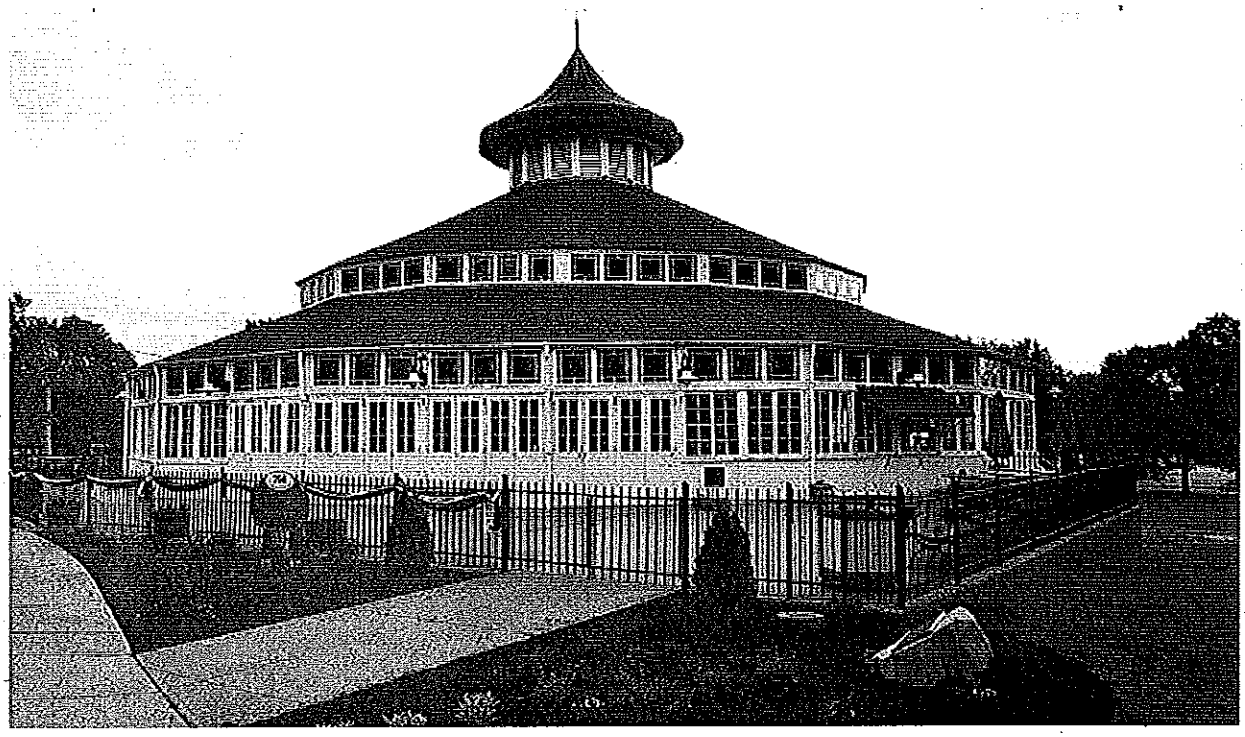
CITY OF EAST PROVIDENCE

REQUEST FOR PROPOSALS

SPECIFICATIONS

FOR ARCHITECTURAL SERVICES

TO DEVELOP AND OVERSEE THE PRESERVATION WORK ON THE CHARLES I.D. LOOFF CAROUSEL PROPERTY



ISSUED BY
THE CITY OF EAST PROVIDENCE, R. I.

I. INTRODUCTION

The City of East Providence is seeking the services of a professional Architecture firm to determine and prepare a scope of work and specifications, and provide the oversite for the restoration of the windows and other wood elements of the Charles I.D. Looff Carousel located at 700 Bullocks Point Avenue.

Built in 1895 by Charles I.D. Looff, one of the earliest and foremost carousel designers, the Charles I.D. Looff Carousel is one of the finest surviving examples of its type in the United States. Designated as a National Historic Landmark in 1987, the Looff Carousel features 56 hand carved wooden jumping horses, 6 stationary horses, 4 chariots, and a Wurlitzer military band organ. Originally built as a showcase for prospective buyers, the Looff Carousel is the largest and most elaborate of the few remaining Charles I.D. Looff carousels. The Looff Carousel is open to the public and for private events from April to October, and attracts over 100,000 visitors per year.

