



CITY OF PROVIDENCE

Angel Taveras, Mayor

REQUEST FOR PROPOSALS

for

**Consultant Services for Cultural Asset Inventory and Creative Placemaking
Planning:**

North Main Street, Broad Street, Elmwood Avenue, Manton Avenue, and Chalkstone
Avenue

March 19, 2012

Department of Planning and Development

City of Providence, Rhode Island

DEPARTMENT OF PLANNING AND DEVELOPMENT

444 Westminster Street, Providence, Rhode Island 02903

401 680 8400 ph | 401 680 8492 fax

www.providenceri.com

TERMS AND REQUIREMENTS FOR BIDDING

Item Description: Request for Proposals for Consultant Services for Cultural Asset Inventory and Creative Placemaking Planning: North Main Street, Broad Street, Elmwood Avenue, Manton Avenue, and Chalkstone Avenue

Date and Time to be opened: April 23, 2012 at 2:15 PM

Bids may be submitted up to **2:15 P.M.** on the above meeting date at the **Department of the City Clerk, Room 311, City Hall.** At 2:15 P.M. all bids will be publicly opened and read at the Board of Contract Meeting. City Council Chambers, third floor City Hall.

INSTRUCTIONS

1. Vendors must submit sealed bids in the bid envelope provided (or in an envelope clearly labeled with the above captioned item or work). The bid envelope and information relative to the bid must be addressed to:

Board of Contract and Supply
Department of the City Clerk
City Hall, Room 311
25 Dorrance Street
Providence, RI 02903
2. Communications to the Board of Contract and Supply that are not competitive sealed bids (i.e. product information/samples) should have **"NOT A BID"** written on the envelope or wrapper.
3. Bids must meet the attached specifications. Any exceptions or modifications must be noted and fully explained.
4. Bidder's responses must be in ink or typewritten, and all blanks on the bid form should be completed.
5. The price or prices proposed should be stated both in **WRITING** and in **FIGURES**, and any proposal not so stated may be rejected.
6. Bids **SHOULD BE TOTALED**. Do not group items: price each item individually. Awards may be made on the basis of **total** bid or by **individual items**.
7. Each bidder is required to state in his proposal his full name and place of residence; and must state the names of all persons or firms with whom he is submitting a joint bid. All bids **SHOULD BE SIGNED IN INK**.

NOTICE TO VENDORS

1. The Board of contract and Supply will make the award to the lowest responsible bidder who submits bid.
2. No proposal will be accepted if made in collusion with any other bidder.
3. A bidder who is an out-of-state corporation shall qualify or register to transact business in this State, in accordance with R.I. General Laws (as amended). Sections 7-1.1-99, 7-1.1-105. 7-1.1-106
4. The Board of Contract and Supply reserves the right to reject any and all bids(s).
5. In determining the lowest responsible bidder, cash discounts for payment less than thirty (30) days will not be considered.
6. Where prices are the same, the Board of Contract and Supply reserves the right to award to one bidder, or to split the award.
7. Competitive prices may be obtained by all bidders attending formal bid opening. After a reasonable lapse of time, tabulation bids may be seen by applying in person at the Department of the City clerk, City Hall, Providence. Telephone or written requests for the above will not be honored.
8. As the City of Providence is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.
9. In case of error in the extension of prices quoted, the unit price will govern.
10. The contractor will not be permitted to either assign or underlet the contract, nor assign either legally or equitably any moneys hereunder. Or its claim thereto without the previous written consent of the City Purchasing Director.
11. Delivery dates must be shown in your bid. If no delivery date is specified, it will be assumed that an immediate delivery from stock will be made.
12. A certificate of insurance may be required of a successful vendor.
13. Bids may be submitted on an "equal" in quality basis. We reserve the right to decide equality. Bidders must indicate brand or the make being offered and submit detailed specifications if other than brand requested.
14. For contracts involving construction, alteration and/or repair work, the provisions of State Labor Laws concerning payment of prevailing wage rates apply (See R.I. General Laws Sec. 37-13-1 et seq. As amended)
15. No goods should be delivered or work started without a Purchase Order.
16. Please submit **one original and five copies** of your bid to the City Clerk.
17. Vendor must certify that it does not unlawfully discriminate on the basis of race, color, national origin, gender, sexual orientation and/or religion in its business and

hiring practices and that all its employees are lawfully employed under all applicable federal, state and local laws, rules and regulations.

CERTIFICATION OF BIDDER (Non-Discrimination/Hiring)

Upon behalf of _____
(Bidder's Name)

I, _____ ,
(Name of Person Making Certification)

being its _____, hereby certify that:
(Title of Person Making Certification)

1. Bidder does not unlawfully discriminate on the basis of race, color, national origin, gender, sexual orientation and/or religion in its business and hiring practices.
2. All of Bidder's employees have been hired in compliance with all applicable federal, state and local laws, rules and regulations.

