Procurement #: 54799

CITY OF PROVIDENCE, RHODE ISLAND

Department: Planning and Development

RFP Title: Downtown Alleyway Activation and Redesign

Opening Date: 16 Nov 2026

Addendum #: 2

Issuing Date: 29 Oct 2026

The purpose of this addendum is:

The first addenda sent out by purchasing has the wrong dates on it for submission. Submission is 11/16/2026. reflected in the document attached. As well, attaching a document from ACT explaining the scope of work for the cultural strategist

Providence City Hall
25 Dorrance Street
Providence, RI 02903

CITY OF PROVIDENCE
MAYOR BRETT P. SMILEY

October 26, 2026

To the Downtown Alleyways Applicants:

Per Principal Planner Ryan Dickerson's request, here is the summation of the Cultural Strategists' scope of work for the Downtown Alleyways Redesign Study:

PHASE 1: FIELD STUDY

- Observe, study and research both Downtown Alleyways and surroundings, becoming familiar with both the architecture and the City's current use, engaging directly with the contracted engineering firm.
- Collect data on both Downtown Alleyways, primarily as it pertains to the people who use the space. *The kinds of data and forms of collection are the domain of the Cultural Strategist.*
- Build relationships with the most present users of the Downtown Alleyways – corporate, residential, pedestrians, drivers, students, unhoused people, late-night, and early morning. Get to know what they love about the Alleyways and what they wish could be different.
- Attend meetings with ACT, Planning, their contractors, and Housing and Human Services.
- Document all points in the process, whether in writing, photography, or video.
- Prepare a Project Report that proposes an engagement plan for Phase 2: Activation Study.

PHASE 2 SCOPE OF WORK: ACTIVATION STUDY

- Enact the Phase 2 plan, eg a rotating gallery of murals; dynamic lighting that changes throughout the summer; pop-up concerts; no-car zones; inventive dumpster redesign, a play zone etc.
- Study and document the results of the Phase 2 plan.
- Prepare a Project Report that outlines specific recommendations for the Alleyway's redesign, specifically as it relates to future use and related requirements, taking into count both qualitative and quantitative data. This report could be delivered in writing, as a film, a website, etc. and will be used for the Planning Department's future design implementation.
- Document all points in the process, whether in writing, photography, or video.

Keep in mind that this is our first time hiring Cultural Strategists to embed in Planning Department projects under the Department of Art, Culture and Tourism. While we anticipate overlap and interaction between the Cultural Strategists and the TBD engineering firm, we are not dictating the exact method or timeframe of that collaboration, as we hope the entities discover where and how they are most beneficial to each other's work. The Cultural Strategists bring a wealth of experience to the project, and primarily should be seen as a Public Artist using temporary public art to inform our next decisions.

Currently we have gone through the selection process for the Cultural Strategists and are in the approval and contracting process, with the hopes that they can begin by December 1.

Thank you,
Rebecca Noon
Deputy Director, Department of Art, Culture and Tourism

BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

REQUEST FOR QUALIFICATIONS

Item Description: DOWNTOWN ALLEYWAY ACTIVATION & REDESIGN

Procurement/MinuteTraq #: 54799

Date to be opened: 11/16/2026

Issuing Department: Planning & Development

QUESTIONS

- Please direct questions related to the solicitation process, how to fill out forms, and how to submit your application (Pages 1-10) to the Purchasing Department.
    - Email: purchasing@providenceri.gov
        - Please use the subject line "**Solicitation Question**"
- Please direct questions relative to the specifications outlined (beginning on page 11) to the issuing department's subject matter expert:
    - Name: Ryan Dickerson
    - Title: Principal Planner
    - Email Address: Rdickerson@providenceri.gov

Pre-submission Conference

There will be a Non-Mandatory Pre-Bid Conference
A pre-bid conference will be held via Microsoft Teams on Wednesday, 10/14/2026 at 1:00 PM Eastern time. Please email Ryan Dickerson at rdickerson@providenceri.gov to RSVP and receive a Teams link.

Deadline for questions submissions:

Questions must be submitted by 4:30PM Eastern time on Wednesday
10/19/2026 to be included on any final addenda to be issued by 2:00PM Eastern time on Thursday 10/22/2026.

INSTRUCTIONS FOR SUBMISSION

Meeting Date: 11/16/2026

Responses 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.

