



CITY OF EAST PROVIDENCE

DEVELOPMENT OF A MIXED-USE HOUSING & SMALL BUSINESS INCUBATION COMMUNITY AT THE FORMER OLDHAM SCHOOL

BID FORM

REQUEST FOR PROPOSAL

RFP EP22/23-31

BID OPENING TUESDAY SEPTEMBER 12, 2023 AT 11:00AM

SUBMISSION REQUIREMENTS

All proposals must be in narrative format and must clearly illustrate the potential reuse of the property. For a proposal to be deemed complete, it must contain the following items:

1. AGENCY INFORMATION

- Name of firm;
- Business address, including city, state, zip code and phone number;
- Contact person phone and e-mail who can respond to detailed questions regarding their firm's proposal;
- Indicate whether or not incorporated and if so, when;
- If not incorporated, name of owner(s);
- Indicate if you ever defaulted on a contract and if so, when and why.

2. DEVELOPMENT CONCEPT

Development Options: Identify the proposed re-use of the structure and describe why the specific development options were chosen over others. Provide supporting information & data justifying why the proposed re-use option will be successfully occupied.

Property Description: Describe in detail the proposed re-use of the structure including but not limited to interior and exterior alterations, building layout, number of units, parking needs and consistency with the Secretary of the Interior Standards for Rehabilitation.

Development Benefit: Describe the benefits to the City such as green building design, sustainable energy, preservation of a historically significant structure, job creation or providing a social service to the community.

Neighborhood Impact: Describe the impact that the proposed re-use of the site will have on the adjacent residential neighborhood such as expected occupancy (day, evening, night), traffic generation, time of deliveries, noise levels, parking needs, and other possible impacts to the abutting residential properties;

Timeline: Provide a timeline of all major components of the redevelopment of the property.

Offer: The City will entertain either a long-term lease or straight acquisition. Submit a long-term lease structure and/or purchase price.

3. PROJECT TEAM

- Describe the background and relevant experience of the firm along with any sub-consultants to be employed on this project. Describe the background and experience of the designated project manager and other personnel who will participate in the project design and implementation, including a description of the function of each designated participant;
- Describe the relationship or role the firm will have with the City and other stakeholders of the project.
- Provide professional references from similar projects.

4. FINANCIAL FEASIBILITY & LEGAL STRUCTURE

- Preliminary development budget detailing Sources & Uses, Income Budget, Operating Budget and Cash Flow Analysis. It must be demonstrated that the proposed re-use is financially feasible;
- Describe the legal relationship anticipated with the City in terms of site development, financing, project implementation, ownership, and final disposition/property management.

Respondents may be asked to provide additional information, as needed to assist the City in the decision making process.

- The City reserves the right to reject any and all proposals, to waive any informality, and to select and negotiate services in the best interest of the City;
- The respondent will abide by all applicable Federal, State and City regulations in the performance of their redevelopment of this property;
- The City reserves the right to accept all or part of any proposal, and to negotiate a contract for services and cost with the selected respondent.

Bid offer in Numbers _____

Bid Offer in Words _____

BIDDING FIRM: _____

NUMBER & STREET: _____

CITY/STATE/ZIP: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

TELEPHONE NO. : _____