Witness my hand, duly authorized on behalf of Bidder, on this

_____ day of _____ 20____ .

Bidder's Name: _____

By: _____
(Printed Name)

Title: _____

CONSTRUCTION AND SERVICE BID TERMS

- ~~1. The Board of Contract and Supply will not consider any bid unless it is accompanied by a CERTIFIED CHECK FOR \$ 0 to be deposited with the City Clerk as a guarantee that the Contract will be signed and delivered by the bidder; OR~~
- ~~2. The Board of Contract and Supply will not consider any bid not accompanied by a bid bond in the amount of 0 per centum (%) of the proposed total price, to be deposited with the City Clerk as a guarantee that the contract will be signed and delivered by the bidder; and in default thereof, the amount of such check or bid bond shall be retained for the use of the City as liquidated damages on account of such default.~~
3. A performance and payment bond with a satisfactory surety company will be posted by the successful bidder in a sum equal to one hundred per centum (100%) of the awarded contract **Required** ☐ **Not Required** ☒
4. It is hereby mutually understood and agreed that no payment for extra work shall or will be claimed or made unless ordered in writing by the Board of Contract and Supply.
5. Awards will be made within sixty (60) days of bid opening. All bid prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.
6. Failure to deliver within the time quoted or failure to meet specifications may result in default action in accordance with the general specifications. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents and Acts of God.
7. Only one shipping charge will be applied in the event of partial deliveries for blanket or term contracts.
8. The successful bidder shall, prior to commencing performance under the contract, attach and submit evidence that they have complied with the provisions of the Rhode Island Worker's Compensation Act Title 28, Chapter 29, Section 1, et seq. (R.I.G.L.). If the successful bidder is exempt from compliance under the Worker's Compensation Act, an officer of the successful bidder shall so state by way of sworn Affidavit, which shall accompany the signed contract.
9. The successful bidder shall prior to commencing performance under the contract attach and submit a certificate of insurance, in a form and in the amount satisfactory to the City by which the successful bidder will indemnify and hold harmless the City during the term of the contract from and against all loss or damages arising from the performance under

the contract including all claims for personal injury or damages to property sustained by third persons, or their agents, servants and/or those claimed under them.

INTRODUCTION

The City of Providence, in conjunction with the Rhode Island Public Transit Authority (RIPTA), is seeking to hire a Consultant to work with Providence's Department of Art, Culture + Tourism to develop strategies to co-locate arts and cultural amenities with housing and job opportunities at the key nodes along five of the City's highest use transit corridors. This project is part of the *Transportation Corridors to Livable Communities* planning project, funded through a Community Planning Challenge Grant awarded through HUD's Office of Sustainable Housing and Communities. The project activities will lead to the creation of a new Zoning Ordinance for the City of Providence.

BACKGROUND

The *Transportation Corridors to Livable Communities* planning project, a partnership between the City of Providence and the Rhode Island Public Transit Authority, was awarded \$910,000 in federal funding through a Community Planning Challenge Grant through HUD's Office of Sustainable Housing and Communities.. The planning process seeks to accomplish three things: conduct corridor studies to increase the effectiveness and efficiency of transit service on the Providence bus routes with the highest ridership, to create community hubs at key nodes along those corridors, and to rethink the Providence Zoning Ordinance as a tool to implement the corridor plans and the City's overall livability and sustainability goals.

Corridor planning unifies several of Providence's economic, neighborhood, and community development efforts using the principles of livability and sustainability. The process is intended to develop transformational community hubs by finding opportunities to create high-density affordable housing, to catalyze job creation and workforce development, and to provide increased access to arts and culture at key nodes along these corridors.

The *Transportation Corridors to Livable Communities* project builds on the strong foundation of integrated planning that has already taken place in Providence. Developing livable streets that incorporate creative placemaking strategies, a primary focus for the planning studies along these corridors, advances the City's goals of building community and fostering neighborhood vitality through increased access and diversified cultural participation. Corridor planning will identify potential investments for creatively and strategically stimulating neighborhood-based solutions to serve existing and potential cultural hubs and creative clusters along the transit corridors effectively,

encourage resource alignment, and develop innovative tools that help realize the livability principles guiding planning efforts.

