



CITY OF EAST PROVIDENCE

DEPARTMENT OF PLANNING

INTERPRETIVE SIGNAGE PLAN FOR CITY'S HISTORIC RESOURCES

SPECIFICATIONS

REQUEST FOR PROPOSALS

RFP NO. EP19/20-39

BID OPENING DATE TUESDAY, NOVEMBER 10, 2020 AT 11AM

I. INTRODUCTION

The City of East Providence is seeking a consultant (or consultant team) that meets the professional qualification standards detailed in 36 CFR 61, has experience in historical research and interpretation, and has professional experience in graphic design to develop recommendations for a city-wide interpretive signage program. The goal of the project is to lay the groundwork for a thoughtful and well-designed signage program that will help illustrate the historical importance of a wide variety of sites in East Providence and encourage readers to participate in the preservation and stewardship of those resources.

II. FUNDING

Funding for this project is provided by CLG funds administered by the Rhode Island Historical Preservation and Heritage Commission (RIHPHC). Consulting fees may not exceed \$9,000 for all aspects of the project including reimbursable items.

III. SCOPE OF SERVICES

The selected consultant or consultant team will:

1. Work with the East Providence Planning Department, East Providence Historic District Commission and East Providence Historical Society to identify themes and places significant to the city's history.
2. Develop criteria to be used when selecting locations for interpretive signage, such as a site's historical significance, its ability to convey that significance, availability of illustrative materials (e.g., historic photographs), public access, and ownership and maintenance considerations.

3. Identify potential locations for interpretive signage city-wide, with the goal of selecting a range of sites that represent different aspects of the city's history and which, together, form a cohesive interpretive signage program.
4. Create a spreadsheet or narrative list of potential sign locations, explaining each location's historical significance and addressing the site selection criteria.
5. Photograph potential sign locations and site-specific features.
6. Develop standard design specifications for signs (e.g., panel and base materials, size, fonts, design template, colors).
7. Research, write, design, and secure high-resolution graphics (including permission to use specified graphics) for 1-2 interpretive panels that the city may manufacture/install using other available funding.

IV. TIMETABLE FOR COMPLETION

Work products to be submitted to the City and RIHPHC will include a final report summarizing all recommendations and sign specifications, digital proofs for 1-2 interpretive panels, and high-resolution graphics files for each panel suitable for large format printing.

V. TIMETABLE FOR COMPLETION

A timetable shall be included for each of the above-referenced items in the scope of work and submission of work products. Draft work products must be submitted to RIHPHC and City for review by March 1, 2021. All final work products must be completed by June 30, 2021.

VI. SUBMISSION REQUIREMENTS

A. Insurance

The Consultant shall hold general liability and errors and omissions coverage of at least \$250,000 for itself and any of its employees. Proof of such insurance shall be provided by the consultant prior to entering a contract with the City.

B. Proposals

Three paper copies from all interested parties shall be submitted to the Controller's Office, Attn: Procurement Specialist, Room 103, City Hall, 145 Taunton Ave., East Providence, RI 02914 no later than **TUESDAY, NOVEMBER 10, 2020 at 11AM**. Responses to this RFP shall include the following information:

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. Demonstrate that Consultant meets the professional qualification standards detailed in 36 CFR Part 61.
8. 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.
9. A time schedule for completing individual tasks of the scope of work and submission of work products.
10. A budget which sets forth a total price for the scope of services and work products. 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 not to exceed \$9,000.
11. A minimum of three (3) references.
12. Fee.

VII. SELECTION PROCESS & CRITERIA

Proposals will be reviewed by the Planning Department and RIHPHC. 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 RFP.

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. Ability to work effectively with municipal government.
4. Response of references.
5. Demonstrated ability to complete the project by June 30, 2021.
6. Fee.

VIII. GENERAL CONDITIONS

1. The City reserves the right to reject any and all proposals, to waive any informality, and to select and negotiate management services in the best interest of the City.
2. The Consultant will abide by all Federal, State and City regulations in the performance of the scope of work specified in this Request for Proposal.
3. 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 Firm.
4. The Consultant shall provide all necessary personnel, materials, equipment and facilities to perform and complete all work under this proposal.
5. The City intends to make a decision on a contract for the requested management services within thirty (30) days of the bid deadline. The Consultant shall be prepared to begin work immediately upon the execution of a contract with the City.

IX. CITY CONTACTS

Any questions regarding this RFP must be submitted in writing no later than **WEDNESDAY, NOVEMBER 4, 2020 at 4 PM** to **Patrick Hanner, Principal Planner** PHanner@eastprovidenceri.gov