



**CITY OF PROVIDENCE
STATE OF RHODE ISLAND
BOARD OF CONTRACT AND SUPPLY**

TERMS AND REQUIREMENTS FOR BIDDING

Item Description: **REQUEST FOR PROPOSALS for Design Services for Bus Shelters and Related Pedestrian Amenity Improvements: Atwells Avenue, Charles Street, Cranston Street, and Smith Street**

Date and Time to be opened: **November 7, 2011 at 2:15pm**

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 the Board of Contract and Supply, Department of the City Clerk, City Hall, Providence, RI 02903. 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.
2. Bids must meet the attached specifications. Any exceptions or modifications must be noted and fully explained.
3. Bidder's responses must be in ink or typewritten, and all blanks on the bid form should be completed.
4. The price or prices proposed should be stated both in **WRITING** and in **FIGURES**, and any proposal not so stated may be rejected.
5. 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**.
6. 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**.



**CITY OF PROVIDENCE
STATE OF RHODE ISLAND
BOARD OF CONTRACT AND SUPPLY**

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 three 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.



**CITY OF PROVIDENCE
STATE OF RHODE ISLAND
BOARD OF CONTRACT AND SUPPLY**

CERTIFICATION OF BIDDER

(Non-Discrimination/Hiring)

Upon behalf of _____

(Bidder's Name),

I, _____ (Name of Person Making Certification),

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

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:



**CITY OF PROVIDENCE
STATE OF RHODE ISLAND
BOARD OF CONTRACT AND SUPPLY**

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.



**CITY OF PROVIDENCE
STATE OF RHODE ISLAND
BOARD OF CONTRACT AND SUPPLY**

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.



**CITY OF PROVIDENCE
STATE OF RHODE ISLAND**

BOARD OF CONTRACT AND SUPPLY

INTRODUCTION

The City of Providence, in conjunction with the Rhode Island Public Transit Authority (RIPTA) is seeking to hire a Consultant to assist in conducting six major tasks in order to enhance the experience of those traveling through four of the City's major commercial corridors— Atwells Avenue and Charles, Cranston, and Smith streets. The consultant will work with the City and RIPTA to create unique, artistically designed bus shelters and other pedestrian amenities— such as landscaping, public art, trash receptacles, and bike racks—along each corridor. The new bus shelters and associated pedestrian amenities will reflect each corridor's design and cultural heritage and will ultimately contribute to a cohesive visual identity for each of the four corridors. As both an art object and a transit amenity, the shelters will help to encourage the use of the public transit system and celebrate the unique identity of these important commercial, cultural, and historical corridors. The associated pedestrian improvements will further beautify the streetscape along each corridor. The City will consider both individual consultants and teams of consultants for this project and reserves the right to select individual consultants for each corridor.

BACKGROUND

RIPTA

Established in 1966, the Rhode Island Public Transit Authority (RIPTA) is a quasi-public, independent authority authorized to operate public transit services throughout the State of Rhode Island. For more than a decade, RIPTA has also served as the statewide coordinator for the Ride Program and is the largest provider of paratransit services in the state. Today, RIPTA provides serves more than 18 million passengers annually.

Recently, RIPTA has initiated the TransArt program in order to enhance the experience of those using RIPTA service by providing seating and shelter from the weather while introducing interesting and



Above: RIPTA TransArt bus shelter designed for Wayland Square in Providence. **Below:** Traditional RIPTA bus shelter as seen throughout Rhode Island.





**CITY OF PROVIDENCE
STATE OF RHODE ISLAND
BOARD OF CONTRACT AND SUPPLY**

unique bus shelters to the streetscape environment. Through the program, basic public transit services are being transformed into artistic, inspirational experiences for the communities they serve. The TransArt program is made available through federal transit funds. There are currently ten TransArt shelters installed throughout Rhode Island at: Hillside Avenue in Newport; Wickenden Street in Providence; Hope Street in Providence; Brook & Angell Streets in Providence; Broad Street in Central Falls; Dexter Street in Central Falls; Olneyville Square in Providence; and Roger Williams Park Zoo in Providence. RIPTA is also working to install two additional TransArt shelters at Charles Street in Providence and in Pascoag.