Project Corridors

The project will focus on the highest use transit corridors in the City— Broad Street, North Main Street, Elmwood Avenue, Manton Avenue and Chalkstone Avenue. In addition to the *Transportation Corridors to Livable Communities* planning project, the City of Providence and the Rhode Island Public Transit Authority (RIPTA) are in the process of hiring a consultant for the Commercial Corridors Art and Amenities Program in order to create pedestrian and transit related amenities including trash cans, bike racks, public art, and bus shelters, that will enhance the experience of those traveling along the five project corridors.

North Main and Broad Streets (Tier 1 Corridors)

As the two highest use bus routes in the state, the number 11 and 99 bus routes that run along **North Main and Broad streets** are currently being converted to a single Rapid Bus route. Rapid Bus is similar to Bus Rapid Transit (BRT) systems seen in many other cities, without the addition of a dedicated bus lane. RIPTA will begin running this new service on the Broad/North Main corridor in Fall 2012. RIPTA is currently working with a transit branding consultant (McMahon) to better define this rapid bus service. Working with McMahon, RIPTA will soon identify a name for this Rapid Bus corridor, and will identify a bold or distinct color to define the corridor visually.

Elmwood, Chalkstone and Manton Avenues (Tier 2 Corridors).

As the three highest ridership routes in the City after the Tier 1 Corridors, **Elmwood, Chalkstone, and Manton avenues** are considered key bus routes in RIPTA's statewide system and will likely become rapid bus routes in the future.

SCOPE OF WORK

The Consultant will work with the City of Providence Department of Art, Culture + Tourism to complete the following tasks:

1. **Document existing arts and cultural opportunities along each corridor.** The Consultant will catalogue opportunities for cultural participation within a quarter mile of the five study corridors. This cultural asset catalogue of the corridors should be as comprehensive as possible, inventorying the full spectrum of opportunities for cultural participation along the corridors including: the location of nonprofit arts and cultural organizations, performing and visual arts spaces, informal arts programming, public art installations, sites of historical and/or community significance, creative industries, artist housing, and public spaces. The cultural asset inventory of each corridor will complement transit studies completed by RIPTA as well as land use analyses (vacant and underutilized

parcels, housing density, economic activity, environmental conditions) and demographic information gathered by the Department of Planning and Development. The cultural asset inventory created during Task One will serve as the foundation for the recommendations the Consultant will make about interpretive themes for each corridor in Task Two and integrated land use planning in Task Three. As part of this task, the Consultant will be expected to conduct site visits and to work with local arts and cultural organizations, local historic preservation groups, and other partners. Ample time for site visits and meetings with partners should be included.

Proposed Timeline: May 2012 – July 2012

Deliverables:

- An inventory, in Microsoft Excel, that catalogues the following within ¼ mile of each of the five project corridors:
 - Organization or site name
 - Category (nonprofit arts and cultural organization, performing and visual arts space, informal arts programming space, public art installation, site of historical significance, creative industry, artist housing, or public space)
 - Street address of location (for mapping purposes)
 - Square feet of space at location
 - Name and contact information for main point of contact at organization or site
 - Number of participants per year for each organization (where possible)
 - Capacity for participants/year for each organization (where possible)
 - For sites of historical or community significance, reason for significance should be noted and an approximate address should be provided so that the site may be mapped.

2. **Develop interpretive “themes” for each of the five study corridors.**
Consultant will develop a cohesive way for choosing themes for each of the five

study corridors that serves the project objectives, work with corridor stakeholder groups to develop possible themes, and produce theme guidelines that outline this information. Themes should reflect and reinforce each corridor's design and unique cultural heritage, providing a sense of orientation that connects people and places along the corridor in a meaningful way. The themes have a placemaking objective; they will contribute to a cohesive visual identity for each of the corridors and may be expressed through artistic treatments, streetscape enhancements, pedestrian amenities (i.e., trash receptacles, bike racks, benches), public art projects, wayfinding signage, gateways, and other elements. Themes should celebrate the local character and may be culturally-, socially-, ecologically-, or historically-based. One example of an overall theme might be "historically significant community members," however, the City encourages the consultant to explore all possibilities.

The City of Providence has established stakeholder groups for each corridor as part of this grant project. The consultant will attend one stakeholder meeting per corridor, for a total of five stakeholder meetings. Once the theme for each corridor has been established and approved by the City and RIPTA, the consultant will create a document that explains the theme for each corridor and includes important facts and images related to the theme. This document will be a starting point for community planning projects involving artists, designers, developers, community groups, and others.

Proposed Timeline: June 2012 – September 2012

Deliverables:

- Original editable file of the theme guidelines.
- Final PDF file of the theme guidelines.

