



**CITY OF EAST PROVIDENCE**  
**DEPARTMENT OF PLANNING & ECONOMIC DEVELOPMENT**  
**STREET TREE INVENTORY ANALYSIS & RISK ASSESSMENT**

**BID FORM**

**REQUEST FOR QUALIFICATION**

**RFQ EP22/23-07**

**BID OPENING WEDNESDAY MARCH 8, 2023 AT 11:30AM**

**I. SUBMISSION REQUIREMENTS**

1. Name of Consultant.
2. Business address, including city, state, zip code and phone/fax number and email
3. Indicate whether or not incorporated. If so, when?
4. If not incorporated, name of owner(s).
5. Have you ever defaulted on a contract? If so, where and why?
6. Cover letter outlining the firm's project approach and understanding of the scope of work
7. Description of the background, qualifications, and relevant experience of the Consultant to be responsible for the scope of work outlined above, along with any sub-consultants.
8. Description of the background, qualifications, and relevant experience of the designated project manager and other personnel who will actually participate in the project design and implementation, including a description of the function of each designated participant and their projected time commitments with specific hours and rates.
9. List of professional licenses and certifications of the project manager and any other personnel responsible for carrying out the scope of work. The individual responsible for conducting the tree risk assessment should be a Rhode Island Licensed Arborist and ISA Tree Risk Assessment Qualified (TRAQ).
10. Example of projects of similar scope and complexity completed within the last ten (10) calendar years.
11. A timeline schedule for completing individual tasks of the scope of work and submission of work products.
12. A minimum of three (3) references, with at least one (1) from a municipal government.

## II. SELECTION PROCESS & CRITERIA

Proposals will be reviewed by the Planning Department. This is a Request for Qualifications, not a Request for Bid. Responses will be evaluated on the basis of the relative merits of the proposal.

**The following criteria will be used to evaluate the responses to this RFQ.**

1. Qualifications of the Consultant and individuals to be assigned to the project
2. Past project experience relevant to the outlined scope of work.
3. Ability to provide comprehensive scope of services.
4. Ability to work effectively with municipal government.
5. Evaluation of references.
6. Demonstrated ability to complete the project by September 1, 2023.

Applicants will be ranked based on the evaluation criteria and the most qualified candidates will be invited for an interview.

Based on the results of the interviews, in combination with the Evaluation Criteria, the City will select a single top-ranked firm to provide a cost proposal. If negotiations with the top-ranked firm are unsuccessful, the process will be repeated with the next highest-ranked firm until a fair and reasonably priced contract can be awarded.

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

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

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

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

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

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

Only firms deemed qualified by the City after review of the qualification statements submitted in accordance with this RFQ will be requested to submit bid proposals.

The City reserves the right to reject any/or all companies, to waive any informality in the qualification statement, and to pre-qualify any company based on what the City deems to be in its best interest.