RIPTA has categorized all existing bus stops within the metropolitan Providence area based on average daily passenger boardings, as follows:

- Regional Transit Centers (500+ daily boardings)
- Key Downtown Stops & Local Hubs (200-500 daily boardings)
- High Volume Stops (100-200 daily boardings)
- Medium Volume Stops (50-100 daily boardings)
- Low Volume Stops (<50 daily boardings)

Within the four project corridors, low volume stops generally serve only one route and are identified by a RIPTA bus stop sign only. Ideally, overhead illumination is also provided at these stops. Due to limited resources and the large number of stops in this category, no further amenities or improvements are recommended for low volume stops other than lighting and a new bus stop sign. Medium volume stops will receive a basic level of amenities including a sign with bus route number and map, a shelter and seating area, and a trash can. High volume stops within the four project corridors will receive those amenities plus a current system map with schedule information, a bike rack, landscaping, and public art. There are no regional transit centers or key downtown stops along the four project corridors.



**CITY OF PROVIDENCE
STATE OF RHODE ISLAND
BOARD OF CONTRACT AND SUPPLY**

Study Corridor	Low Volume Stops (lighting and bus stop sign)	Medium Volume Stops (sign with bus route number, lighting, route map, shelter and seating area, trash can)	High Volume Stops (sign with bus route number, lighting, route map, shelter and seating area, trash can, current system map, schedule information, bike rack, landscaping, public art)
Atwells Avenue	26	0	0
Charles Street	117	0	0
Cranston Street	46	3	0
Smith Street	30	4	3
Project Total	219	7	3

Project Corridors

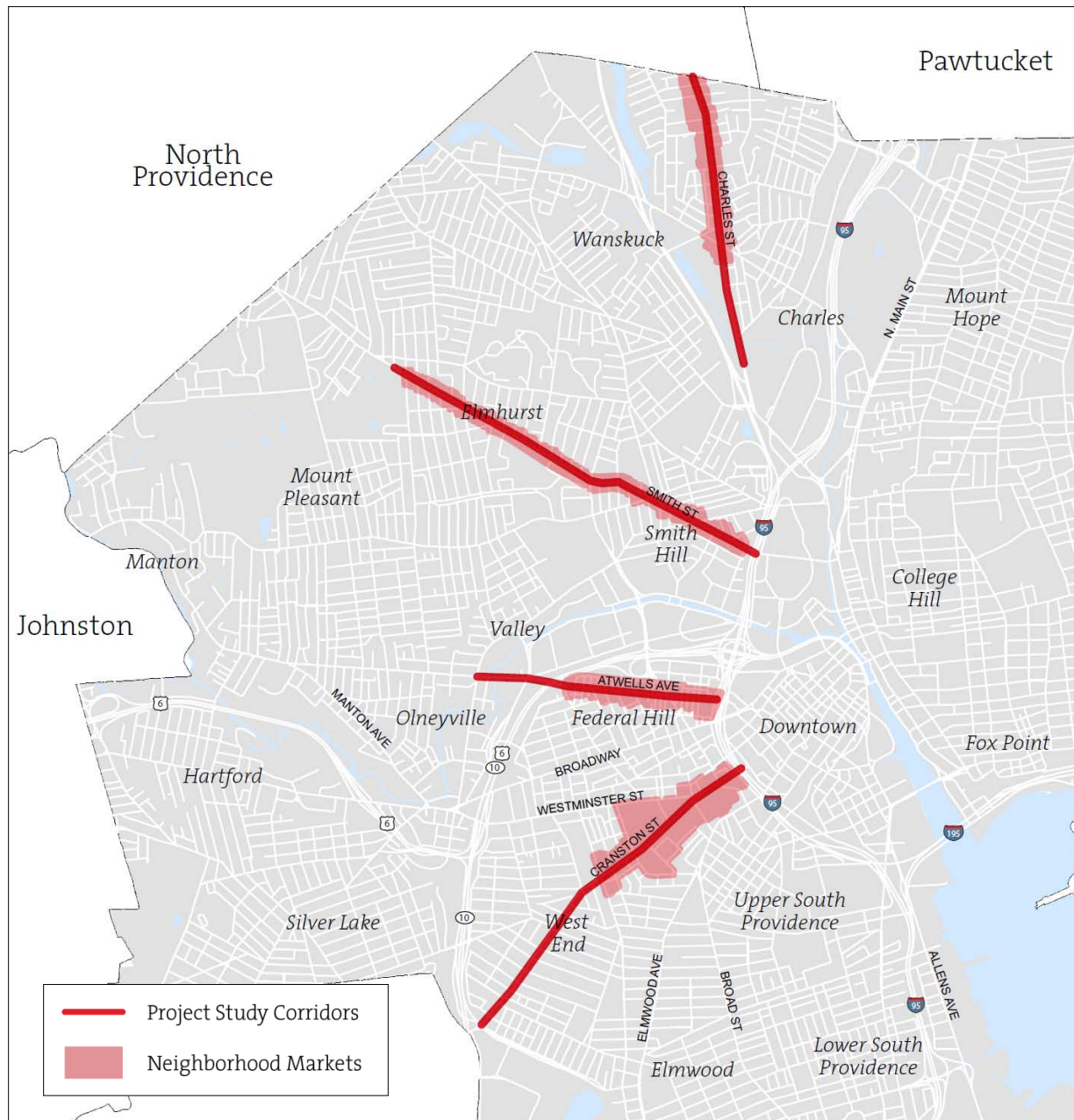
The four corridors included in this project center around four Neighborhood Markets areas— Atwells Avenue, Charles Street, Cranston Street, and Smith Street— although it should be noted that boundaries for this project will extend slightly beyond those of the Neighborhood Markets areas on each corridor.

