



**CITY OF EAST PROVIDENCE  
DEPARTMENT OF PLANNING & ECONOMICAL DEVELOPMENT  
REQUEST FOR PROPOSALS  
EP24/25-019**

**THIRD PARTY TESTING SERVICES  
BID OPENING WEDNESDAY, JULY 23, 2025, AT 11:00AM**

**SPECIFICATIONS**

**Administration of Project:** East Providence Community Center

Project Name: The New East Providence Community Center      Response Deadline Date: July 23, 2025,  
Time 11:00 AM

Project Location: 610 Waterman Ave

Project Number: **RFP EP24/25-019**

City / County: East Providence, Rhode Island 02914

Owner Representative: DPW Director

Owner: City of East Providence

Delivery Method: CM at Risk

Prevailing Wages: N/A

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**Project Overview**

**A. Project Description**

This project encompasses a new modern-designed community center for the City of East Providence. The conceptual design is based on a standalone steel structure with a metal panel exterior, featuring ample natural light, a contemporary gymnasium (~9,950 Sq Ft), versatile multipurpose space (~3,400 Sq Ft), Restrooms, Common and Utility Spaces (~2,800 Sq Ft). The Senior Center will be fully operational during all construction phases.

The Contracting Authority has retained STARCK Architects, Inc for Design Services, Bentley Companies for CMaR and Peregrine Group for Owner's Project Manager (OPM) Services.

**B. Scope of Services**

3<sup>rd</sup> Party Testing

**C. Funding / Estimated Budget**

Total	\$16.5 M
Construction	<u>\$13.1 M</u>

#### **D. Anticipated Project Schedule (subject to change)**

100% CDs Complete	<u>June 2025</u>
GMP	<u>July 2025</u>
Substantial Completion	<u>October 2026</u>

#### **E. M/WBE Participation Requirement of 15% of Project Cost**

1. RI GL § 37-14.1-6, ensuring that minority business enterprises reach a minimum of fifteen percent (15%) of the dollar value of the bid.

#### **F. Evaluation Criteria for Selection**

##### Primary Firm Workload and Size

Each firm responding to this RFP will be evaluated and selected based on its qualifications and the qualifications and experience of the individuals identified as the candidate's proposed team for the Project. Respond with a minimum of three (3) references the Owner and its representatives may contact, by phone, or email. Each firm must include the following financial information and any other evidence of the firm's stability and ability to provide the required services for both the Pre-Construction and the Construction Phases of the Project:

- Provide information on contracts awarded and current project status in the last 36 months. **Schedule B** Below.

##### Cost Proposal: ATTACHMENT A

- Hourly Rates Assume a 4-Hour Minimum Per Site Visit
- Typical 3<sup>rd</sup> Party Inspection will be scheduled 48 Hours prior to the Test
- Suspected Deficiencies are to be disclosed to the CMaR and OPM Day of Test
- Final Reports are to be distributed by E-Mail no later than 7 days after the Test.
- Cross Trained QA/QC Inspector is to be utilized when multiple tests across multiple disciplines are requested.
  - Written Notification to the OPM is required when this is not achievable.
- Typical Project Hours 7:00 AM – 3:30 PM
- The Project Team canceling the 3<sup>rd</sup> Party Testing Agency in writing 24-Hours prior to a scheduled tests will be at no cost to the Owner.

##### Technical Proposal

Each Proposal shall include the following information, and must demonstrate to the Owner that the Proposer can perform the services required of the 3<sup>rd</sup> Party Testing for this Project:

1. Management Plan. **Schedule A:** The Proposal shall include a proposed Management Plan for the Project, which describes in detail the firm's proposed approach to meeting the Project goals -- including schedule management, budget management, and quality management goals. The management plan shall include a staff responsibility matrix, coordinated with the Staffing Plan described below, which indicates whom on the staff assigned to the project has primary responsibility for the tasks typically required to be completed on a CMaR project of this size and scope. The management plan should also include a brief description of your firm's philosophy and policy on managing the tasks included and specific examples or reports which show how your firm provides added value to the project team.

2. Staffing Plan. The proposing firm shall also provide a staffing plan, which shall include a chart to describe in detail how the staff is assigned to the Project during each phase of the Project. The staffing plan also should include a specific list of current commitments of each assigned staff in such a manner that the Owner can ascertain the availability of the staff person for the responsibility assigned.

Selection Schedule: subject to change.