- 3. Develop strategies to integrate arts and culture, housing and job opportunities at the key nodes along the five study corridors.** The Consultant will work with AC+T to analyze the cultural asset inventory and corridor themes in order to identify existing conditions, emerging opportunities, and potential scenarios for increased cultural participation at neighborhood-based community hubs along the corridors. The Consultant will develop detailed strategies for the top sites along each corridor where the potential for creative placemaking efforts to catalyze social and physical change is greatest. Consultant will tailor strategies to meet project objectives of creating community hubs along the corridor by integrating transit, housing, economic development, and cultural participation plans. Based on integrated planning efforts at these sites, the Consultant will recommend an action plan for integrating cultural activity into Providence's new Zoning Ordinance. The project will encourage investment in neighborhood art, culture, and creativity to sustain social diversity

along the corridors and enhance job training and housing opportunities near transit stops.

Proposed Timeline: July 2012 – December 2012

Deliverables:

- A detailed list of strategies and steps needed to achieve each strategy, to co-locate arts and cultural amenities at the hubs along each corridor
- Strategies for the top five sites recommended for creative placemaking efforts to catalyze social and physical change along each project corridor
- Action plan for integrating cultural activity into Providence's new Zoning Ordinance

BUDGET

Competitive bids are encouraged. All proposals will be evaluated by the Department of Art, Culture + Tourism review team based on a variety of criteria, including value for cost of the contract, as outlined in the Evaluation Criteria section of this Request for Proposals (RFP).

PUBLIC MEETINGS

The City of Providence has convened a Project Advisory Committee as well as Stakeholder Committees for each of the five project corridors. The Department of Planning and Development (DPD) will schedule, organize, and facilitate meetings with these groups as part of this project. The Consultant will be required to attend two Project Advisory Committee meetings and one of each Stakeholder Committee meeting in order to gather public input from stakeholders in each area (seven total meetings).

PROJECT SCHEDULE

The Consultant shall prepare a schedule for conducting the project, broken out by discrete tasks. The Department of Art, Culture + Tourism expects the project to commence on May 14, 2012. The target date for completion of the deliverables for the three tasks is December 31, 2012.

CONSULTANT SUBMITTALS

Six copies of the proposal shall be received by 2:15 PM on April 23, 2012. At 2:15 PM, all bids will be publicly opened and read at the Board of Contract Meeting, City Council Chambers, third floor City Hall.

Proposals shall be addressed to:

Department of the City Clerk
City Hall, Room 311
25 Dorrance Street
Providence, RI 02903

Proposals received after the above date and time will not be accepted for consideration.

Submittals shall include the following information, at a minimum:

1. **Cover Letter:** A letter signed by an officer of the firm, binding the firm to all of the commitments made in the proposal.
2. **Statement of Qualifications and Experience**, including:
 - a. Company/firm/team history
 - b. Name(s), business address, phone number, email addresses of firms and individuals proposed to participate in all work efforts identified and needing to be performed to meet the intent of this project
 - c. Background, education, and relevant experience of all firms and team members proposed to participate in all work efforts identified and necessary to meet the intent of the project. The principal in charge and project manager shall be identified along with the roles of other significant project participants.
 - d. Please submit at least three professional references including names, company names and contact telephone numbers.
3. **Proposed Approach to Scope of Work**, including how the firm will:
 - a. Conduct each of the tasks outlined in this RFP
 - b. Develop the products outlined in this RFP
 - c. Collaborate with and utilize AC+T staff and other stakeholders
 - d. Proposed Project Schedule in accordance with the basic requirements of this RFP
4. **Insurance:** Proposers shall indicate their ability to obtain statements of insurance for the following:
 - a. General Liability coverage of \$1 million per occurrence and \$2 million in the aggregate
 - b. Motor Vehicle liability coverage of \$1 million combined single limit

- c. Proof of workers compensation coverage per State of Rhode Island
- d. Professional errors and omissions coverage of \$1 million

The successful consultant will be required to provide statements of insurance acceptable to the City of Providence prior to execution of contracts with the City being listed as an additional insured for general liability and motor vehicle coverage.

5. **Cost & Manpower Proposal:** The City requests that proposers submit an itemized cost and manpower breakdown or “budget estimate” for each proposed work task.

All cost assumptions must be clearly documented. Fixed fee or lump sum cost items are highly desirable and may be supplemented by contingency line items to address areas of uncertainty. Subcontractor and direct cost items should also be identified. For tasks to be performed on a time and expense basis, an hourly billing rate sheet must be submitted including anticipated personnel and their involvement in the project.

EVALUATION CRITERIA

All proposals will be evaluated by the Department of Art, Culture + Tourism (AC+T) review team based on the following criteria using a five point per criterion ranking system. A score of 1 (one) will be given where little or no experience is demonstrated. A score of 5 (five) will be given where the proposer clearly demonstrates expertise and extensive experience in the evaluation category.

