



**CITY OF EAST PROVIDENCE**  
**DEPARTMENT OF PLANNING**  
**CONSULTING SERVICES FOR INTERPRETIVE SIGNAGE**  
**BID FORM**  
**REQUEST FOR QUALIFICATIONS**  
**RFQ EP22/23-06**

**BID OPENING THURSDAY FEBRUARY 23, 2023 AT 12:00PM**

**I. SUBMISSION REQUIREMENTS**

1. Name of Consultant.
2. Business address, including city, state, zip code and phone/fax number.
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. Description of the background and relevant experience of the Consultant to be responsible for the scope of work outlined above, along with any sub-consultants to be employed with emphasis on historic research and interpretation, and professional experience in graphic design. List relevant projects and dates.
7. Description of the background and 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.
8. A time schedule for completing individual tasks of the scope of work and submission of work products.
9. A minimum of three (3) references.

**II. SELECTION PROCESS & CRITERIA**

Proposals will be reviewed by the Planning Department and City staff. This is a Request for Proposal, 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, especially in regards to historical research and interpretation, and professional experience in graphic design.
2. Qualifications of individuals to be assigned to the project, along with professional recommendations.
3. Demonstrated understanding of current trends in interpretive mediums.
4. Ability to work effectively with municipal government.
5. Response of references.
6. Demonstrated ability to complete the project within 5 months of a notice to proceed.

Failure to provide all of the above requested information will result in disqualification of the qualifications. The City reserves the right to request additional information pertaining to the qualifications.

**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.