable service.

- z) Cx Agent shall accompany the OPM and Design-Build Team (CM and Design Team) on a walk-through site visit upon completion of punch list by the Design-Build Team (CM and Design Team), review the deficiency and resolution log and report to the OPM on the installation completeness and functionality of all commissioned systems; and shall advise the OPM on any necessary corrections.
- aa) Cx Agent shall provide the OPM and Design-Build Team (CM and Design Team) with prompt written notice if Cx Agent becomes aware of any fault or defect or noncompliance with the Construction documents as they may affect the systems to be commissioned.

3. Project Closeout / Post-Occupancy:

- a) Cx Agent shall provide a Final Commissioning Report. The report shall include an executive summary, list of participants and the role of each participant, brief building and systems description, an overview of the scope of commissioning and testing and a general description of the testing and verification methods.
 - (1) For each piece of commissioned equipment, the report shall address the adequacy of the equipment, documentation and training, in satisfying the requirements of the Contract Documents in each of the following areas:
 - (1) Equipment/system specifications and design intent
 - (2) Equipment/system installation
 - (3) System functional performance and efficiency
 - (4) Description of the verification method used (manual testing, trend logs, data loggers, or other as appropriate) and observations and conclusions from the testing
 - (5) Non-compliance issues referenced to the specific functional test inspection, trend log, and other records where the deficiency is documented
 - (6) Equipment/system operations and maintenance
 - (7) Record documentation
 - (8) Operator and maintenance training
- b) All outstanding non-compliance items shall be specifically listed in the report, and recommendations for improvement to equipment or operations, future actions, commissioning process changes, and other appropriate matters shall also be listed.
- c) Appendices shall contain all acquired sequence documentation, Issues Log, meeting minutes, progress reports, deficiency lists, site visit reports, findings, unresolved issues, communications, and all other relevant information.
- d) Pre-functional checklists and functional performance tests and monitoring data and analysis shall be provided in a separate labeled binder.
- e) Cx Agent shall, through the OPM, plan, organize, schedule and coordinate required seasonal or deferred testing and deficiency corrections.
- f) Cx Agent Shall provide the final testing documentation for the commissioning record and operations and maintenance manuals.
- g) No later than ten (10) months after Substantial Completion of the Project and after one complete heating and cooling season, the Cx Agent shall return to the Project Site and review outstanding issues related to the original and seasonal commissioning, shall interview facility staff and identify problems and any concerns they may have with the operation and maintenance of the facility as originally intended, shall make suggestions for improvements and for recording any proposed changes in the operations and maintenance manuals, shall identify to the OPM and Owner those issues whose corrections may be covered by equipment and system warranties or by the original construction contract, and shall assist the OPM and the facility staff in development reports and documents and requests for services to remedy outstanding problems. Once deficiencies have been

corrected, the Cx Agent may be requested by the Owner to provide oversight on any final testing required and to document the results in the Commissioning Record.

- h) Cx Agent shall execute a Commissioning Certificate of Completion certifying that the functional performance tests for each sub-system and system as established by the Commissioning Plan have been executed and satisfactory performance has been achieved; all items listed on the Issues Log have been appropriately resolved; the ten-month Post Occupancy site visit and Project review have been completed; and the Final Commissioning Report has been submitted to the Owner.

ERV/ERU Additional requirements (if applicable)

1. ERV/ERU must have factory installed Temp sensors and information in the following locations.
 - OA Entering.
 - EA Leaving
 - Return Air, Supply Air.
 - Heat exchanger/HW coil, electric heat leaving air.
 - Evaporator/CHW coil leaving Air.
 - ERW/media entering and leaving temps.
 - Damper positions.
 - Fan speed.

2. ERV/ERU Startup reports must have the following.
 - Must have all manufactures name tag information.
 - Must have the Date, time, technicians name, startup company name.
 - outside and indoor air conditions at time of startup.
 - Control source used during start up, such as, jumped out, local control, or BMS.
 - Control contractors company name and Techs name if used.
 - Voltage, RLA, operating refrigeration pressures and refrigeration temperatures, in heating and cooling Modes.
 - Discharge air from inside units Heating and cooling.
 - Fan speed of indoor units.