- 1. Experience with the creation of similar cultural asset inventories
- 2. Experience developing place-based interpretive projects.
- 3. Experience with creative placemaking planning that has led to Zoning changes
- 4. Responsiveness of proposed scope of work to the scope of work presented in this RFP
- 5. Responsiveness of proposal to project schedule presented in this RFP
- 6. Familiarity with Providence
- 7. Quality of responses from directly relevant references

8. Relevance, brevity, and overall quality of proposal
9. Value for cost of the contract

INTERVIEWS

The Department of Art, Culture + Tourism (AC+T) review team may choose to interview proposers prior to awarding a contract.

CONSULTANT SELECTION

The Department of Art, Culture + Tourism (AC+T) review team will meet to discuss and compare the evaluation criteria rankings assigned by each team member. The review team will then present its recommendations to the City of Providence for contract award. Consultant selection is expected to be made within 30 (thirty) days of proposal submittal due date.

GENERAL TERMS AND CONDITIONS

1. The City of Providence reserves the right to reject any or all proposals, waive technicalities, to advertise for new proposals, to negotiate revisions to the scope of work, project schedule and cost proposal, and to make awards as may be deemed to be in the best interest of the City.
2. The City of Providence and RIPTA reserve the right to reject or remove any plans which it deems to be not in the public interest. Items which might be objectionable to a substantial segment of the community should be avoided.
3. Reports, illustrations, plans and other materials developed by the successful proposer under a contract that may result from this Request for Proposals (RFP) are considered public information and may not be copyrighted.
4. Proposers must submit complete responses to all of the information requested. Proposers who do not respond to the entire content of the RFP may be disqualified.
5. The successful consultant will assume sole responsibility for the complete project as required in this RFP. The City of Providence will consider only one individual/firm/company as the sole point of contact with regard to contract matters, whether or not subcontractor(s) are used for one or more parts of this project.

6. Proposers who intend to subcontract one or more elements of this project to other firms/individuals shall identify those work elements to be subcontracted and the firm/individual subcontractor. All subcontractors shall be included in the proposer's statement of qualifications. Subcontractors may not be substituted, nor any portions of the contract assigned to other parties after contract award without prior written approval by the City.
7. All contract services undertaken as part of the project will be procured in accordance with Department of Commerce Regulations at 15 CFR Part 14.
8. Any questions or requests for clarification of this Request for Proposals (RFP) may be made to:

Stephanie Fortunato, *Deputy Director*
Department of Art, Culture + Tourism
444 Westminster Street, Suite 3C
Providence, RI 02903
Phone: 401-680-5456
Email: sfortunato@providenceri.com

RESOURCES

The following documents may be helpful in preparing a proposal.

- **City of Providence, Creative Providence: A Cultural Plan for the Creative Sector (2009).** <http://providenceri.com/efile/47>
- **City of Providence, Providence Tomorrow Neighborhood Plans:** <http://www.providenceri.com/planning/planning-projects/neighborhood-planning>
- **Transportation Corridors to Livable Communities project fact sheets:** <http://www.providenceri.com/planning/transportation-corridors-to-livable-communities-0>



MINORITY AND WOMEN'S BUSINESS ENTERPRISE PROGRAM

BIDDER INFORMATION AND FORMS:

Contracting Agency: _____

Contract Number: _____

Contract Title: _____

Pursuant to the City of Providence Code of Ordinances, Chapter 21, Article II, Sec. 21-52 (Minority and Women's Business Enterprise) and Rhode Island General Laws (as amended), Chapter 31-14, et seq. (Minority Business Enterprise), Minority Business Enterprise (MBE) and Women's Business Enterprise (WBE) participation goals apply to the contract.

The MBE goal is _____10% of total bid
(20% total applied)

The WBE goal is _____10% of total bid

Bid Requirements:

Bid must include a commitment to utilize MBEs and WBEs at a percentage that equals or exceeds the contract goals stated above. Bidder must submit the following completed documents with the bid:

- 1.) MBE and WBE participation Disclosure Forms **(Part B1 and Part B2)**
- 2.) Statement of intent Forms **(Part C)**
- 3.) MBE/WBE Participation Affidavit **(Part D)**
- 4.) MBE/WBE Participation Waiver Request form **(Part E)** & Information on unsuccessful MBE/WBE contract, if applicable.
- 5.) Subcontractor utilization form **(Part F)**, if applicable.

Verifying Certification:

Each bidder is responsible for verifying that all MBEs and WBEs that the bidder intends to use on a contract are certified by the Minority Business Enterprise Compliance office. A directory of certified MBEs & WBEs is available online at www.mbe.ri.gov (click "Directory Search" then search by "Produce or Service"). For questions, please call (401) 421-7740 Ext. 397 or Ext. 250.

