



**CITY OF EAST PROVIDENCE  
DEPARTMENT OF PLANNING & ECONOMIC DEVELOPMENT  
REQUEST FOR PROPOSALS**

**EP24/25-01**

**GRAVESTONE REPAIRS AT NEWMAN CEMETERY  
BID OPENING WEDNESDAY, NOVEMBER 13, 2024 AT 11:00AM**

**SPECIFICATIONS**



## INTRODUCTION

The City of East Providence is seeking fee proposals to hire an experienced mason to repair gravestones at Newman Cemetery, which is owned by the City and is listed on the National Register of Historic Places. The Newman Cemetery, located southwest of the intersection of Newman Avenue and Pawtucket Avenue (map 503, block 16, parcel 3) with an approximate 2,100 grave markers is a significant historical resource for the City with headstones dating to the 17<sup>th</sup> century. As of today, the gravestones at Newman Cemetery are exhibiting visible signs of significant deterioration (i.e. gravestones exceeding 60 degrees, fallen gravestones, prominent cracks and ground covered gravestones). Newman Cemetery has enormous potential to contribute to the history of the City, aid in genealogy research as an invaluable research tool and attract visitors to our community.

## FUNDING

All repairs to the gravestones shall not exceed \$50,000 for all aspects of the project.

## SCOPE OF SERVICES

Repairs to the gravestones include 1) ***Below Grade Base Repair***: Raising and providing new below grade bases (if needed) to fallen and partially buried markers, 2) ***Structural Repairs***: Raise/straighten and provide structural adhesion such as filling and patching to the broken parts of fractures/broken/delaminated gravestones and 3) ***Repairs to Above Ground Box Tombs***. All treatments shall be individually documented and guaranteed for one year. City staff will assist with identifying the priority gravestones to be repaired.

## TIMETABLE FOR COMPLETION

A timetable for completion shall be included in all proposals for all ***Below Grade Base Repair*** and ***Structural Repairs***.

## SUBMISSION REQUIREMENTS

### A. Insurance

The Consultant shall hold general liability and errors and omissions coverage of at least \$1,000,000.00 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 1 Thumb Drive of the proposal shall be submitted in one (1) sealed envelope to East Providence City Hall, Controllers Office, Room 103, Attn: Jessica Lamprey, Procurement Specialist, 145 Taunton Ave., East Providence, RI 02914 no later than **WEDNESDAY, NOVEMBER 13, 2024 AT 11:00AM**. The bids will be publicly recorded. Bids received with a time of 11:01 AM or later will be rejected. The outside envelope needs to be marked **RFP EP24/25-01 GRAVESTONE REPAIRS AT NEWMAN CEMETERY**

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 repairs to the gravestones.
7. Description of the background and experience of the designated project manager and other personnel who will actually participate in the repairs to the gravestones
8. A time schedule for completing each task of the project identified in the scope of work.
9. A minimum of three (3) references.

### **FEE SUBMISSIONS**

All submissions must provide a fee and total number of gravestones to be repaired for all ***Below Grade Base Repair, Structural Repairs and Repairs to above Ground Box Tombs***. As stated above, all repairs to the gravestones may not exceed \$50,000 for all aspects of the project.

### **SELECTION PROCESS & CRITERIA**

Proposals will be reviewed by the City staff. 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 firm, especially in regards to historic cemetery projects and restoration of grave markers. Please list projects and dates.
2. Qualifications of individuals to be assigned to the project.
3. Ability to work effectively with municipal government.
4. Response of references.
5. Fee.

### **VII. 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 Consultant shall be prepared to begin work immediately upon the execution of a contract with the City.

## **VIII. 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](mailto: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](mailto:jlamprey@eastprovidenceri.gov)