Established in 2005, the goal of the Neighborhood Markets program is to improve the overall quality of life in the city's neighborhoods by improving and empowering local business districts, which are the heart of community life and the source of community identity. The Neighborhood Markets program is a long-term strategy to revitalize neighborhoods by investing in public infrastructure, providing financial and technical assistance for business start-up and expansion and capital improvements, and offering grant programs to improve streets and storefronts. The program is a collaborative initiative of the Providence Department of Planning and Development (DPD) and the Providence Economic Development Partnership. Streetscape improvements can be a critical component of the program as enhancement of the neighborhood image acts as a catalyst for revitalization of the business community.

The ten designated Providence Neighborhood Markets areas are vibrant neighborhood centers with restaurants, cafés, and diners featuring cuisines from around the world, to ethnic markets, specialty stores, antique shops, galleries, hardware stores, libraries, schools, civic organizations, exciting new housing projects and more.



**CITY OF PROVIDENCE
STATE OF RHODE ISLAND
BOARD OF CONTRACT AND SUPPLY**



Project corridors and corresponding Neighborhood Markets areas.



**CITY OF PROVIDENCE
STATE OF RHODE ISLAND**

BOARD OF CONTRACT AND SUPPLY

Atwells Avenue

The Atwells Avenue Neighborhood Market lies within the Federal Hill neighborhood. Passing under the famous Federal Hill archway, visitors entering Atwells Avenue are greeted with a vision of park benches filled with seniors, a local neighborhood park, a church, and some of the City's best historic and new neighborhood storefront architecture. In the early 1900s, the Federal Hill area was the destination of a great wave of immigrants; nearly 60 years after the Irish had originally arrived in the neighborhood. The area soon became the center of one of the largest and most densely populated Italian settlements in the nation. By the turn of the century, Federal Hill, and especially Atwells Avenue, had become the center of business and culture for the city's Italian population, and widely became known as Rhode Island's own "Little Italy." In keeping with "old country" practices, many businesses used street-level space for commercial activities and occupied the upper floors for residences.