- Responders must submit **2 copies** of their submission in sealed envelopes or packages labeled with the captioned **Item Description** and the **City Department to which the solicitation is related and must include the company name and address on the envelope as well**. (On page 1).
- Only use form versions and templates included in this solicitation.
- The submission envelope and information relative to the solicitation 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 solicitation 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 solicitation by design.

All responses 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.

SUBMISSION 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 submission package **MUST** include the following, in this order:

- Form 1: Responder's Blank as the cover page/ 1st page (s*ee page **5** of this document*)
- Form 2: Certification of Responder as 2nd page (s*ee page **6** of this document*)
- Form 3: Certificate Regarding Public Records (s*ee page 7 of this document)*
- Form 4: Affidavit of City Vendor (*see pages **8 and 9** of this document*)
- Form from the Minority and Women Business Enterprise Program

All of the above listed documents are REQUIRED.

******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 qualified and responsible applicants.
2. In determining the responsible applicants, cash discounts based on preferable payment terms will not be considered.
3. Where applicants are equally qualified, the Board of Contract and Supply reserves the right to award to one applicant, or to split the award.
4. No submission will be accepted if the response is made in collusion with any other bidder.
5. Responses may be submitted on an "equal in quality" basis. The City reserves the right to decide equality. Applicants must indicate brand or the make being offered and submit detailed specifications if other than brand requested.
6. An applicant 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 responses.
8. Applications may also be accessed electronically on the internet via the City's Open Meetings Portal.
9. Delivery dates must be shown in the application). If no delivery date is specified, it will be assumed that an immediate delivery from stock will be made (if applicable).
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 copies of the bid to the City Clerk, unless the specification section of this document indicates otherwise.**
14. Applicant 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 Form 2.)

FORM 1: Responder's Blank

1. Submissions must meet the attached specifications. Any exceptions or modifications must be noted and fully explained.
2. Responder's submissions must be in ink or typewritten, and all blanks on the form should be completed.
3. All responses **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*: Not applicable. This is a Request for Qualifications

Total Amount in Figures*: Not applicable. This is a Request for Qualifications

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

FORM 2: Certification of Responder
(Non-Discrimination/Hiring)

Upon behalf of_____ (Firm or Individual Responding),

I,_____(Name of Person Making Certification),

being its_____(Title or "Self"), hereby certify that:

1. Responder 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 Responder'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 Responder, on this_____day of_____20____.

_____

Signature of Representation

_____

Printed Name

FORM 3: Certificate Regarding Public Records

Upon behalf of_____ (Firm or Individual Responding),

I,_____(Name of Person Making Certification),

being its_____(Title or "Self"), hereby certify an

understanding that:

1. All submissions for this Requests for Qualification (RFQ's), documents contained within, and the details outlined on those documents become public records 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 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 submission.
3. The requested supplemental information may be crucial to evaluating applications. Failure to provide such details may result in disqualification, or an inability to appropriately evaluate applications.
4. If sensitive information that has not been requested is enclosed or if a Responder opts to enclose the defined supplemental information prior to the issuing department's request in the responding 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 solicitation process. Information required in the application packet may not be submitted directly to the issuing department at the discretion of the Responder in order to protect other information, from becoming public. Responders who make such an attempt will be disqualified.

I affirm by signing below that I am duly authorized on behalf of Responder, on

this_____day of_____20____.

_____

Signature of Representation

_____

Printed Name

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 Status

Responder's Name:			
Responder'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).	□MBE	□WBE	□Neither MBE nor WBE
I certify under penalty of perjury that the forgoing statements are true and correct.			
Prime Contractor/Vendor Signature		**Title**	**Date**

FOR CONSTRUCTION PROJECTS

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

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

"FIRST SOURCE" REQUIREMENTS.

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

SPECIFICATIONS

Overview

Background Information

The City of Providence Department of Planning & Development (DPD) seeks a qualified placemaking and engineering firm (the Consultant) to support conceptual design, advanced engineering, permitting, construction plans, continued community engagement, & final engineering for the redesign of Clemence St. and Middle St. alleyways (Clemence & Middle Way) in Downtown Providence.

