



**CITY OF EAST PROVIDENCE  
SENIOR CENTER EXTERIOR LIGHTING IMPROVEMENTS  
SPECIFICATIONS  
REQUEST FOR PROPOSALS  
RFP EP22/23-11  
BID OPENING TUESDAY MARCH 28, 2023 AT 11:00AM**

**I. INTRODUCTION and BACKGROUND**

The City of East Providence is dedicated to creating additional opportunities for our senior citizens to enjoy outdoor activities. The lighting is for the Senior Center’s walking paths and pickleball court located at 610 Waterman Ave. This project is being funded by Community Development Block Grant program income and prior-year block grant funds. The use of these funds 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 electrical lighting contractor to supply and install all of the lighting and receptacles for the East Providence Senior Center’s walking paths, seating areas, and pickleball court as specified in the plans by Creative, a division of the Rise Group, D/B/A Creative Environment Corp. dated 12/14/2022. The selected contractor will provide all labor and materials to complete all elements of this plan.

**II. STATEMENT OF THE PROJECT**

This project’s goal is to enhance the existing section of the property bordered by Waterman Avenue and Pawtucket Avenue to be used after sunset for playing pickleball and/or getting exercise on the walking paths.

**III. SCOPE OF SERVICES**

The electrical lighting contractor will supply and install all labor and materials including light fixtures and poles as detailed in the plans and specifications dated 12/14/2022 by Creative, a division of the Rise Group, D/B/A Creative Environment Corp.

**A. Assessment of Existing Conditions**

1. Conduct field visits to gain a thorough understanding of the site.
2. Attend 1 site meeting with city officials to review the lighting plans for its implementation.

**B. 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
3. Submit as-built plans.

**IV. TIMETABLE FOR COMPLETION**

1. A timetable shall be included for each of the lump sum components as provided in the bid form. All elements of the bid specification plans must be completed by **May 31, 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 electrical lighting 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 three (3) 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 11:00 AM on **TUESDAY MARCH 28, 2023**. 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.

## **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 Electrical Lighting 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 Contractor's work.
4. The Electrical Lighting 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](mailto:dbachrach@eastprovidenceri.gov) and Ralph Mitchell Procurement Specialist, [rmitchell@eastprovidenceri.gov](mailto:rmitchell@eastprovidenceri.gov) by **FRIDAY MARCH 17, 2023 AT 10:00AM**.