



CITY OF EAST PROVIDENCE
SMALL BUSINESS INCUBATOR FEASIBILITY STUDY
BID FORM
REQUEST FOR QUALIFICATION
RFQ EP23/24-03
BID OPENING WEDNESDAY, DECEMBER 20, 2023

I. SUBMISSION REQUIREMENTS

1. Name of Firm.
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. Include any proposed fee structured (i.e hourly, flat, or hybrid) for fund's considerations.
10. Example of projects of similar scope completed.
11. A minimum of three (3) references, with one (1) from a municipal government if possible.

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 Company/Firm 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.

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 Department 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:** (____) _____

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.