



**CITY OF EAST PROVIDENCE
POLICE DEPARTMENT RENOVATION ANALYSIS
BID FORM
REQUEST FOR QUALIFICATION
RFQ EP22/23-17
BID OPENING TUESDAY APRIL 4, 2023 AT 11:00AM**

SUBMITTAL REQUIREMENTS

In order to be considered, the proposal must be submitted to the City of East Providence Procurement Specialist and should include:

1. A proposed work program detailing the phases, tasks, and sub tasks of the project based upon the Scope of Services in this request.
2. A detailed timeline for the completion of the project, showing timing for each phase, task, and sub task identified above.
3. A detailed organizational chart and management approach, including descriptions of the use of any subcontractors.
4. A brief description of the proposed team, identifying each key member, their respective responsibilities, and the anticipated percentage of their time to be allocated to this project.
5. The City of East Providence reserves the right to be the sole judge of the suitability of the proposed services for its intended use, and further specifically reserves the right to make the award in the best interests of the City of East Providence.

During the project, it is the City's intention to have Antonio Vieira serve as the point of contact for all discussion relating to the development of the Police Department Renovation Analysis.

OTHER INFORMATION

The City of East Providence reserves the right to reject any and all submittals and to award to the most qualified, responsive, and responsible organization. All working documents, electronic and written, shall remain the property of the City and shall be delivered to the City upon completion of the work.

The Consultant shall, during the performance of the contract, keep in force a limit of Insurance similar to current industry standards.

Proposals shall remain in effect for 90 days after their submission.

FORMAT

Consultants responding to this RFQ, in addition to other documentation and information as required herein, shall provide the following:

1. Letter of transmittal including name, address and telephone number of firm, including the location of the office that will directly contract for the work
2. Title Page
3. Table of Contents
4. Brief history of the firm including:
 - a. Years in business as an established firm
 - b. Firm principals
 - c. Size of firm (denote partnerships or subcontractors necessary to facilitate full- service scope)
 - d. The name, position and telephone number of contact person authorized to conduct negotiations and authorize final contracts or otherwise bind the firm to a contractual relationship
 - e. A specific listing of services the firm is uniquely qualified to provide
5. Specific staff experience, by professional and educational qualifications, as it relates to providing services for the project scope
6. Available team members their experience in various disciplines needed to complete the work
7. Summary as to why the firm(s) feels qualified to provide the requested services
8. List current and past work assignments of similar nature that the firm has directly contracted to provide within the last five years with names, address, and telephone number of references
9. A statement of Equal Opportunity Employment

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.

BIDDING FIRM: _____

NUMBER & STREET: _____

CITY/STATE/ZIP: _____

SIGNATURE: _____ **DATE:** _____

PRINT NAME: _____ **TITLE:** _____

PHONE NO: (____) _____ **FAX NO:** (____) _____