Today, although the demographic profile of the neighborhood has changed, there are still many reminders of how "The Hill" used to look. This portion of Atwells Avenue is home to a dense mix of restaurants, specialty stores and other businesses. The al fresco dining and fragrant aromas here make this eastern portion of Atwells Avenue among the state's best know restaurant destinations. The abundance of Italian restaurants along Atwells Avenue is now enriched with Chinese, Korean, Mexican cuisine and more.





**CITY OF PROVIDENCE
STATE OF RHODE ISLAND**

BOARD OF CONTRACT AND SUPPLY

Charles Street

Known as the North End, the neighborhood surrounding Charles Street contains primarily residential and commercial uses with a large collection of turn of the 19th century multi-family houses along with post WWII single-family residences. The North End is a neighborhood in transition with dedicated political, small business, artistic and residential support working to regain the essence of Charles Street as a vibrant place to live, work and visit.

Esek Hopkins Square, at the intersection of Branch Avenue and Charles Street, is the center of commercial and transportation activity in the neighborhood. An important figure in Providence history, Esek Hopkins was the first Commander-in-Chief of the newly formed Navy during the American Revolution, persuaded the British not to occupy Newport in 1774, and is credited with establishing the Marine Corps. Opera in the Park is an annual summer tradition that brings together hundreds of people at Esek Hopkins Square each Sunday.

Historically, the North End was home to a diverse population of Irish, English, German, Scottish, and Italian immigrant families. Italian residents, in particular, became a large part of the community by the first decade of the 20th century. Neighborhood growth continued into the 20th century, spurred mostly by the extension of streetcar service into the North End along major roads, including Charles Street. After the Silver Spring Bleaching and Dyeing Company closed in 1939 and the Wanskuck Company shut down in 1957, the North End was no longer the site of major industry. Today, many family owned shops, restaurants, and small businesses have a strong presence in the area.

Cranston Street

Over fifty merchants are located along Cranston Street, serving the West End— the largest neighborhood in Providence. With a large variety of eateries, markets, stores, businesses, churches, and nonprofit organizations, this commercial corridor represents both local culture and many other cultures from around the world.

Important features of Cranston Street include the Cranston Street Armory (ca. 1907) and surrounding Armory Historic District, the historic Josephine White Block (ca. 1894), and the Cranston Street Baptist Church. The Armory Historic District, which was designated in 1989 and expanded in 2004, contains over 500 properties. The fortress-like





**CITY OF PROVIDENCE
STATE OF RHODE ISLAND**

BOARD OF CONTRACT AND SUPPLY

Cranston Street Armory (1907) and adjacent Dexter Training Grounds (a large open space formerly used as a military training field, donated to the City in 1824) are the focal points of this area. The Cranston Street Armory was built in 1907 to house the Rhode Island National Guard. Today, although in need of a permanent use and much repair, the Armory serves as an important landmark for the neighborhood. Most of the one- and two-family houses seen in this area today were built in the mid- to late nineteenth century. The district contains examples of Greek revival, Queen Anne and Second Empire styles. The Josephine White Block is an historic commercial building at 737-739 Cranston Street. The building was built in 1894 by Mesker Brothers and added to the National Register of Historic Places in 1980. Erected in 1869, the Cranston Street Baptist Church is a massive and imposing Richardson Romanesque church and is an excellent example of the late Victorian period. It is listed in the Nation Registry of Historic Buildings.



For much of the twentieth century, particularly after the 1930s, the West End was a slowly decaying inner-city neighborhood. Middle class residents moved away in large numbers, leaving the area with limited resources. The neighborhood is now the focus of concerted and successful private-sector preservation efforts by the Providence Revolving Fund and the Armory Revival Company. New residents have become increasingly active in efforts to restore and renovate the neighborhood's housing supply.

Smith Street

Smith Hill was part of Roger Williams' original land grant in 1636 and was used as common land for livestock by settlers who arrived with Roger Williams. Smith Hill and the major artery, Smith Street, were named for John Smith, a mill owner and one of the original settlers. The Smiths were prominent in the area into the 18th century. Significant building did not occur in the Smith Hill area until the nineteenth century, with most of the earlier development consisting primarily of country





**CITY OF PROVIDENCE
STATE OF RHODE ISLAND**

BOARD OF CONTRACT AND SUPPLY

retreats. From 1830 to 1930, industrialization and immigration transformed Smith Hill into a dense urban neighborhood.

