



**CITY OF EAST PROVIDENCE
DEPARTMENT OF PLANNING
REQUEST FOR PROPOSALS
RFP EP23/24-12
ADVERTISEMENT**

**NEWMAN CEMETERY CONDITION ASSESSMENT AND PRESERVATION PLAN
BID OPENING WEDNESDAY, FEBRUARY 21, 2024 AT 11:00AM**

I. INTRODUCTION

The City of East Providence is seeking a preservation consultant to complete a condition assessment and preservation plan for the Newman Cemetery, which is owned by the City and is currently listed on the National Register of Historic Places. The Newman Cemetery, bounded by Newman Avenue and Pawtucket Avenue with an approximate 2,100 grave markers is a significant historical resource for the City with headstones dating to the 17th century. As of today, the Newman Cemetery is exhibiting visible signs of significant deterioration (i.e. grave markers exceed 60 degrees, fallen grave markers, prominent cracks in markers, ground covered grave markers, and tripping hazards) and is in need of significant investment of resources and a commitment by the City for regular maintenance.

II. BACKGROUND

Currently, the only maintenance being performed by the City is grass mowing and at a few times throughout the year basic tree/shrub trimming by the Parks Division. The East Providence Historic District Commission has organized several volunteer cleanups during the last few years that were well attended by HDC members, Historical Society members and residents of the City. While interest in volunteer cleanups at Newman Cemetery has been rising prior and during the pandemic, the concern is that while the intentions of the volunteers to remove unwanted vegetation and clean the headstones are genuine with the goal of increasing the aesthetics of the cemetery, the reality is that significant damage can be caused by volunteers using string trimmers, power tools and household cleaning chemicals. The City's concern is that while the intentions of community volunteers are genuine and sincere, they may cause irreparable harm to the headstones.

Newman Cemetery is in need of urgent care. There is no comprehensive source outlining the existing condition and preservation practices that should be taken in the short and long-term. The City is in need of a condition assessment and a preservation plan prepared by a preservation consultant that could be used by the Parks Division for ongoing maintenance, volunteer activities to ensure BMPs are being followed, annual budgeting and capital budgeting needs. The Newman Cemetery has enormous potential to contribute to the history of the City, aid in genealogy research, invaluable research tool and attract visitors to our community.

III. FUNDING

Funding for this project is provided by Certified Local Government funds administered by the Rhode Island Historical Preservation and Heritage Commission (RIHPHC) and City funds. Consulting fees may not exceed \$10,000 for all aspects of the project including reimbursable items.

IV. SCOPE OF SERVICES

A consultant who meets the professional qualification standards detailed in 36 CFR Part 61 will be selected through a Request for Proposals (RFP) process to prepare condition assessment and preservation plan that will include the following:

1. Individual condition assessment sheets on all markers deemed hazardous (immediate action), unstable deterioration (requires treatment as soon as possible), ongoing deterioration (maintenance within 2 to 5 years) and stable (no maintenance needed) that will include at a minimum location, high resolution photograph, name, death date, marker type, material, existing condition, conservation priority and recommended treatment.
2. Preservation Best Management Practices. Recommendations for City employees and volunteers for the cleaning of markers, resetting of markers and repair of cracks and open joints. Recommendations on product/supplies and techniques.
3. A written report that includes an introduction, methodology, preservation best management practices, condition assessment sheets, and as an appendix a table summarizing the data sheets prioritizing all markers and cost estimates.
4. A public meeting hosted by the Historic District Commission to be advertised in the EP Post, social media and Weaver Library bulletin board summarizes the findings and recommendations of the report.

V. TIMETABLE FOR COMPLETION

A timetable shall be included for each of the above-referenced project components. Draft products to be submitted to the City and RIHPHC by August 31, 2024 for review and comment. Final deliverables shall be submitted to the City and RIHPHC by November 30, 2024.

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

One (1) original, two (2) copies, and an electronic version preferably as a pdf document from all interested parties shall be submitted East Providence City Hall, Controllers Office, Room 103, Attn: Jessica Lamprey, Procurement Specialist, 145 Taunton Ave., East Providence, RI 02914 no later than **WEDNESDAY, FEBRUARY 21, 2024 AT 11:00AM**

Responses to this RFP shall include the following information:

1. Name of consultant/firm.
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/firm to be responsible for the scope of work outlined above, along with any sub-consultants to be employed. The consultant must meet the professional qualification standards detailed in 36 CFR Part 61.
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 each task of the project identified in the scope of work.
9. A budget which sets forth a total price for the scope of services. Proposals shall include an estimate of the cost of each distinct task, and the basis for the estimate. All printing, travel and other miscellaneous costs should be itemized and included in the proposed budget.
10. A minimum of three (3) references.
11. Fee.

VII. SELECTION PROCESS & CRITERIA

Proposals will be reviewed by the Planning Department and RIHPHC. 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, especially in regards to historic cemetery projects. Please list projects and dates.
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. 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 may be directed to:

Patrick Hanner, Principal Planner

East Providence City Hall
145 Taunton Avenue
East Providence, RI 02914
(401) 654-4268
phanner@eastprovidenceri.gov

Questions related to the procedure and process for submission may be directed to:

Jessica Lamprey, Procurement Specialist

East Providence City Hall
145 Taunton Avenue
East Providence, RI 02914
(401) 808-6741
jlamprey@eastprovidenceri.gov

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