



**CITY OF EAST PROVIDENCE  
POLICE DEPARTMENT RENOVATION ANALYSIS  
SPECIFICATIONS  
REQUEST FOR QUALIFICATION  
RFQ EP22/23-17  
BID OPENING TUESDAY APRIL 4, 2023 AT 11:00AM**

## **INTRODUCTION**

The City of East Providence is inviting qualified firms to respond to a Request for Qualifications (RFQ) concerning the development of a Police Department Renovation Analysis. The purpose and intent of the project is to produce a study of the current layout and determine how to maximize the existing space of the East Providence Police Department building and space created by moving the communication center offsite.

## **PROJECT SCOPE**

The selected firm will conduct interviews and/or group meetings related to current systems. The firm will also conduct a space assessment to determine what current needs are met and which are not to allow all East Providence Police Department functions/services to be adequately performed. This assessment will include a space-by-space definition of the elements needed for a facility based on current usage, desired new amenities, and potential future growth needs.

### **Items that must be included in the Facility Needs Assessment are, but not limited to:**

- A thorough evaluation of the deficiencies throughout the building and grounds. Evaluation should include bringing the current facility up to public safety standards.
- Approximate replacement costs and/or renovation costs, to include costs to repair and/or replace all deficiencies.
- A set of specific space needs for both current and long-term project (20 years) operation for each operational element/unit.
- Operation and maintenance costs for each option should also be provided.

## **SELECTION PROCESS AND CRITERIA**

Proposals will be reviewed by the City. This is a Request for Qualifications, not a request for Bid; responses will be evaluated on the basis of the relative merits of the qualifications package. The following criteria, not listed in order of priority will be used to evaluate each firm's qualifications:

### **1. Company Qualifications and Experience**

A minimum of five (5) year experience is required. Work on projects of comparable building types, building uses (police stations). Specialized experience is required in a series of work areas. 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. The CONSULTANT must indicate specific experience in the required area.

### **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**

A list of references from at least five (5) recent projects of a similar magnitude and complexity; references must include telephone number and affiliation.

### **4. Project Understanding and Approach**

The CONSULTANT must demonstrate a comprehension of the role and function of this project in meeting the current and future needs of the CITY.

In addition to the understanding of the scope and approach, the CONSULTANT must demonstrate the following which will be considered in the selection:

- a. Knowledge of current issues and state of the art in the relevant technical areas.
- b. Experience demonstrated on similar projects.
- c. Working knowledge of the geographic area as evidenced by prior work experience in the region.
- d. A demonstrated expertise and ability for rapid turn-around and flexibility on short-term projects.
- e. The capability to effectively direct multiple simultaneous work assignments.
- f. An ability to integrate and utilize interdisciplinary study teams effectively on assignments requiring a variety of skills and expertise from in-house resources.
- g. The ability to provide the necessary skills and expertise from in-house resources.
- h. Methods for assuring product quality, cost control, delivery schedule and project oversight.

## 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 Consultant 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 consultants work.
4. The Consultant shall be prepared to commence work immediately upon execution of a contract with the City.

Responses to this solicitation should be accompanied with a company brochure, a statement of the company's approach, a listing of personnel to be assigned to the project along with their background information, a list detailing similar projects with references, and any other information the company deems pertinent in assisting the City in adequately reviewing their capabilities. The completion dates and/or project status shall be provided for all projects listed under the experience section of the submittal.

Any questions need to be directed in writing to Antonio Vieira, [avieira@eastprovidenceri.gov](mailto:avieira@eastprovidenceri.gov) and Ralph Mitchell, Procurement Specialist at [rmitchell@eastprovidenceri.gov](mailto:rmitchell@eastprovidenceri.gov) no later than **FRIDAY MARCH 24, 2023 AT 11:00 AM.**

Equal Opportunity/Affirmative Action Employer

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