In 1896, Smith Street became the center of Rhode Island State Government when the Rhode Island State House was constructed and the top of Smith's Hill. Industry continued to expand in the neighborhood until the end of World War II, when prominent factories such as Brown and Sharpe Manufacturing Company began to relocate to towns outside of the city. Today, the neighborhood remains a richly diverse working-class community and development trends have shifted toward the establishment of community-oriented businesses and restaurants.



SCOPE OF WORK

The Consultant will work collaboratively on this project with staff of the Department of Planning and Development (DPD) and the Rhode Island Public Transit Authority (RIPTA).

Task 1: Stakeholder Meetings— Coordinate with DPD and RIPTA to attend four stakeholder meetings—one for each of the four project corridors (Atwells Avenue, Charles Street, Cranston Street, and Smith Street)— in order to gain public input into the design and feel of each corridor's identity which should be reflected in the designs for the bus shelters and related pedestrian amenities including, but not limited to, landscaping, bicycle racks, trash receptacles, and public art.

Task 2: Schematic Designs— Create unique schematic designs for both high and medium volume bus shelters and related pedestrian amenities including, but not limited to, landscaping, bicycle racks, trash receptacles, and public art for each of the four project corridors. Within the four project corridors, medium volume stops will receive a basic level of amenities including a sign with bus route number and map, a shelter and seating area, and a trash can. High volume stops within the four project corridors will receive those amenities plus a current system map with schedule information, a bike rack, landscaping, and public art. The bus shelters and related pedestrian amenities for each corridor should be distinctly unique from one another and from other traditional RIPTA shelters, although RIPTA branding must be incorporated at all stops.



**CITY OF PROVIDENCE
STATE OF RHODE ISLAND
BOARD OF CONTRACT AND SUPPLY**

Schematic drawings and/or renderings must be submitted to DPD and RIPTA at the completion of this task. DPD and RIPTA staff must approve of all schematic design elements before Task 2 is considered complete. Schematic design materials may include, but are not limited to, plans, renderings, dimension measurements, material selections, and color selections, as deemed appropriate by DPD staff. Designs for the bus shelters and related pedestrian amenities should be sensitive to the maximum budget available for fabrication and installation as outlined in the Budget section of this Request for Proposals.

Task 3: Fabrication, Installation, Construction Drawings— Create shop/fabrication and construction drawings as needed drawings for all planned shelters and related pedestrian amenities for each of the four project corridors to be used by the Fabricator/Installer as selected through Tasks 4 and 5 as outlined in this Request for Proposals. Shop drawings must be submitted to DPD and RIPTA at the completion of this task. DPD and RIPTA staff must approve of all fabrication and installation drawings before Task 3 is considered complete.

Task 4: Fabrication, Installation, Construction Request for Bids Publication— Work collaboratively with DPD and RIPTA staff to issue a single Request for Bids for fabrication and installation (construction) services for the bus shelters and related pedestrian amenities along all four corridors based on the products of Tasks 2 and 3 as outlined in this Request for Proposals.

Task 5: Fabricator and Installer Selection— Work collaboratively with the Department of Planning and Development (DPD) and the Rhode Island Public Transit Authority (RIPTA) to review all bids for fabrication and installation (construction) services. The consultant will offer their opinion on the selection of a fabricator and installer based on their experience.

Task 6: Construction Administration— Oversee the fabrication and installation of the shelters and related pedestrian amenities to ensure their compliance with the schematic and shop/fabrication drawings created as part of Tasks 2 and 3 as described in this Request for Proposals.



**CITY OF PROVIDENCE
STATE OF RHODE ISLAND
BOARD OF CONTRACT AND SUPPLY**

BUDGET

RIPTA and the City of Providence have up to \$1,200,000 (one-million and two-hundred thousand dollars) for the design, fabrication, and installation of the bus shelters and construction of related pedestrian amenities. A fabricator/installer will be selected as outlined in Tasks 4 and 5 in this RFP.