Contract Sample Percentages:

Envelope – Exterior Windows	25%
Envelope – Review AVB Installation	25%
Envelope – Infrared Scan (including Roof)	100%
Envelope – Skylights	100%
Envelope – Storefront	50%
Envelope – Curtainwall	50%
Envelope – Roof Openings	100%
Envelope – Roofing Systems	100%
MEP – Piping	10%
MEP – Air Handling Systems	100%
MEP – Rooftop Units	100%
MEP – DOAS Ventilation Units with VRF	100%

MEP – Hot Water System, Pumps, HX, GMU, Recirculation, Components	100%
MEP – UV’s	25%
MEP – Fan Coils	50%
MEP – Fin Tube	20%
MEP – Exhaust Fans	20%
MEP – TAB Verification Checks	50%
MEP – ATC & Energy Management Systems	100%
MEP – Mixing Valves	100%
MEP – Water Closets / Sinks	100%
MEP – Electrical Service / Switchgear	100%
MEP – Transformers	100%
MEP – Electrical Distribution Systems	20%
MEP – Lighting Control Systems	50%
MEP – Grounding & Bonding Systems	20%
MEP – Interface to BMS/Automated Temp	100%
MEP – Interface w/ Life Safety Systems	100%

Submission Requirements

Proposals must include:

The submission should address specifically each of the following elements **in the order presented** below.

Staff Qualifications: Provide staff resumes. Describe qualifications and experience of leadership and key staff who will be involved in this project, including their experience with public work, additions, auditoriums, and occupied construction; the RIDE-SBA Necessity of Construction Application process; RIDE-SBA Stage III & IV Development; and the construction administration of high school projects.

Capability, Capacity, and Qualifications of the Bidder: Provide a firm profile that includes:

- Office size,
- Relevant experience and expertise,
- Comprehensive list of projects that will overlap with this work,
- List of current client references must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided.

Differentiators: Please describe any differentiators that may set your firm apart.

Insurance: List all insurance coverage currently carried by the firm including professional liability and general liability as a minimum.

Political Contributions: The prime vendor shall provide a list of all political contributions, made directly or indirectly to any candidate for municipal office in the City of Providence, by the Vendor, its principals, its subcontractors and their principals for the last five (5) years.

Legal Proceedings: Interested prime vendors must list and explain any and all legal proceeding or administrative proceeding or arbitration currently pending against your firm. In addition, interested prime vendors must also list and explain each and every legal proceeding or administrative proceeding or arbitration involving your firm and a local educational agency (public school, state- operated school, charter school) within the past five (5) years.

Financial Statement: Please submit a reviewed financial statement for the most recent fiscal year. The financial information submitted shall remain confidential and shall not be public record.

MBE/WBE Participation: See pages 13 and 14 of this solicitation. All respondents must complete these forms.

Familial Relationship Affidavit: See **Appendix A** for the Familial Relationship Affidavit. All respondents must complete this form.

Certificate of Non-Collusion: See **Appendix B** for the Certificate of Non-Collusion. All respondents must complete this form.

Cost Proposal: Provide project-based pricing as Not to Exceed Lump-Sum Bid, with breakout pricing separating the **Carnevale Elementary School, DelSesto Middle School, Hope High School, Dr. Martin Luther King Elementary School, Roger Williams Middle/Young Woods Schools, and Vartan Gregorian Elementary School.** Each individual price shall be further broken down by the following three stages: A) RIDE Stage III Design Reviews, Construction Commissioning, and Project Closeout/Post-Occupation Services.

Project Specifications

The project consists of seven (6) individual projects with eight (7) schools listed below. All seven projects are currently in the Feasibility Study phase.

Feasibility Study Reports Available:

- Roger Williams PK – 8 / Young & Woods Elementary School
- Draft Dr. Martin Luther King Jr. Elementary School
- Draft Anthony Camevale Elementary School
- Draft Vartan Gregorian Elementary School
- Draft DelSesto Middle School
- Draft Hope High School

Downloadable link [here](#) and also available through City of Providence Purchasing website and/or BidNet Direct.

Performance Standards

The Commissioning process shall be based on and follow ASHRAE Guideline 0-2005. The CxA (Commissioning Agent) is required to provide services during the construction/acceptance phase, and the

post-occupancy phase, in accordance with NFPA 101 2021, NFPA 110 2021, IECC 2021, Rhode Island Building Code.

NE-CHPS Documentation

- a) The Commissioning Agent shall provide documentation for compliance with NE-CHPS 3.1 EE 3.0 Commissioning Prerequisite, and credits EE3.1 Additional Commissioning Qualifications, EE 3.2 Building Envelope Commissioning, and EE 3.3 Enhanced Commissioning

Pricing Method

Provide project-based pricing as Not to Exceed Lump-Sum Bid, with breakout pricing separating the different seven (6) projects in Phase 4 (**Carnevale Elementary School, DelSesto Middle School, Hope High School, Dr. Martin Luther King Elementary School, Roger Williams Middle/Young Woods Schools, and Vartan Gregorian Elementary School**). Each individual price shall be further broken down by the following three stages:

- A) RIDE Stage III Design Reviews
 - a. Schematic Design
 - b. Design Development
 - c. 60% Construction Drawings
 - d. 100% Construction Drawings
- B) Construction Commissioning
- C) Project Closeout/Post-Occupation Services

Basis of Award

Award will be made to the **lowest responsive and responsible bidder** whose proposal meets all specifications, requirements, and evaluation criteria outlined in this RFP. Consideration will include:

- Compliance with submission requirements.
- Demonstrated experience and references.
- Pricing and cost-effectiveness.
- Ability to meet timelines and performance standards.