Clemence Street and Middle Street are narrow, paved service roads located in Downtown Providence. Clemence Street extends approximately one-quarter mile, bisecting Downtown from east to west. The corridor is anchored on the east by the Prudential Center and Fountain Street, and on the west by Weybosset Street and Johnson & Wales University (JWU), with Westminster Street crossing directly through the corridor at its midpoint. Westminster Street is one of Downtown Providence's principal commercial and pedestrian corridors, serving as the district's primary retail and mixed-use spine.

Given this intersection, the condition of the Clemence Street crossing at Westminster Street has a direct impact on pedestrian movement, safety, and placemaking outcomes throughout the broader downtown area and should be considered a priority segment within the scope of proposed improvements. Middle Street is situated between Union Street and Orange Street and spans 1.2 miles. Consistent with other historic alleyways in Providence, both corridors currently lack adequate dedicated lighting, consistent surface treatments, and ADA-compliant accessibility. These deficiencies limit the corridors' function as viable pedestrian and bicycle connections and constrain their potential as gathering spaces within the downtown fabric. At present, the alleyways primarily serve vehicular access and loading/unloading functions, including trash collection and delivery services.

This project originated from DPD's ongoing efforts to improve and revitalize the City's public realm. Through this process, DPD identified Clemence and Middle Streets as priority locations for public investment. A primary goal of the project is to transform these underused service corridors into functional, accessible, and safe public spaces that support adjacent businesses, residents, and visitors. Potential improvements may include enhanced lighting, surface and drainage improvements, wayfinding, small-scale landscaping or green infrastructure, and urban design elements such as decorative lighting and audio and visual enhancements that encourage use for everyday activity and small- to medium-scale programming.

This project supports the City's broader goals outlined in the Great Streets Master Plan, Vision Zero Policy, Age-Friendly AARP Initiative, Climate Justice Plan—particularly the Zero Waste Initiative—and Life at Night Study. The project aims to incorporate the goals and findings of these plans and studies to improve the socioeconomic connectivity of pedestrians and businesses at the block level, while advancing the City's broader goal of activating underutilized alleyways through targeted, cost-effective public realm investments.



Figure 1. Project Scope of Work, Clemence and Middle St, Downtown Providence, Rhode Island

Requirements/Qualifications

Scope of Work and Project Tasks

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

The Project will consist of Site Assessments, collaborative Community Engagement with the cultural strategist, Conceptual & Urban Design Services, Preliminary Design Services, Final Design Services, construction documents as needed, and PS&E Design Services for the following:

No more than three alternatives for new alleyway configuration for both Clemence and Middle st, that take into consideration increasing pedestrian and lighting infrastructure in alignment with AARP Healthy Communities and local and State studies stated previously, but not limited to:

- Life at Night Study
- Providence AARP Action Plan

- Providence Safe Streets Plan
- Providence Illumination Plan (In development)
- Downtown Alleyway cultural strategist plan (being developed concurrently)

a. Additionally, proposed alternative alleyway configurations shall consider eliminating or reducing vehicular traffic. Designs should consider incorporating industry best practices, such as the NACTO Design guidelines for Commercial Alley and Limerick Laneways toolkit. Alternatives must prioritize the safety of pedestrians and individuals using mobility-assisted devices. Furthermore, alternative designs should seamlessly connect pedestrians from anchoring institutions to and through the Westminster Street commercial corridor.

b. Sustainable design alternatives must incorporate green infrastructure and low-impact development (LID) techniques where feasible. Proposed elements should include native plantings, functional bioswales, and robust stormwater best management practices (BMPs) designed to mitigate localized runoff.

c. Innovative construction and design plans that prioritize reducing, reusing, and recycling waste to support the City's Net Zero carbon goals.

d. Design alternatives shall make recommendations for improved and innovative pedestrian and decorative scale lighting along both alleyways that consider the businesses and cultural identity of the neighborhood and city.