RFP Advertise	July 8, 2025
Questions due	July 15, 2025, 4:00 PM
Responses to questions	July 16, 2025
Proposals due	July 23, 2025, 11:00 AM
Selection of 3 <sup>rd</sup> Party Testing Agent	July 2025
Recommendation to City	July 2025

Cancellation and Rejection: The Contracting Authority reserves the right to reject all proposals and cancel at any time, for any reason, this solicitation, any portion of this solicitation or any phase of the Project. The Contracting Authority shall have no liability to any proposer arising out of such cancellation or rejection. The Contracting Authority reserves the right to waive minor variations in the selection process. The Contracting Authority shall not reimburse proposers for any expenses related to their preparation and submission of a proposal (RFP) including interviews.

## G. Submittal Instructions

Firms are required to submit One (1) original, two (2) copies of proposals and one (1) thumb drive shall be submitted in one (1) sealed envelope to East Providence City Hall, Controllars Office, Room 103, Attn: Jessica Lamprey, Procurement Specialist, 145 Taunton Ave., East Providence, RI 02914 no later than **TUESDAY July 23, 2025, at 11:00 AM**. The bids will be publicly recorded. Bids received at a time of 11:01 AM or later will be rejected. The outside envelope needs to be marked **RFP EP24/25-019 THIRD PARTY TESTING SERVICES**.

Unless otherwise noted or exempt, all documents submitted to the Contracting Authority in response to this RFP are public and will be available for inspection at the conclusion of the selection process. The following information shall remain confidential and will not be released: (1) Proposal Form(s), except for cost category subtotals which will be transferred to the Rating Form; (2) Financial Capacity; and (3) Bonding/Insurance and (4) any trade secrets, proprietary or confidential information identified by the proposer with their proposal submission, to the extent allowed by applicable federal and state law.

Documents attached:

**Attachment A:** Cost Proposal for Quality Assurance Construction Inspection and Materials Testing Services

**Attachment B:** Bentley Companies Baseline Schedule

**Attachment C:** A/E Drawings: Dated 06.02.2025.

**Attachment D:** A/E Specification: Dated May 28, 2025

**Schedule A-** Management Personnel

**Schedule B-** Similar Project Information

**Schedule C -** References

Conflict of Interest Statement

Certificate of non-collusion

Proposers are required to submit the following information in response to this RFP.

1. **Attachment A:** Cost Proposal for Quality Assurance Construction Inspection and Materials Testing Services
2. Technical Proposal
  - a. **Schedule A-** Management Personnel
  - b. **Schedule B-** Similar Project Information
  - c. **Schedule C** - References
3. Conflict of Interest Statement
4. Certificate of non-collusion

**SCHEDULE A**  
**Schedule A - MANAGEMENT PERSONNEL**

**Firm Name:**\_\_\_\_\_

The respondent must provide the information requested below for every person who will have **any direct or indirect management responsibility for the Project**, including but not limited to project executives, project managers, field superintendents and field engineers. Respondents must **attach a copy of the resume for each person listed**. Respondents **must also attach an Organizational Chart** for the Project. Attach additional sheets if necessary.

[illegible]

**SCHEDULE B**  
**Schedule B - SIMILAR PROJECT INFORMATION**

**Firm Name:** \_\_\_\_\_

**Respondent is required to complete** List below all similar projects the firm has completed during the last THREE (3) years. For the purpose of this RFP, similar projects shall mean projects where the respondent was the 3<sup>rd</sup> Party Testing Agent.

[illegible]

**SCHEDULE C**  
**Schedule C - REFERENCES**

**Firm Name:**\_\_\_\_\_

[illegible]

## CONFLICT OF INTEREST STATEMENT

The proposer hereby certifies, under the penalties of perjury, that:

- 1) The proposer has not given, offered, or agreed to give any person, corporation or other entity, any gift, contribution or offer of employment as an inducement for, or in connection with, the award of the contract for services for which the proposer is applying.
- 2) No consultant or subcontractor for the proposer has given, offered, or agreed to give any gift, contribution or offer of employment to the proposer or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a contract by the proposer.
- 3) No person, corporation or other entity, other than a bona fide full-time employee of the proposer has been retained or hired by the proposer to solicit for or in any way assist the proposer in obtaining the contract for services for which the proposer is applying, upon an agreement or understanding that such person, corporation, or entity be paid a fee or other consideration contingent upon the award of the contract to the proposer.

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**The proposer hereby certifies, under the penalties for perjury, that all the information provided in this proposal to provide services is true and correct.**

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Firm

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Signer (Typed)

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Signer (Written)

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Title

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Date



## **CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid, or proposal, had been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

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Firm

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Signer (Typed)

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Signer (Written)

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Title

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Date