The current MBE/WBE directory is also available at the State of RI MBE office, One Capitol Hill, 2nd Floor, Providence, RI 02903. Please call (401) 574-8253 to verify certification, expiration dates and services that the MBE/WBE is certified to provide.

(NOTE: Companies identified as Portuguese are not included in the City of Providence MBE/WBE Program)

Contract Requirements:

During the term of the contract, any unjustified failure to comply with the MBE/WBE participation requirements is a material breach of contract. Before a contract is signed, the contractor must submit the Subcontractor Utilization Form with its final payment request. The Subcontractor Utilization Form will include a list of the names of all subcontractors utilized on the contract, both MBE/WBE and non-MBE/WBE, the total amount paid to each subcontractor, and the owner's race/ethnicity and sex.

Note: (If a bidder fails to provide the requested information the bidder will be deemed to be unresponsive.)

Waiver Requests:

If a bidder is unable to comply with a contract goal, the bidder may submit a waiver request with the bid. The waiver request must be made on the MBE/WBE Participation Waiver Request Form. No waiver will be granted unless the waiver request includes documentation that demonstrates that the bidder has made good faith efforts to comply.

Participation of MBE/WBE:

The total dollar value of a contract with a company certified as both MBE and WBE (M/WBE) may be counted towards either MBE or the WBE goal, but not both. The bidder must choose the goal to which the contract value is applied.

Non-affiliation:

A bidder **MAY NOT** use an MBE or WBE to meet a contract goal if:

1. The bidder has a financial interest in the MBE or WBE.
2. The bidder has an interest in the ownership or control of the MBE or WBE.
3. The bidder is significantly involved in the operation of the MBE or WBE.

A bidder that is an MBE or WBE **MAY NOT** use itself to meet a contract goal.

Commercially Useful Function:

The bidder may count toward the contract goals only expenditures to MBEs and WBEs that perform a commercially useful function in the execution of the contract. Commercially useful function means the performance of real and distinct work for which the business enterprise has the skill, expertise, and responsibility to perform manage and supervise.

Subcontracting by MBE or WBE:

A bidder **MAY NOT** count toward its contract goal any agreement with a certified MBE or WBE subcontractor who intends to subcontract more than 10% of the dollar amount of the services to be performed under its agreement with the bidder. This restriction does not apply to an MBE's or WBE's Contracts for the purchase of materials, equipment, or supplies incidental to the performance of services under its agreement with the bidder.

Manufacturers:

A bidder may count toward the contract goal its entire expenditure to a certified MBE or WBE manufacturer.

Supplier:

Manufacturers - A bidder may count towards the contract goal 100% of its expenditure to a certified MBE or WBE supplier who manufactured the goods supplied.

Non-Manufacturers - A bidder may count 100% of its expenditure to a certified MBE or WBE supplier who is a wholesaler warehousing the good supplied or who is a manufacturer's representative. (However, only 10% of each contract goal may be attained by expenditure to MBEs or WBEs that are non-manufacturing suppliers.)

Joint Ventures:

A bidder may count toward the contract goals the portion of its expenditure to a joint venture that is equal to the percentage of the MBE or WBE participation in the joint venture. The MBE or WBE member of the joint venture must have an interest in the control, management and operation of the joint venture commensurate with the member's percentage of ownership. The MBE or WBE that is a member of the joint venture must be responsible for a clearly defined portion of the work to be performed, equal to its share in the ownership, control, and management of the joint venture.

Insurance Companies and Travel Agents:

A bidder may count toward the contract goals only 10% of its expenditure to a MBE or WBE insurance company or travel agent.

Financial Institutions:

A bidder may count towards the contract goals only the fees charged and earned by an MBE or WBE company.



MINORITY AND WOMEN'S BUSINESS ENTERPRISE PROGRAMS

MBE AND WBE PARTICIPATION REQUIRED FORMS

Name of Bidder: _____

Address: _____

Phone Number(s): _____

Contracting Agency: _____

Contract (Project Title): _____

Bid Due Date: _____

Goals: MBE _____ **%** **WBE** _____ **%**

THIS PACKAGE OF MBE AND WBE PARTICIPATION FORMS IS DUE WITH THE BID.

FOR MORE INFORMATION OR ASSISTANCE WITH THESE FORMS, CONTACT:

Mr. Ernesto Figueroa
Purchasing Officer/ MBE/WBE Coordinator,
Purchasing Department
25 Dorrance Street
Providence, Rhode Island 02903
(401) 421-7740 Ext. 663
efigueroa@providenceri.com



Part A:

(See Note on Page 6.)