Right to Award

The City of Providence reserves the right to:

- Award this contract to **one vendor or multiple vendors** if it is determined to be in the City's best interest.
- Make awards based on the overall benefit to the City, considering pricing, qualifications, and other evaluation criteria.

No Guaranteed Spend

This contract does **not obligate the City to purchase any specific quantity of services or spend any minimum dollar amount** with any vendor(s). Work will be assigned on an as-needed basis, subject to available funding and program requirements.

Termination

The City reserves the right to terminate the contract:

- **For Convenience:** At any time, without cause, upon written notice to the contractor.

- **For Cause/Breach:** If the contractor fails to perform in accordance with contract terms, including compliance with specifications, timelines, or applicable laws.
 - **For Non-Appropriation of Funds:** If funding is not appropriated or becomes unavailable. Upon termination, the contractor shall be compensated for authorized work satisfactorily completed up to the termination date, but no further claims shall be allowed.
-

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



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



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APPENDICES

- Appendix A: Familial Relationship Affidavit
- Appendix B: Certificate of Non-Collusion

**AFFIDAVIT AS TO DISCLOSURE OF FAMILIAL
RELATIONSHIPS FOR COMPETITIVE BIDS**

Rhode Island State Law requires any Competitive Bid to be accompanied by a sworn and notarized statement that discloses any familial relationship that exists between the owner or any employee of the bidder and any member of the School Committee, of the District, the current or past Superintendents of Schools, the City and/or members of the City Council. The District and City may require same sworn and notarized statement to accompany any bid for goods or services as deemed necessary.

INSTRUCTIONS: This report must be completed either in ink or typewritten. Attach pages of this size if additional space is needed on any response and identify each response by the part to which it relates.

NAME OF BIDDER: _____

Address: _____

Period of Proposed Work: _____

Question #1: Does the owner or any employee of the bidder have any familial relationship with any employee of the Providence Public School Department or City; or members of the Providence School Committee or City Council?

Yes _____ No _____ If the answer to #1 is yes, complete the following:

a) Name of Employee: _____

b) Home Address of Employee: _____

c) Position Held: _____

d) Name of School Committee Member: _____

Question #2: Does the owner or any employee of the bidder have any familial relationship with the current or former Superintendents of the Providence Public School District? Yes _____ No _____

If the answer to #2 is yes, complete the following: _____

a) Name of Employee: _____

b) Home Address of Employee: _____

c) Position Held: _____

d) Name of Superintendent: _____

I, _____ having been duly sworn on oath, say that I am the above-named, that I have personally prepared the foregoing affidavit, and that the same is true to the best of my knowledge and belief.

[signature of affiant]

Subscribed and sworn to before me, this _____ day of _____, 20____.

[signature of Notary]
NOTARY PUBLIC

[typed name of Notary]

My commission expires: _____, 20____.

Certificate of Non-Collusion

The undersigned certifies under penalties of perjury that this bid, proposal or qualifications has been made and submitted in good faith and submitted in good faith and without collusion or fraud with any other person¹.

ANTI-COLLUSION DECLARATION

The Bidder, by virtue of issuing a Bid certifies that Bidder has not divulged, discussed, or compared the Bid with other Bidders and has not colluded with any other Bidder of parties to a Bid whomsoever. Bidder further certifies and agrees that premiums, rebates, or gratuities are prohibited whether with, prior to, or after any delivery of material or services. Any such violation will result in the cancellation of this contract.

CONFLICT OF INTEREST

The Bidder shall disclose in writing as part of their Bid any possible or potential conflicts of interest which are known to, or reasonably should be known to the Bidder or sub-contractors, which may exist between their firm and the City of Providence and Providence Public School Department.

All Bidders and their subcontractors and business partners must disclose with their Bid, the name of any officer, director, agent, or employee who is also an employee or family member of an employee of the City of Providence and Providence Public School Department.

Further, the Bidder must disclose the name of City of Providence and Providence Public School Department employee or family member or any elected official who owns, directly or indirectly, an investment or other proprietary interest, in the firm or any of its parent company, subsidiaries or affiliates.

The Bidder shall disclose in writing as part of their Bid, any familial, personal or business relationships between members of Bidders, sub-contractor's or business partner's firms and members of the City of Providence and Providence Public School Department, whether or not there is any belief that the relationship might constitute a possible conflict of interests.

Name of person signing bid or proposal

Name of Business Entity (if any)

¹As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation union, Committee/Superintendent club, or other organization, entity, or group or individuals.