



**CITY OF EAST PROVIDENCE
DEPARTMENT OF PLANNING
REQUEST FOR PROPOSALS
RFP EP23/24-12
BID FORM**

**NEWMAN CEMETERY CONDITION ASSESSMENT & PRESERVATION PLAN
BID OPENING WEDNESDAY, FEBRUARY 21, 2024 AT 11:00AM**

The undersigned bidder, being familiar with local conditions affecting the cost of the work, hereby proposes to provide all necessary labor, materials, equipment and incidental items necessary to do all the work called for in the Specifications and in accordance with the Contract Documents.

Responses to this RFP shall include the following information:

1. Name of consultant/firm.
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/firm to be responsible for the scope of work outlined above, along with any sub-consultants to be employed. The consultant must meet the professional qualification standards detailed in 36 CFR Part 61.
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 each task of the project identified in the scope of work.
9. A budget which sets forth a total price for the scope of services. Proposals shall include an estimate of the cost of each distinct task, and the basis for the estimate. All printing, travel and other miscellaneous costs should be itemized and included in the proposed budget.
10. A minimum of three (3) references.
11. Fee.

BIDDING FIRM: _____

NUMBER & STREET: _____

CITY/STATE/ZIP: _____

SIGNATURE: _____ DATE: _____

PRINT NAME: _____ TITLE: _____

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

EMAIL ADDRESS: _____