Task 1: Project Administration (ongoing during the project)

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

a. **Budget and Monthly Progress Reports**: Prepare and submit an anticipated budget for each task and subtask, as well as monthly progress reports to the city. Monthly Progress Report hours remaining to complete the effort as proposed. Payment invoices shall be itemized, at a minimum by task by percent complete, previous billing fee, and current billing fee. Payment invoices shall be processed only if the required Monthly Progress Reports are current.

b. **Arts Culture & Tourism:** The Project Manager shall coordinate with the Alleyway Cultural Strategist selected through the Alleyway Cultural Strategist call for artists released in collaboration with the Department of Arts, Culture, & Tourism. The Consultant shall participate in coordination meetings with the Cultural Strategist throughout the Project and shall incorporate and share relevant findings, recommendations, community insights, and cultural programming considerations into the project's design and engagement process.

c. **Regular Agency Meetings:** Attend regular (at least monthly) meetings with City staff and partner agency representatives to discuss findings and critical issues and review project status. The Consultant shall provide meeting minutes.

d. **Rate of progress monitoring:** Monitor the rate of progress on the Project and acceptable fulfillment of work.

e. **Quarterly DBE/MBE Reporting:** Quarterly monitoring and reporting of the City's DBE/MBE requirements.

f. **Materials Testing Schedule**: Submit a Project materials testing schedule based upon the State's Master Schedule for Testing to the State for review and approval. (if applicable).

Task 1 Deliverables:

- Finalize Budget for each Task and Subtask
- Monthly progress reports and itemized payment invoices
- Meeting minutes
- Quarterly reports of MBE requirements

Task 2: Site Assessment

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

a. Survey shall also include full mapping of underground utilities (Quality Level B or equivalent) and mapping locations and inverts of sanitary/storm structures in the survey area. Surveyor shall send letters to applicable utilities to notify them of upcoming work and collect survey information.

b. Existing conditions: Identify easement status for each segment of both alleyways. Provide photographic and condition documentation for each alley, to be included in the existing conditions report.

c. Pavement condition survey documenting existing material (asphalt, brick, granite cobble, etc.), structural condition, and any elements with historic or salvage value.

d. **ADA evaluation:** Conduct an ADA evaluation of Alleyways, curb ramps, and on-street parking corridor-wide. Use PROWAG guidelines where feasible for recommended improvements throughout the project area.

e. **Usage Data Collection:** Collect traffic counts and use types, including but not limited to, vehicles, trash & deliveries, bicyclists, and pedestrians, on both alleyways. Data collection shall happen for more than one day, but no more than 4 days, and shall include a variety of dates and times to capture the variety of usage on passageways.

f. **Environmental/Hazardous Investigations:** Conduct environmental site assessments and hazardous material/waste investigations.

g. **Historical Investigation:** Conduct a preliminary investigation into needed historical coordination and documentation.

h. **Stormwater Management Inventory/Analysis:** Conduct a stormwater management inventory and analysis to meet City standards

Task 2. Deliverables

- Base maps of the entire Project Area based on survey work conducted as part of Task 2
- Field survey data and mapping of physical site characteristics and encroachments
- Utility and underground structure mapping (Quality Level B or equivalent), including locations and inverts of sanitary/storm structures
- Utility notification letters and collected utility survey information
- ADA Evaluation Report (alleyway, curb ramps, and on-street parking, corridor-wide)
- Usage Data Collection Summary (vehicles, trash/deliveries, bicyclists, and pedestrians)
- Environmental Site Assessment and Hazardous Material/Waste Investigation Report
- Preliminary Historical Coordination and Documentation Summary
- Preliminary Right-of-Way Assessment
- Stormwater Management Inventory and Analysis
- Summary of Opportunities for Lighting and Tactical Urbanism Improvements
- Summary of Opportunities for Landscaping and Green Infrastructure
- Materials for and minutes from joint agency meeting with the Art, Culture and Tourism

Task 3: Public Engagement (Ongoing during the Project)

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

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

1.1. **Public Meeting:** The Consultant shall set up, coordinate, and run multilingual public meetings during the course of the Project in the neighborhoods impacted by the Project. Meeting materials (including flyers, presentations, boards, handouts, etc.) and meeting minutes/notes shall be prepared by the Consultant. All public meetings shall meet Title VI requirements of the Civil Rights Act of 1964. Simultaneous/live interpretation services shall be provided by the Consultant in both English and Spanish for the communities surrounding the Project Area. The interpreter(s) shall be comfortable using a headset system to provide simultaneous interpretation, speaking in front of large audiences at public meetings, and engaging with community members one-on-one or in small groups to provide simultaneous interpretation

1. Public meetings may, at the Consultant's discretion and for the duration of the Project, include pop-up, "on-the-road" style meetings

held within the alleyway itself, designed to engage pedestrians as they pass through the corridors.

