



**CITY OF EAST PROVIDENCE  
REQUEST FOR QUALIFICATIONS  
RFQ EP20/21-18  
SUBMISSIONS  
ARCHITECTURAL LANDSCAPE DESIGN SERVICES  
FOR THE MASTER PLAN DESIGN OF A PORTION OF THE EAST PROVIDENCE  
SENIOR CENTER'S PROPERTY  
RFQ OPENING WEDNESDAY, JULY 14, 2021 AT 11AM**

Each firm shall submit a package consisting of four (4) copies of proposals to East Providence City Hall, Controllers Office, Room 103, Attn: Dawn Kenney, Procurement Specialist, 145 Taunton Avenue, East Providence, RI 02914 by 11:00 AM on **WEDNESDAY, JULY 14, 2021**. Packages shall contain the following as a minimum:

1. Name of Firm.
2. Business address, including city, state, zip code and phone/fax number.
3. If not incorporated, name of owner(s).
4. Have you ever defaulted on an agreement? If so, where and why?
5. Are you currently listed on the federal contractor disbarred list?
6. Name and phone numbers of three (3) references and description of work done for them. Include references for similar projects and any other information the Architect deems pertinent.
7. Description of the background and experience of the designated project manager and others who will actually participate in the project design and implementation, including a description of the function of each designated participant.
8. Detailed description of the respondents approach and methodology to institute the project as outlined within this RFQ.

9. A description of the firm's current workload including name of project, scheduled completion and contact person.

The objective of this request is to enter into a contract with an Architectural firm for the above noted project.

BIDDING FIRM: \_\_\_\_\_

NUMBER & STREET: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

PHONE NO: (\_\_\_\_) \_\_\_\_\_ FAX NO: (\_\_\_\_) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_