



**CITY OF EAST PROVIDENCE  
PLANNING DEPARTMENT  
REQUEST FOR PROPOSALS (RFP)  
RFP# EP20/21-10  
CITYWIDE SURVEY OF HISTORIC SCHOOL BUILDINGS  
SPECIFICATIONS FORM  
BID OPENING FRIDAY, MARCH 5, 2021 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 to conduct a comprehensive survey of 15-20 current and former public-school buildings in East Providence.

**II. FUNDING**

Funding for this project is provided by CLG funds administered by the Rhode Island Historical Preservation and Heritage Commission (RIHPHC) and East Providence funds. Consulting fees may not exceed \$12,000 for all aspects of the project including reimbursable items.

**III. SCOPE OF SERVICES**

The consultant will conduct a field inspection, take photographs, and conduct historical research in order to 1) complete a Historic Building Data (HBD) Sheet for each surveyed property and 2) prepare a context statement about the history of public education in East Providence, with an emphasis on how that history is expressed through architecture. The consultant will attend project meetings with the City and RIHPHC as needed and will present project findings at a public meeting.

**IV. WORK PRODUCTS**

Work Products will include:

- A completed HBD Sheet for each surveyed property, including photographs;
- A historic context statement;
- A spreadsheet listing all surveyed properties (name, address, plat/lot, construction date(s)); and
- A presentation about the project findings, to be delivered at a public meeting.

All products will be submitted in draft form to the RIHPHC and the East Providence Planning Department for review and comment prior to being finalized.

**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 June 30, 2021. A public meeting will be held in August 2021. All final work products must be completed by September 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 (3) copies of a proposal shall be submitted in one (1) sealed envelope to East Providence City Hall, Controllers Office, Room 103, Attn: Dawn Kenney, Procurement Specialist, 145 Taunton Ave., East Providence, RI 02914 no later than **FRIDAY, MARCH 5, 2021 AT 11AM**. The bids will be publicly recorded. Bids received with a time of 11:01 AM or later will be rejected. The outside envelope needs to be marked **BID EP20/21-10**.

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.
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.
9. A time schedule for completing individual tasks of the scope of work and submission of work products.
10. A minimum of three (3) references.
11. A flat fee proposal, not to exceed the \$12,000 in available funding, which sets forth a total price for the scope of services and work products. All printing, travel and other miscellaneous costs should be itemized and included.

## **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 and experience completing historic building surveys, including conducting research and preparing statements.
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 of a technical nature regarding this RFP must be submitted in writing by **THURSDAY, FEBRUARY 25, 2021 AT 4PM** to:

**Patrick Hanner, Principal Planner**

East Providence City Hall  
145 Taunton Avenue  
East Providence, RI 02914  
[phanner@eastprovidenceri.gov](mailto:phanner@eastprovidenceri.gov)