1.2. **Property Owner/Abutter Meetings:** Set up, coordinate, and run meetings with property and business owners who abut the Project Area during the course of the Project. While meeting groups of owners and other abutters is ideal, it should be expected to meet with some owners or abutters one-on-one either in person or via a virtual meeting service. Meeting materials and meeting minutes/notes shall be prepared by the Consultant. Timing of the meetings shall be decided on by the Consultant and the City as deemed in the best interest of the Project.

Task 3 Deliverables

- Meeting materials for multilingual public meetings, including flyers, presentations, and boards or handouts.
- Meeting notes for each public meeting
- Meeting materials for abutter meetings

Task 4. Conceptual Design study services – 10% Design

This task involves the development of conceptual alternatives for Pedestrian infrastructure improvements based on the site assessments completed as part of Task 2 & 3. As part of this task, the Consultant shall complete:

1.1. Conceptual Design: determine conceptual (10%) designs and draw basic concepts for:

a. No more than three alternative configurations for the alleyways that take into consideration safety, surface material, and ADA accessibility along both Clemence and Middle St.
b. Evaluate opportunities to reduce, eliminate, or reroute routine vehicular traffic and trash collection activities within the alleyways. Alternatives shall identify potential strategies for relocating, consolidating, or otherwise modifying existing trash collection and service operations while maintaining appropriate access for adjacent property owners, businesses, deliveries, emergency services, and other necessary operations. The Consultant shall coordinate with affected property owners, businesses, City departments, and service providers to understand existing trash and service operations and identify feasible alternatives.

c. Improved pedestrian crossing at Clemence and Westminster; and Middle & Union St

d. Finalize design recommendations for improved pedestrian-scale lighting along the corridor.

e. Enhance pedestrian physical and artistic wayfinding opportunities along the alleyways, taking into consideration anchoring businesses and institutions.

f. Before/After Graphics and Visualizations: Develop graphics showing before-and-after graphics and visualizations for items listed above under Task 4 in a Preliminary cost and conceptual design report

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

- **Concept Design Staff Presentation:** Present the updated Conceptual Design Study Report to City staff and abutting property owners based on initial input before public release.

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

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

- **Permitting Forecast:** Prepare the Permitting Forecast. All permitting shall be identified by the Consultant and coordinated with the DPD.

Task 4. Deliverables

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

Task 5. Preliminary Design (30%)

Acceptance of the Conceptual Design Study Report by the City shall mean a concept is agreed upon and the Consultant Project Team shall be notified in writing to proceed to the 30% Design Services Task for the preferred alternative determined in Task 4. During this task, the Consultant

Project Team shall provide plans and contract documents developed in accordance with City standards. The plans shall contain right-of-way lines, traffic control plans, trash plans, drainage plans, general plans, landscape plans, utility lines, etc. This may include any environmental, SHPO, and National Historic Preservation Act (NHPA) requirements. As part of this task, the Consultant Project Team shall conduct a detailed site investigation for the preferred alternative.

a. Develop and submit a full preliminary design (30%) plan submission and engineer's estimates.
b. Revisions: Revise plans as needed based on input from the city, the public, and other stakeholders.
c. Prepare and submit preliminary right-of-way documents.
d. Coordinate utilities as needed.

Task 5 Deliverables:

- Preliminary Design Plan Submission as both a PDF and an AutoCAD DWG file.
- 30% Full Plan Submission with Before and After Renderings
- Engineer's Estimates
- Revised 30% Engineering Plans and Estimates
- Preliminary Right-of-Way Documents (If necessary, right-of-way is non-reimbursable with project funds.)

Task 6: Final Design Services/ PS&E Design

Acceptance of the 30% design plan submission by the City shall mean a concept is agreed upon and the Consultant shall be notified in writing to proceed to the PS&E Design Services Task for the preferred alternative. During this task, the Consultant shall advance the design based on resolutions to comments or discussions during Task 5. This task shall consist of the development of a 90% plan submission and estimates for one final detailed review before final PS&E design services. The inclusion of an intermediate phase provides the opportunity to adjust based on permit approval requirements to ensure the PS&E submission is consistent with all permit requirements before approval.

