



**CITY OF EAST PROVIDENCE
REQUEST FOR PROPOSALS
RFP EP21/22-21
SPECIFICATIONS
SWEETLAND HOUSE
OFFICE BUILDOUT AND STRUCTURAL REPAIRS
RFP OPENING THURSDAY, SEPTEMBER 22, 2022 AT 11:00AM**

I. INTRODUCTION and BACKGROUND

The City of East Providence is dedicated to creating additional resources and a central location for our citizens to access physical and behavioral health services. The Sweetland House is on the campus of the Senior Center located at 610 Waterman Ave. It is directly adjacent to the pedestrian walkway over Pawtucket Avenue. The re-purposing of this building as medical exam and counseling rooms along with administrative offices will serve East Providence citizens for generations. This project is being funded by Community Development Block Grant Covid funds that require that all relevant federal and state regulations be adhered to such as prevailing wage rates and Section 3 guidelines for all construction activities.

The City of East Providence seeks professional general construction services to implement the architectural and engineering plans developed for this project. The selected contractor will provide all labor and materials to complete all elements of these plans.

II. STATEMENT OF THE PROJECT

This project's goal is to enhance access to and supplement existing services in a central location of the city that is accessible by public transportation and that is pedestrian friendly.

III. SCOPE OF SERVICES

The General Contractor will construct the office buildout and structural repairs identified as detailed in the plans and specifications entitled EBCAP Sweetland House, dated October 6, 2021 by Northeast Collaborative Architects, LLC and those entitled Sweetland House, dated August, 2021 by Commonwealth Engineers and Consultants, Inc.

A. Assessment of Existing Conditions

1. Conduct field visits to gain a thorough understanding of the site. A specification plan set will be made available showing the details of all elements of the plans to be completed.
2. Attend 1 site meeting with city officials to review the plans for its implementation.

C. Deliverables

1. Provide all warranties and specifications for materials and structures
2. Submit certified payrolls using the US Labor's wage and hours form in compliance with Davis-Bacon wage rates and documentation necessary for Section 3 workers and/or businesses.
3. Submit as-built plans.

IV. TIMETABLE FOR COMPLETION

1. A timetable shall be included for each of the different components as provided in the bid form. All elements of the bid specification plans must be completed by **October 15, 2023**.

V. SUBMISSION REQUIREMENTS

1. Name of Firm.
2. Business address, including city, state, zip code and phone/fax number.
3. If not incorporated, name of owner(s).
4. Have you ever defaulted on an agreement? If so, where and why?
5. Are you currently listed on the federal contractor disbarred list?
6. Name and phone numbers of three (3) references and description of work done for them.
7. Description of the background and relevant experience of the team to be responsible for the scope of work outlined above including a designated point of contact.
8. Description of the background and experience of the designated project manager

and others who will participate in the project implementation, including a description of the function of each designated participant.

9. The selected general construction firm shall provide: a) general liability coverage of \$1,000,000 and workman's compensation insurance, as required by the State of Rhode Island, for itself and any of its employees, and/or project participants. Proof of such insurance shall be provided by the institution chosen, prior to the signing of an agreement with the city, or b) provide waivers of liability for all those participating in the project.

VI. RESPONSE TO RFP

Each firm shall submit a package consisting of two (2) hard copies and 1 electronic copy of proposal to East Providence City Hall, Controllers Office, Room 103, Attn: Ralph Mitchell, Procurement Specialist, 145 Taunton Avenue, East Providence, RI 02914 by **11:00AM on THURSDAY SEPTEMBER 22, 2022**. Packages shall contain the following as a minimum.

1. Detailed description of the respondent's approach and methodology to institute the project as outlined within this Request for Proposals and the accompanying specifications.
2. A description of the firm's current workload including name of project, scheduled completion and contact person.
3. Bid form with itemized prices for materials and labor and by task with a not to exceed lump sum.
4. Time line with bench marks.
5. Three references of similar projects and scopes indicating if the project was completed on time and within budget or not.

A site tour is scheduled for **FRIDAY SEPTEMBER 9, 2022 at 10:00A.M.**

VII. SELECTION PROCESS AND CRITERIA

Proposals will be reviewed by the City. Responses will be evaluated on the basis of the relative merits of the firm, experience with similar projects, references, and competitiveness of the fee. The following criteria, not listed in order of priority will be used to evaluate each firm's proposal:

1. Company Qualifications and Experience

A minimum of five (5) years of experience is required. Work on projects of comparable types and sizes. Proposals must clearly demonstrate full knowledge, understanding, and experience in the methods, techniques and guidelines required for the performance of the required work. All elements within this factor are of equal importance.

2. Personnel Qualifications and Availability

Specialized experience is required of the project personnel proposed to undertake the work assignments. Proposal must clearly demonstrate the capability, training, licenses and experience of the proposed personnel and that of any anticipated subcontracts to be used. The availability of the proposed staff is also of critical importance and must be demonstrated. Specific project experience relevant to this scope of work must be demonstrated, as well as specific company experience.

3. Performance Record of Firm

References of similar past projects and the level of satisfaction expressed by them. Ability to complete the projects on time and within budget.

VIII. GENERAL CONDITIONS

1. The City reserves the right to reject any and all qualification packages, to waive any informality and to request interviews of consultants.
2. The General Contractor shall provide all necessary personnel, sub-contractors, materials and equipment to perform and complete all work under this proposal.
3. All original documents and drawings shall become the property of the City after completion of the General Contractor's work.
4. The General Contractor shall be prepared to commence work within 3 weeks upon execution of a contract with the City.

Any questions regarding the RFP may be directed in writing to David Bachrach, Community Development Director, dbachrach@eastprovidenceri.gov by **FRIDAY SEPTEMBER 16, 2022 AT 12:00PM.**