



**CITY OF EAST PROVIDENCE  
DEPARTMENT OF PLANNING & ECONOMIC DEVELOPMENT  
SMALL BUSINESS INCUBATOR FEASIBILITY STUDY  
WEBSITE ADVERTISEMENT  
RFQ EP23/24-03  
BID OPENING WEDNESDAY, DECEMBER 20, 2023 AT 11:00AM**

The City of East Providence is seeking qualified a consultant (or consultant team) to conduct a feasibility study on the conversion of a former municipal elementary school building into a small business incubator. Specifications may be downloaded from the City's website <https://eastprovidenceri.gov/rfp>

This is a Request for Qualifications; responses will be evaluated on the basis of the relative merits of the proposal, in addition to associated fee. The City reserves the right to schedule interviews following the submission of the proposals. The selected firm shall be chosen based on its qualifications, strength of its proposal, and associated fees.

Three (3) copies of a proposal, along with an electronic version saved as a PDF on one (1) USB drive shall be submitted in one (1) sealed envelope to East Providence City Hall, Controllers Office, Room 103, Attn: Jessica Lamprey, Procurement Specialist, 145 Taunton Ave., East Providence, RI 02914 no later than **WEDNESDAY, DECEMBER 20, 2023 AT 11AM**. The bids will be publicly recorded. Bids received with a time of 11:01 AM or later will be rejected. The outside envelope needs to be marked **BID EP23/24-03**.

The City of East Providence reserves the right to accept and/or reject any and all bids or parts thereof to waive any informality in the bids received, and to accept the bid, or parts thereof deemed to be most favorable to the best interests of the City.

Any questions regarding the RFP may be directed Keith Brynes, Director of Planning and Economic Development in writing at [kbrynes@eastprovidenceri.gov](mailto:kbrynes@eastprovidenceri.gov) by **THURSDAY, DECEMBER 14, 2023 BY 4:00PM**.

Equal Opportunity/Affirmative Action Employer  
Jessica Lamprey, Procurement Specialist [jlamprey@eastprovidenceri.gov](mailto:jlamprey@eastprovidenceri.gov)