



**CITY OF EAST PROVIDENCE
COMMUNITY CENTER
BID FORM
REQUEST FOR QUALIFICATIONS FOR OWNERS PROJECT MANAGER
RFQ EP22/23-14
BID OPENING THURSDAY MAY 4, 2023 AT 11:00AM**

Submission Criteria

- The Selection Committee will rate the firm as submitting a responsible and responsive proposal if it fulfills the following minimum criteria:
- Firm/Individual Name, Contact Name, Address, Telephone, Email Address and Fax Numbers.
- Firm/Individual History including length of time the firm/individual has been in business.
- Names and Titles of firm partners and/or officers.
- Key personnel that will be employed as part of the Owner's Project Management team including: applicable resumes, professional designations, licenses held, information on experience with similar projects, and each person's level of involvement in, and the organizational structure of the staffing for this school building project.
- A listing of current and past public and private projects of a similar nature with the names and telephone numbers of references to contact. Photos may be provided.
- Submission of 1) the Project Manager Qualification Statement; 2) a Certificate of Non-Collusion; 3) a Certification of Tax Compliance.
- Any other information that the applicant considers relevant for the purpose of evaluating its qualifications for the project.
- Adequate financial stability and proof of professional liability insurance. The East Providence School District must also be able to be named an "additional insured". Other District insurance requirements for comprehensive, etc. will be included in the contract for services

Request for Qualifications – OPM Services

Project Name Community Center

Proposer Firm _____

Project Number EP22/23-14

City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Workload and Size (Maximum 10 points)			
a. Value of similar, recent contracts awarded in previous 36 months	In RI	6	
	In New England	3	
	Elsewhere (Continental US)	0	
2. Primary Qualifications (Maximum 30 points)			
a. Project management	Experience / ability to manage scope / budget / schedule / quality	0- 10	
b. Project administration	Experience / ability to effectively administer project controls and processes	0- 10	
c. Technical staff	Experience / ability to develop accurate estimates and schedules	0- 10	
3. Other Considerations (Maximum 10 points)			
a. Manage / Coordinate FF&E and Technology	Experience / ability to perform effectively and collaboratively	0 - 5	
b. Manage / Coordinate Pre referendum activities	Experience / ability to perform effectively and collaboratively	0 - 5	
4. Overall Team Qualifications (Maximum 10 points)			
a. Previous team collaboration	Less than 2 sample projects	1	Max 3 =
	3 to 5 sample projects	2	
	More than 6 sample projects	3	
c. FFE/Technology Experience	Training and knowledge	1	Max 5
	Direct project experience	5	
d. Team organization	Clarity of responsibility /	0 - 2	
5. Overall Team Experience (Maximum 40 points)			
a. Previous team performance	Past performance as indicated by evaluations and letters of	0 - 10	
b. Experience with similar projects	Less than 2 projects	0 - 3	
	3 to 5 projects	4 - 6	
	More than 5 projects	7-10	
c. Budget and schedule management	Completing projects within approved construction budget and schedule	0-10	
d. Knowledge of Grant Funding/Grant Administration	Past performance as indicated by evaluations	0 -10	
		Subtotal	

Notes:

Evaluator:

Name _____

Signature

Date