The City of Providence will award a contract for up to 10% (ten percent) of this cost for the design services as outlined in Tasks 1-5 and the construction administration related services as outlined in Task 6 in this Request for Proposals. All proposals will be evaluated by the Department of Planning and Development (DPD) and the Rhode Island Public Transit Authority (RIPTA) 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 Department of Planning and Development (DPD) will schedule, organize, and help facilitate four public/stakeholder meetings as part of this project (one along each of the four corridors). The Consultant will be required to attend and co-facilitate all four public meetings in order to gather public input from stakeholders in each area.

PROJECT SCHEDULE

The Consultant shall prepare a schedule for conducting the project, broken out by discrete tasks. The Department of Planning and Development (DPD) expects the project to commence on **December 5, 2011**. The target date for completion of the deliverables as outlined in tasks 1 through 4 in this Request for Proposals (RFP) is **March 30, 2012**. The target date for completion of the fabrication and installation of the shelters and related pedestrian amenities is **August 31, 2012**.



**CITY OF PROVIDENCE
STATE OF RHODE ISLAND
BOARD OF CONTRACT AND SUPPLY**

CONSULTANT SUBMITTALS

Six copies of the proposal shall be received by 2:15pm on **November 7, 2011** in accordance with the instructions on Page 1 of this Request for Proposals.

They shall be addressed to:

City Clerk
City Hall – Room 311
RE: Neighborhood Markets Bus Shelters RFP
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 include at least two, but no more than eight, color representations of work (preferably functional objects) that you or your team have created in the past. For each object, please include a short description of the project: who it was created for, dimensions, date of project, project budget, theme and title of project, any community involvement, a description of the process through which it was created, where it was installed, and what your level of involvement was (designer, builder, etc).
 - e. Please submit at least three professional references including names, company names and contact telephone numbers.



**CITY OF PROVIDENCE
STATE OF RHODE ISLAND**

BOARD OF CONTRACT AND SUPPLY

3. **Proposed Approach to Scope of Work**, including how the firm or individual will:
 - a. Conduct each of the tasks outlined in this RFP
 - b. Develop the products outlined in this RFP
 - c. Collaborate with and utilize DPD planning 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 & Personnel Proposal:** Although there are many variables and unknowns included in the scope of work, 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 Planning and Development (DPD) and the Rhode Island Public Transit Authority (RIPTA) 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.



**CITY OF PROVIDENCE
STATE OF RHODE ISLAND
BOARD OF CONTRACT AND SUPPLY**

1. Experience with the creation of similar public art projects and streetscape enhancements
2. Experience with construction administration of public art projects and streetscape enhancements
3. Responsiveness of proposed scope of work to the scope of work presented in this RFP
4. Responsiveness of proposal to project schedule presented in this RFP
5. Familiarity with Providence
6. Quality of responses from directly relevant references
7. Relevance, brevity, and overall quality of proposal
8. Value for cost of the contract

INTERVIEWS

The Department of Planning and Development (DPD) review team may choose to interview proposers prior to awarding a contract.

CONSULTANT SELECTION

The Department of Planning and Development (DPD) 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.**

The City of Providence reserves the right to break up the larger contract into four smaller contract awards and give out one award per project corridor.