Acceptance of the 90% design plan submission by the City shall mean the final design plan is accepted and the Consultant shall be notified in writing to proceed to the PS&E Design Services. As part of this task, the Consultant shall:

1. **Edits:** Make edits to the 30% design plan submission based on any permit approval requirements. These edits will be provided in a 90% design plan submission for City review and approval based on any permit requirements detailed in Task 4.

2. **Final Design Plan Submission and Estimates:** Develop and submit final engineering plans and engineer's estimates with adjustments made as determined through earlier tasks. This shall also include construction documents for the building components outlined in

Earlier tasks and should clearly include and specify materials, finishes, fixtures, equipment, and appliances, structural engineering, and other sub-consultant drawings.

3. **Contract Book Preparation:** Prepare a Construction Contract Book using the City's template and edit to include project-specific conditions and specifications, details, and all other necessary documents and conditions, subject to review by the City.

4. **Permitting Preparation and Assistance:** Prepare and assist with any required permitting.

5. **Final PS&E Submission:** Final Design Plan Submission, Contract Documents (5including distribution of quantities), and Engineer's Estimates for a PS&E Submission.

Task 6 Deliverables:

- 90% Design Plan Submission
- Utilities Coordination
- Construction Contract Book
- Finalize permitting as required by the project
- Final Design Plan Submission, Contract Documents (including distribution of quantities), and Engineer's estimates for P.S. & E. Submission as both PDF and AutoCAD DWG, and Excel documents as appropriate for each. The City shall maintain ownership of the native files for future use at its sole discretion.

Task 7: Advertising and Post-Design Services

- This task shall include all project elements indicated as part of previous tasks.
- **Edits:** Make edits to the PS&E Plan Submission, Contract Documents, Distribution of Quantities, and Engineer's Estimate for Advertising Submission.
- **Bid Documents:** Design and develop bid documents for the construction of the Project in accordance with City procedures

- **Permitting Approvals**: Acquire Permitting Approvals.

- **Pre-Bid Conference:** Plan, prepare materials for, and attend a virtual Pre-Bid Conference. The Consultant shall be responsible for the meeting agenda, meeting materials, and meeting minutes. The Consultant shall host the meeting via a videoconferencing platform.

- **Respond to contractor questions** to clarify the scope of work during the bid phase of the project.

- **Addenda:** Create addenda and assist with responses to bidder questions. For purposes of this RFQ, it shall be assumed that there will be two addenda created.

- **Perform one bid analysis** and make recommendations for award for the bid package.

- Review and approval of invoices and associated required forms from contractors.
- Respond to Requests for Information (RFIs) from the contractor regarding the work. For this proposal, it is assumed that there will be up to three (3) RFIs.
- **Shop Drawing & Submittal Review:** It is assumed that there will be up to three (3) shop drawings under this phase.
- Evaluate, prepare, and recommend action on contractor change orders, extra work, and claims.
- **Materials Testing Schedule:** Submit a Project materials testing schedule for review and approval
- Coordinate with the City and testing facility for materials testing.
- Coordinate with relevant utility companies, permitting agencies, RIDOT, and RIPTA
- Conduct and coordinate a walkthrough of the project area with key City staff to develop a punch list and ensure contractor completion.

Task 7 Deliverables:

- Updated PS&E Submission in both PDF and native file (Excel, Word, AutoCAD, etc.) format
- Bid documents in both PDF and native file format
- Copies of permit approvals
- Advertising documents in both PDF and native file format

Proposed Schedule

Anticipated Notice to Proceed	*Winter 2026*
Site Assessments & Public Engagement	Two months
Conceptual Design Study Services - 10%	Two months
Preliminary Design Services - 30%	Three months
Permitting	Four months
Final Design Services-90%	Two months
PS&E Design Services	Fall of 2027

Evaluation Criteria

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

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

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

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

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

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

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

   - Non-Responsive (0 pts): Failed to provide completed forms as required by the RFQ

   - Meets Requirements (10 pts): Provided completed forms as required by the RFQ

3. **Qualifications and Relevant Experience: Submit a narrative statement of qualifications describing the firm's experience and background in any of the following areas of expertise: (1) placemaking and urban design; (2) civil, site, and transportation engineering; (3) survey and utility mapping; (4) ADA/PROWAG accessibility;** (5) **stormwater management and green infrastructure; (6) pedestrian and decorative lighting design; (7) environmental, historic, and permitting coordination; and (8) PS&E development and construction-phase services. Include a representative list of relevant projects completed by the firm in the last seven (7) years, with a brief description of each project, the firm's role, and its current status (for example, designed, permitted, or built). References for each project listed must be provided as described in Criterion 4. (50 possible points)**

   (6) Non-Responsive (0 pts): Statement of Bidder's Qualifications is either not included or do not provide any evidence to demonstrate past success in the stated areas of expertise listed above.