II. SCOPE OF SERVICES

The City of East Providence seeks the services of a Firm who have long-established experience or specialize working on the preservation and restoration of historic structures, for the development of scope of work, specifications, contractor procurement and work oversite of the restoration of the windows and other wood features that adhere to the Secretary of the Interior's Standards for the Treatment of Historic Properties including but not limited to the following:

1. Inspect and determine existing conditions of the entire building envelope below the eave line;

2. Develop plans and specifications for the restoration of any deteriorated element along the perimeter of building;

3. Develop plans and specifications for the restoration of any deteriorated upper and lower clearstory window elements including but not limited to sashes, sills, molding, and stops;

4. Develop plans and specifications for a window sealing system to prohibit water infiltration through all windows including installation of non-visible gaskets, brushes, slides, and other forms of seals;

5. Develop plans and specifications for the restoration of all features on interior and exterior of perimeter of building including but not limited to deteriorated siding, flooring, trim, wainscoting, rakes, soffits, and lower skirting, flashing, gutters, and exterior painting;

6. Submit restoration plans, specifications, and scope of work to the Rhode Island Historical Preservation & Heritage Commission (RIHPHC) to ensure compliance with the historical preservation easement between the City and RIHPHC that

requires the authorization from the RIHPHC for any restoration work of the interior and exterior of the Carousel

7. Develop bid documents including plans, specifications, and scope of work regarding 1-4 above to be used by the city to procure a contractor to implement the restoration work;

8. Assist the city in the evaluation of the bid submissions and making recommendations for the most qualified and reasonably priced proposal;

9. Oversee restoration work regarding compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties, workmanship, appropriate materials use, and progress.

10. Provide final completion report including building permits signed off on by building officials, photos documenting the restoration work, before and after photographs documenting the need and how it was addressed, material specifications that were used such as epoxy, wood species, flashing, paint, etc.

III. TIMETABLE FOR COMPLETION

A timetable shall be included for each of the above-referenced 1-10 project components. All of the above mentioned services must be completed by May 30, 2017.

IV. SUBMISSION REQUIREMENTS

A. Insurance

The selected firm shall hold either: a) general liability coverage of $1,000,000 and workman's compensation insurance, as required by the State of Rhode Island, for itself and any of its employees, and/or project participants. Proof of such insurance shall be provided by the institution chosen, prior to the signing of a Contract with the City of East Providence; or b) provide waivers of liability for all those participating in the project.

B. Proposals

Two written and One electronic copy of proposals from all interested parties shall be submitted to the Office of the City Manager, City Hall, Room 102, 145 Taunton Avenue, East Providence, RI 02914, **no later than 2:00 PM on September 23, 2016.** Bids will be opened at this time in City Hall, Conference Room A located at 145 Taunton Ave, East Providence, R.I. It is recommended that interested parties attend a site walkthrough scheduled for 10:00 A.M. on September 13, 2016

Responses to this RFP shall include the following information

1. Name of Firm.
2. Business address, including city, state, zip code and phone/fax number.
3. Name and phone numbers of three (3) references.
4. If not incorporated, name of owner(s).
5. Have you ever defaulted on an agreement? If so, where and why?
6. Description of the background and relevant experience of the team to be responsible for the scope of work outlined above including a designated point of contact. Specifically, describe at least four projects that complied with the Secretary of the Interior's Standards for the Treatment of Historic Properties of a similar scope on a historic structure. Include the date of completion and the staff assigned to the project.
7. Description of the background and experience of the designated project manager and others who will actually participate in the project, including a description of the function of each designated participant and their projected time commitments with specific hours.
8. Description of the background and experience of the firm and assigned staff developing scopes of work that adhere to the Secretary of the Interior's Standards for the Treatment of Historic Properties. Staff assigned should have extensive experience with working on the preservation and restoration of historic structures that complied with the Secretary of the Interior's Standards for the Treatment of Historic Properties.
9. A time schedule for completing each task of the project.
10. A minimum of 4 references from comparable projects on historic sites where the Secretary of the Interior's Standards for the Treatment of Historic Properties was adhered to.

V. SELECTION PROCESS & CRITERIA

Proposals will be reviewed by the City of East Providence, Carousel Commission, City Engineering, DPW, Recreation, and Planning Departments. This is a Request for proposal. Responses will be evaluated on the basis of the relative merits of the proposal.

The following criteria will be used to evaluate the responses to this RFP.

1. Qualifications of the participants. Please list projects and dates.

2. Qualifications of individuals to be assigned to the project, along with recommendations.

3. Ability to work effectively with municipal government.

4. Quality of experience with similar projects that also adhere to the Secretary of the Interior's Standards for the Treatment of Historic Properties.

5. Response of references.

6. Demonstrated ability to complete project within 7 months of entering a contract with the City of East Providence.

VI. GENERAL CONDITIONS

1. The City of East Providence reserves the right to reject any and all proposals, to waive any informality, and to select and negotiate services in the best interest of the City.

2. All Federal, State and City regulations will be conformed to in the performance of the scope of work specified in this RFP including but not limited to ensuring compliance with all federal requirements as set forth in the Office of Management and Budget's *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (2 CFR 200).

3. The City of East Providence reserves the right to accept all or part of any proposal.

4. Provide all necessary personnel, materials, equipment and facilities to perform and complete all work under this proposal.

5. The City of East Providence intends to make a decision for the requested services within fifteen (15) days of the proposal deadline. The work shall begin immediately upon the execution of a Contract with the City and shall be substantially complete with all deliverables submitted to the City within seven (7) months of contract date.

VII. CONTACTS

Any questions of a technical nature, procedure, and/or process for submission regarding this RFP may be directed to:

David Bachrach, CDBG Coordinator
East Providence City Hall
145 Taunton Avenue
East Providence, RI 02914