INSTRUCTIONS:

The instructions clarify the requirements of RIGL §37-14.1. Failure of any Bidder, Contractor or Subcontractor to comply with RIGL §37-14.1 shall be a material breach of contract.

The following Forms are included with this packet:

Part A: Instructions

Part B1: MBE Participation Disclosure Form.

Part B2: WBE Participation Disclosure Form.

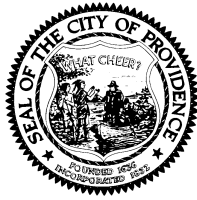
Part C: Prime Contractor's Statement of intent Form – This statement shall be completely executed for each and every MBE and WBE named in Part E.

Part D: MBE / WBE Participation Affidavit – to be completed by Bidder.

Part E: MBE / WBE Participation Waiver Request Form. If you are unable to meet the MBE and WBE participation goals for this contract, the law requires you to submit a waiver request with the bid. You must also submit "Information on Unsuccessful MBE/WBE Contact" Form.

Part F: Subcontractor Utilization Form.

ALL FORMS MUST BE INCLUDED AND SUBMITTED ALONG WITH THE BID



Part B1:

MBE PARTICIPATION DISCLOSURE FORM

Use this form to list Minority Business Enterprises that you will use to meet the MBE Participation Goal. Please be reminded that:

- The same Subcontractor may not be used to meet both the MBE and WBE goals.

Prime Contractor's Name: _____

Prime Contractor's Address: _____

Prime Contractor's Phone Number(s): _____

Contract Number & Title: _____

MBE SUBCONTRACTORS

Name:	Project Vendor Number	Expiration Date	\$Amount of Subcontract	% of Total Contract
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Total Dollar Amount of Contract \$-----

Total Dollar Amount of MBE Subcontracts \$-----

TOTAL MBE PERCENTAGE OF ENTIRE CONTRACT _____%

Form Prepared by:

Name & Title

Phone

Date



Note: Bidders who fail to supply the above information will be considered
Non -Responsive.

Part B2:

WBE PARTICIPATION DISCLOSURE FORM

Use this form to list Minority Business Enterprises that you will use to meet the WBE Participation Goal. Please be reminded that:

- **The same Subcontractor may not be used to meet both the MBE and WBE goals.**

Prime Contractor's Name: _____

Prime Contractor's Address: _____

Prime Contractor's Phone Number(s): _____

Contract Number & Title: _____

WBE SUBCONTRACTORS

Name:	Project Vendor Number	Expiration Date	\$Amount of Subcontractor	% of Total Contract
-------	--------------------------	--------------------	------------------------------	------------------------

Total Dollar Amount of Contract \$_____

Total Dollar Amount of WBE Subcontracts \$_____

TOTAL WBE PERCENTAGE OF ENTIRE CONTRACT _____%

Form Prepared by:

Name & Title Phone Date



Note: Bidders who fail to supply the above information will be considered Non-Responsive.

Part C:

MBE/WBE AND PRIME CONTRACTOR'S STATEMENT OF INTENT

Complete a separate Form for each MBE and WBE identified in Part B.

Contract Name and Number: _____

Name of Prime Contractor: _____

Prime Contractor's Phone Number(s): _____

Name of MBE or WBE: _____

MBE or WBE Certification Number: _____

Work / Service to be performed by MBE or WBE: (ex: Carpentry and Painting) _____ S

Materials / Supplies to be furnished by MBE or WBE:

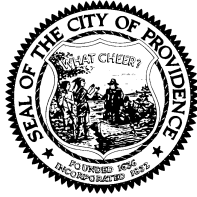
Subcontract Amount: \$ _____ (If this is a requirements contract, the subcontract dollar amount may be omitted).

Subcontract percentage of total contract: _____ % _____

The undersigned prime contractor and subcontractor agree to enter into a contract for the work / service indicated above for the dollar amount or percentage indicated, subject to the prime contractor's execution of a contract with the City of Providence for the above referenced contract number. The undersigned subcontractor is currently certified as an MBE or WBE with the City of Providence Minority and Women's Business Opportunity Office.

Signature of Prime Contractor (Required) Printed Name Date

Signature of MBE or WBE (Required) Printed Name Date



Part D:

MBE/WBE PARTICIPATION AFFIDAVIT

The undersigned authorized representative of contractor does hereby make the following Affidavit:

Contractor acknowledges the MBE goal of _____ 10% and the WBE goal of _____ 10% for contract No./Title _____ with the City of Providence.

