



**CITY OF EAST PROVIDENCE
REQUEST FOR QUALIFICATIONS
RFP EP20/21-18
SPECIFICATIONS
LANDSCAPE ARCHITECTURAL DESIGN SERVICES
FOR THE MASTERPLAN DESIGN OF IMPROVEMENTS TO
EAST PROVIDENCE SENIOR CENTER'S GROUNDS
RFQ OPENING WEDNESDAY, JULY 14, 2021 AT 11AM**

I. INTRODUCTION and BACKGROUND

The City of East Providence is dedicated to creating additional opportunities for our senior citizens to enjoy activities out of doors. The masterplan is for the Senior Center site located at 610 Waterman Ave (site plan attached). We are committed to providing them with a space on the Senior Center's grounds to do so. The intent of this project is to add recreational and esthetic features the will last 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 for all construction activities.

The City of East Providence seeks professional landscape architectural design services to develop a landscape masterplan for the East Providence Senior Center's grounds that incorporates a pickleball court, improved walking paths with lighting, plantings and seating areas. The selected architect will provide detailed plans, specifications and a construction cost estimate including labor and materials.

II. STATEMENT OF THE PROJECT

This project's goal is to enhance the existing section of the property bordered by Waterman Ave. to be an athletically pleasing space to both relax in and participate in recreational activities such as playing pickleball. It needs to accommodate other functions such as the annual event, Winter Fest when Christmas trees are placed on either side of the walking path.

III. SCOPE OF SERVICES

The masterplan must have detailed specifications to be used to procure landscape and construction firms. It is to account for all aspects of the various new and existing functions of the property. It should consider different options to achieve a sense of separation and buffer from the busy roadways bordering the property.

A. Assessment of Existing Conditions

1. Conduct field visits to gain a thorough understanding of the site. A site plan will be made available showing the location of the pickleball court including some of the existing features.

B. Site Design & Public Input

1. Develop a rough concept landscape plan based on the elements of a pickleball court, walking paths, plantings that provide esthetics along with diminishing the presents of the bordering roadways, seating areas and lighting. Plantings should be with native species and configured to require low maintenance.
2. Attend 1 site meeting with city officials to present and discuss preliminary concept plan including a rough cost estimate for its implementation.
3. Incorporate input received from meeting with city staff into a revised concept plan and submit for review.
4. Develop a detailed landscape plan incorporating all aspects of the various elements.
5. Meet with city staff to discuss detailed plan.
6. Incorporate input received from meeting with city staff into a revised detailed plan.
7. Provide landscape construction specifications for city's procurement of a landscape contractor. Construction specifications for the pickleball court, lighting, and walking paths are not to be included as the city will provide these.
8. Provide a site visit for potential landscape contractors who will be responding to a RFP for the landscape portions of the master landscape plan.
9. Provide 2 site visits, one during the initial landscape plantings and one during the final plantings to inspect and verify that the work was done satisfactorily and the correct plants were used and are healthy.

C. Deliverables

1. Sketches, renderings, and other graphics that depicts rough and final landscape designs;
2. Identify all proposed plant materials and locations for planting;
3. Identify all proposed design elements other than plantings suggested in the final plan and their locations.

4. Provide two (2) paper copies of the final plan and one (1) electronic version.

IV. TIMETABLE FOR COMPLETION

1. The selected firm will submit a fee proposal to include itemized tasks and a timeline with bench marks.
2. The selected 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.

V. RFQ SUBMISSION REQUIREMENTS

Each firm shall submit a package consisting of four (4) copies of proposals to East Providence City Hall, Controllers Office, Room 103, Attn: Dawn Kenney, Procurement Specialist, 145 Taunton Avenue, East Providence, RI 02914 by 11:00 AM on **WEDNESDAY, JULY 14, 2021**. Packages shall contain the following as a minimum:

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. Include references for similar projects and any other information the Architect deems pertinent.
7. Description of the background and experience of the designated project manager and others who will actually participate in the project design and implementation, including a description of the function of each designated participant.
8. Detailed description of the respondents approach and methodology to institute the project as outlined within this RFQ.
9. A description of the firm's current workload including name of project, scheduled completion and contact person.

VII. SELECTION PROCESS AND CRITERIA

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

1. Company Qualifications and Experience

A minimum of five (5) years of experience is required. Work on projects of comparable types. 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, academic background, training, certifications and experience of the proposed personnel. 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

Similarity of past projects of references 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 Landscape Architect 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 Landscape Architect's work.
4. The Landscape Architect shall be prepared to commence work within 2 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 **WEDNESDAY, JULY 7, 2021 AT 4PM.**