   (7) Poor (10 pts): Statement of Bidder's Qualifications provides little evidence to demonstrate past success in the stated areas of expertise listed above.

   (8) Below Average (20 pts): Statement of Bidder's Qualifications reflects experience and background in some, but not all, of the stated areas of expertise listed above.

   (9) Average (30 pts): Statement of Bidder's Qualifications reflects experience and background in all of the stated areas of expertise listed above.

   (10) Above Average (40 pts): Statement of Bidder's Qualifications very clearly reflect strong experience and background bringing successful projects to fruition in all of the stated areas of expertise listed above.

   (11) Excellent (50 pts): Statement of Bidder's Qualifications very clearly reflects extremely strong experience and background in all of the stated areas of expertise outlined above in a way that exceeds other proposals and is very beneficial to the City of Providence and to the success of this project.

4. **References:** Provide three (3) relevant references for the lead Consultant and for each sub consultant. References should be for planning, design, placemaking, and or engineering projects completed within the last seven (7) years, preferably projects whose designs were advanced to implementation. Each reference must be the client representative who supervised the firm's work, and must include their full name, email address, and phone number.

   (30 possible points)

   Non-Responsive (0 pts)
   - 3 relevant references were not provided for lead Consultant; ***and/or***
   - 3 relevant references were not provided for each subconsultant proposed to be a part of project team; ***and/or***
   - No references were provided for each project listed as part of each firm's qualifications.

   Poor (5 pts)
   - 3 relevant references were provided for lead Consultant, however two or more did not recommend working with lead Consultant or expressed serious concerns regarding quality of consultant's work; and/or
   - 3 relevant references were provided for each subconsultant; however, two or more references did not recommend working with a subconsultant or expressed serious concerns regarding quality of a subconsultant's work; and/or
   - References were provided for each project, but one or more were not directly involved in the project on behalf of hiring agency and/or references did not have direct experience supervising work of consultant.

   Below Average (10 pts)
   - 3 relevant references were provided for lead Consultant; however, one reference did not recommend working with lead Consultant or expressed serious concerns regarding quality of consultant's work; and/or
   - 3 relevant references were provided for each subconsultant; however, one reference did not recommend working with a subconsultant or expressed serious concerns regarding quality of a subconsultant's work; and/or
   - References were provided for each project, but one or more did not recommend working with consultant or expressed serious concerns regarding the quality of the consultant's work.

   Average (15 pts)
   - 3 relevant references were provided for lead Consultant and each subconsultant. No serious concerns regarding quality of consultant's or subconsultants' work.
   - References were provided for each project listed. No serious concerns were expressed by references regarding quality of work.

   Above Average (25 pts)
   - 3 relevant references were provided for lead Consultant and each subconsultant. No serious concerns regarding quality of the consultant's or subconsultants' work and majority of references enthusiastically recommended working with consultants and subconsultants.
   - References were provided for each project listed. No serious concerns were expressed regarding quality of consultant's or subconsultants' work and majority of references enthusiastically recommended working with consultants and subconsultants.

   Excellent (30 pts)
   - 3 relevant references were provided for lead Consultant and each subconsultant. No concerns expressed regarding quality of consultant's or subconsultants' work and all references enthusiastically recommended working with consultants and subconsultants.
   - References were provided for each project listed. No concerns were expressed regarding quality of consultant's or subconsultants' work and all references enthusiastically recommended working with consultants and subconsultants.

Evaluation Process

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

Item		**Points**
1.	Cover Letter	0-10
2.	Completed Forms	0-10
3.	Qualifications and Relevant Experience	0-50
4.	References	0-30
Maximum Score:		100

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

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

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

SUPPLEMENTAL INFORMATION

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

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

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

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

You must be able to provide:

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

Revised: 8/20/2024

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 ("RFQ") 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 RFQ, 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 RFQ or, if none is required in the RFQ, 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.