



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

**ADDENDUM #1**

The following information provided comprises Addendum #1.

1. For the Dec. 20 due date, do the applications need to be received by then or postmarked by Dec. 20?
  - Applications must be received by December 20, 2023.
2. "Independent research" was referenced in the RFP, and cited as how the need for specialized food production was identified? Can you share any past reports or independent research that informed this RFP?
  - Riverside Square Revitalization Assessment and Recommendations Report  
[https://eastprovidenceri.gov/files-docs/23-06-06/riverside-square\\_revitalization-assessment-and-recommendations](https://eastprovidenceri.gov/files-docs/23-06-06/riverside-square_revitalization-assessment-and-recommendations)
3. What information is available about the facility (Oldham Elementary School building) itself and the budget/resources for physical upgrades as well as programming/personnel to support opening an incubator?
  - There is not a report on the building's physical needs. The City Council has allocated \$1,000,000 of ARPA funds for renovations to Oldham School.
4. What is the selection criteria that you will be using for the consulting team? Do you have a rubric or other evaluation materials you can provide?
  - No selection criteria or rubric is available.
5. Are there any unique skills - e.g. agricultural economics, business incubator experience, experience working with municipalities, etc. - that you are looking for in a consulting team?
  - No specific skills are listed in the RFQ. However, previous experience with business incubators and municipal work is valued.

6. Is there in-person, community work that is expected?
  - In-person community work is not a literal requirement of the scope. However, an approach that includes some degree of in-person understanding of the community and local market will likely score higher.
7. Are there any specific deliverables that you are hoping for, beyond the broad requirements, including but not limited to conceptual design or design services?
  - No.
8. Who is the owner and operator of this facility?
  - The City of East Providence is the owner of the facility, and will likely maintain ownership. The operator of the facility is undetermined at this time, but is unlikely to be the City.
9. Do you have a list of prospective bidders?
  - No.
10. Are you publishing the questions and where will they be published?
  - Yes. Questions and answers will be published on the City's website [https://eastprovidenceri.gov/rfp/2023/small-business-incubator-feasibility\\_study](https://eastprovidenceri.gov/rfp/2023/small-business-incubator-feasibility_study)
11. What stakeholder groups do you expect to be involved?
  - Possible stakeholder groups include the US Economic Development Administration (project funding source), Commerce RI, Skills for Rhode Island's Future, and the East Providence School Department.
12. The RFP indicates that there is \$273,800 available for "all aspects of this project". Is that for this feasibility study, or are portions of that sum earmarked for other activities related to the incubator?
  - No. The \$273,800 referenced is only for the feasibility study.
13. Has there been any architectural/engineering evaluation of the school property?
  - No.
14. We understand that there is a two-year overall timetable for the completion of work per the EDA grant. But does the City have a different timetable in mind? If not, can the consultant team suggest their own?

- Yes, the consultant can suggest their own time table. 2 years is the maximum time allowed by the grant.
15. How were the niche industries (blue economy, arts-based businesses and specialized food production) defined? Can the City share the independent research that led to the determination of these niche industries?
- Determination was informed by the Riverside Square Revitalization Assessment and Recommendations Report <https://eastprovidenceri.gov/files-docs/23-06-06/riverside-square-revitalization-assessment-and-recommendations>.
16. Are those niche industries firmly established or does the City anticipate that the vendor will need to conduct further industry analysis for validation?
- The vendor should conduct industry analysis for validation.
17. What does the City expect to be included within the Startup and Development costs analysis?
- All costs necessary to establish and operate the incubator space, both short and long term. It is understood that this analysis will not include an investigation of necessary building repairs. However, basic costs of renovations associated with the incubator space should be considered (addition of kitchens, etc.)