My firm will make best efforts to achieve the MBE and WBE participation goals for this contract. I understand that, if awarded the contract, my company must submit to the Minority and Women's Business Coordinator at MBE/WBE office copies of all executed agreements with the MBE & WBE firm being utilized to achieve the participation goals and other requirements of the RI General Laws. I understand that these documents must be submitted prior to the issuance of a notice to proceed.

I understand that, if awarded the contract, my firm must submit to the MBE/WBE Office canceled checks and any other documentation and reports required by the MBE and WBE Office on a quarterly basis verifying payments to the MBE and WBE finally utilized on the contract.

I understand that if I am awarded this contract and I find that I am unable to utilize the MBEs or WBEs identified in my statements of Intent, I must substitute other certified MBE and WBE firms to meet the participation goals. I understand that I may not make a substitution until I have obtained the written approval of the MBE/WBE Office.

I understand that, if awarded this contract, authorized representatives of the City of Providence may examine, from time to time, the books records and files of my firm to the extent that such material is relevant to a determination of whether my firm is complying with the MBE and WBE participation requirements of this contract.

I do solemnly declare and affirm under the penalty of perjury that the contents of the foregoing affidavit are true and correct to the best of my knowledge, information and belief.

Contractor Company Name

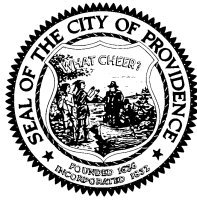
Signature

Address

Print Name and Title

Sworn and subscribed before me this _____ day of _____, in the year _____

Notary Public



Part E:

MBE / WBE PARTICIPATION WAIVER REQUEST FORM

Name of Bidder: _____

Address: _____

Phone Number(s): _____

Contracting Agency: _____

Contract Number: _____ Bid Due Date: _____

Goals on this contract: _____% MBE _____% WBE

I have achieved _____% MBE _____% WBE

I am requesting a waiver of _____% MBE _____% WBE

I have contacted the M/WBE Office for assistance ____Yes ____No **(check one)**

Number of MBE Firms Contacted: _____ (Attach a list of names)

Number of WBE Firms Contacted: _____ (Attach a list of names)

Explain why a waiver is being requested:

Attach documentation of your good faith efforts to contact, negotiate and secure MBEs and WBEs, including:

1. The reasons why your company is unable to secure sufficient MBE/WBE participation to meet the stated goals.
2. The efforts made by your company to select portions of the contract to be performed by MBEs and WBEs.
3. For each MBE or WBE that placed a bid that you consider to be unacceptable, a statement that explains the basis for that conclusion.
- 4. Submit this form to the City of Providence MBE/WBE Office for signature and approval by either the MBE/WBE Compliance Officer or the MBE/WBE Coordinator. All requests must be made at least four (4) days prior to the bid opening date.**

Signature of M/WBE Officer or MBE/WBE Coordinator

Date

Printed Name:



Part F:

SUBCONTRACTOR UTILIZATION FORM

THIS FORM MUST BE INCLUDED WITH REQUEST FOR FINAL PAYMENT

Prime Contractor's Name: _____

Contract Title: _____

Contract Number: _____

Total Contract Amount: \$_____

Provide the following information for EACH AND EVERY Subcontractor, both MBE/WBE and Non-MBE/WBE companies used on this contract. (Duplicate this page, if necessary.)

Name of Subcontractor	Goods or Services Provided on Subcontract
Race / ethnicity and sex of subcontractor's owner	Dollar amount of subcontract
Dollar amount paid to date	If amount paid is less than subcontract dollar amount, explain why.
Name of subcontractor	
Name of subcontractor	

Note: please list the race or gender of MBE/WBE only.



INFORMATION ON UNSUCCESSFUL MBE/WBE CONTACT

Minority Business Enterprise Requirements

Additional copies of this information form shall be prepared by the prime contractor or General Bidder in the quantity necessary to comply with bidding requirements.

ITEM NO. ON REQUEST FOR EXTENSION:

NAME OF MBE or WBE COMPANY CONTACTED:

Address _____

Telephone No. _____

Date of Initial Contact _____

How was contact made? (Check appropriate answer) telephone _____ in person _____

Sub-Contractor work offered to this MBE/WBE Company _____

Result of contact (check appropriate answer) MBE/WBE firm declined job _____
_____ MBE/WBE firm offered to do job at price of \$ _____, which was determined by our
company to be too high; MBE/WBE company offered to do job at a price of \$ _____, which
was satisfactory, but the MBE/WBE company was judged by our company to be unqualified for the job _

Name and Title of the MBE/WBE company officer who can verify above information as to MBE/WBE
Company's response _____

It is certified herewith by the below signed officer of the General Bidder that the above
information is accurate and complete.

Date

General Contractor

Authorized Signature

Business Address