



**CITY OF EAST PROVIDENCE**  
**DEPARTMENT OF PLANNING**  
**CONSULTING SERVICES FOR INTERPRETIVE SIGNAGE**  
**SPECIFICATIONS**  
**REQUEST FOR QUALIFICATIONS**  
**RFQ EP22/23-06**  
**BID OPENING THURSDAY FEBRUARY 23, 2023 AT 12:00AM**

**I. INTRODUCTION**

The City of East Providence is seeking consulting services to implement the recently completed citywide interpretive signage plan for the City's historic sites that was completed in July 2021, prepared by the consulting firm H2 Design. The citywide interpretive signage plan recommends interpretive signage for 31 historic resources located throughout the City that includes village neighborhoods and individual historic sites such as the Little Neck Cemetery, Nathaniel Daggett House (1685), Watchemoket Square, Crescent Park Carousel (late 1800s), District 6 Schoolhouse (1864-1874) and the Rose Land Park Plat (1928). Currently, the 31 historic resources identified in the plan do not have any interpretive signage. The plan recommends a graphic design to use as a template for all of the signage, a master directory panel to be placed at a central location in the City such as City Hall or the Weaver Library (36" X 48"), site specific interpretive panels to be placed at individual sites (18" X 30"), and at sites where it is appropriate to use QR code panels (10" X 10").

Consulting services will include the research, writing, image acquisition and graphic production for a single master directory panel (36" X 48"), 4 typical interpretive signs (30" X 18") and 4 QR signs (10" X 10"). The 4 typical interpretive signs and the 4 QR signs will be installed at 8 of the 31 sites that were identified in the citywide interpretive signage plan.

The consulting firm H2 Design laid the groundwork for a thoughtful and well-designed citywide interpretive signage program that illustrates the historical importance of a wide variety of sites in East Providence. Our community is fortunate to have a wealth of historic resources in almost every section of the City that includes Rumford, Phillipsdale, Kent Heights, Watchemoket and Riverside that contribute to their uniqueness and appeal. However, we are at a disadvantage since the majority of our historic sites are scattered across the City, not concentrated in specific areas such as the nearby communities of Warren, Pawtucket and Providence. A master directory panel, site specific interpretive panels and QR codes are intended to attract visitors from outside of the City and for City residents to increase their awareness and appreciation of the City's historic resources.

A preservation consultant will be hired as part of the project to draft the narratives for the sign panels to ensure accuracy and to obtain historic images and graphics. The City's Historic District Commission will assist the Planning Department in reviewing all draft work products. The Planning Department will oversee all aspects of the project that include selection of preservation consultant following all State and City purchasing guidelines, payment requests, reimbursement request and final grant reporting.

## **II. FUNDING**

Funding for this project is provided by the Rhode Island Commerce, RI Rebounds – Outdoor and Public Space Capital Improvements and Events Initiative for the Tourism, Hospitality and Events Industries. All aspects of the project that include consulting fees, materials and installation shall not exceed \$38,800.

## **III. SCOPE OF SERVICES**

The selected consultant or consultant team will:

1. Attend a project kickoff meeting with Planning staff to discuss preliminary ideas and preferred sites.
2. Based upon input received from Planning staff, consultant will prepare draft products identifying sites and exact locations of interpretive panels.
3. Prepare draft products. Research, write, image acquisition and graphic production for a single master directory panel (36" X 48"), 4 typical interpretive signs (30" X 18") and 4 QR signs (10" X 10"). The 4 typical interpretive signs and the 4 QR signs will be installed at 8 of the 31 sites that were identified in the citywide interpretive signage plan.
4. Submission of draft products to be reviewed by the Planning Department and Historic District Commission.
5. Based upon comments received from Planning staff and Historic District Commission, revise draft work products as necessary.

## **IV. 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 review by March 1, 2023. All final work products must be completed by June 30, 2023.

## **V. 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 and an electronic version preferably as a pdf document from all interested parties shall be submitted to East Providence City Hall, Controllers Office, Room 103, Attn: Ralph Mitchell, Procurement Specialist, 145 Taunton Avenue, East Providence, RI 02914, no later than **11:00 AM on THURSDAY FEBRUARY 23, 2023**. Responses to this RFQ 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. 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 individual tasks of the scope of work and submission of work products.
9. 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.
10. A minimum of three (3) references.

## **VI. SELECTION PROCESS & CRITERIA**

Proposals will be reviewed by the Planning Department and City staff. 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 RFQ.**

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. Demonstrated understanding of current trends in interpretive mediums.
4. Ability to work effectively with municipal government.
5. Response of references.
6. Demonstrated ability to complete the project within 5 months of a notice to proceed.

## **VII. 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 consulting 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.

## **VIII. CITY CONTACTS**

Any questions regarding the RFQ may be directed in writing to Patrick Hanner, Principal Planner at [phanner@eastprovidenceri.go](mailto:phanner@eastprovidenceri.go) no later than **WEDNESDAY FEBRUARY 15, 2023 AT 11:00 AM.**

Equal Opportunity/Affirmative Action Employer

Ralph Mitchell  
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