**CITY OF PROVIDENCE
STATE OF RHODE ISLAND
BOARD OF CONTRACT AND SUPPLY**

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 artistic design 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. For example, artistic design depicting or referring to undesirable social behavior, or which might be offensive because of racial or religious references should be avoided.
3. Once designed, shelters must be structurally sound with an expected useful life of 30 (thirty) years. Shelters must meet all ADA, City and State regulations for this type of structure. The structure should provide shelter from rain, wind, and sun; should seat at least 3 (three) people in the shelter; and may include additional seating outside the shelter. The design of the seat must not permit anyone to lie down on the seats. The design of the shelter must allow a minimum 36" (thirty-six inches) on the sidewalk for wheelchairs and pedestrians to pass in front of the shelter. Shelters must be easy to maintain and must be graffiti-resistant, vandal-proof, fire proof and contain no glass. The front of the shelter should be open or almost completely open. People sitting or standing in the shelter must be able to clearly see buses approaching. People inside the shelter should be able to determine the presence of anyone nearby, via a sightline at foot level or otherwise, for security purposes. Shelters must be able to withstand heavy winds and should be properly secured to the ground. **Additional requirements for siting and design of the shelters will be provided to the Consultant upon hire.**
4. 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.
5. 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.
6. 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.
7. 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



**CITY OF PROVIDENCE
STATE OF RHODE ISLAND
BOARD OF CONTRACT AND SUPPLY**

substituted, nor any portions of the contract assigned to other parties after contract award without prior written approval by the City.

8. All contract services undertaken as part of the project will be procured in accordance with Department of Commerce Regulations at 15 CFR Part 14.
9. The City of Providence reserves the right to break up the larger contract into four smaller contract awards and give out one award per project corridor.
10. Any questions or requests for clarification of this Request for Proposals (RFP) must be made in writing via email to:

Martina Haggerty, *Principal Planner*
Department of Planning and Development
Email: mhaggerty@providenceri.com

Please write "RFP Neighborhood Markets" in the subject line of your email.

If questions warrant written clarification of the RFP, said clarifications will be made available on the homepage of the Planning Department's website at www.providenceplanning.org. It is the responsibility of the bidder to check the website for any written clarifications.



**CITY OF PROVIDENCE
STATE OF RHODE ISLAND
BOARD OF CONTRACT AND SUPPLY**

BIDDERS BLANK

Name of Company:	
Agrees to bid on: Items(s) to be bid	
Date of Award:	
Total Amount in Writing:	
Total Amount in Figures:	

Additional Bidding Details (Use Additional Pages if Necessary)

Federal ID# or Social Security #:	
Signature:	
Title of Person signing:	
Firm Name:	
Address:	
Phone #:	
Delivery Date:	
Name of Surety Company	



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, §21-52 (Minority and Women Business Enterprises) and Rhode Island General Laws (as amended), Chapter 37-14.1 et seq. (Minority Business Enterprise), Minority Business Enterprise (hereinafter referred to as "MBE") and Women's Business Enterprise (hereafter referred to as "WBE") participation goals apply to this 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"). For questions, please call (401) 421-7740 Ext. 397. 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 or 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.

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:**

Olayinka Y. Oredugba, Esq.
MBE/WBE Compliance Officer
Human Resources Department
Room 401
25 Dorrance Street
Providence, Rhode Island 02903
(401) 421-7740 Ext. 250
(401) 272-0867 Fax
ooredugba@providenceri.com

Kehinde O. Adegoke
MBE/WBE Coordinator
MBE-WBE Office, Room 108
25 Dorrance Street
Providence, Rhode Island 02903
(401) 421-7740 Ext. 397
(401) 272-0867 Fax
kadegoke@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	

Note: **MBE AND WBE PARTICIPATION FORMS** may be available electronically, for information contact:

Olayinka Y. Oredugba, Esq.
MBE/WBE Compliance Officer
Human Resources Department
Room 401
25 Dorrance Street
Providence, Rhode Island 02903
(401) 421-7740 Ext. 250
oooredugba@providenceri.com



Part B1:

MBE PARTICIPATION DISCLOSURE FORM

Use this form to list Minority Business Enterprises that you will use to meet the MBE 0Participation 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

Total Dollar Amount of Contract \$ _____

Total Dollar Amount of MBE Subcontracts \$ _____

TOTAL MBE PERCENTAGE OF ENTIRE CONTRACT _____%

Form Prepared by:

Name & Title	Phone	Date
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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 Subcontract	% 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)

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
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Signature of MBE or WBE (Required)	Printed Name	Date
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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: _____ (Note: please list the race or gender of MBE/WBE only.)	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: _____	



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 _____