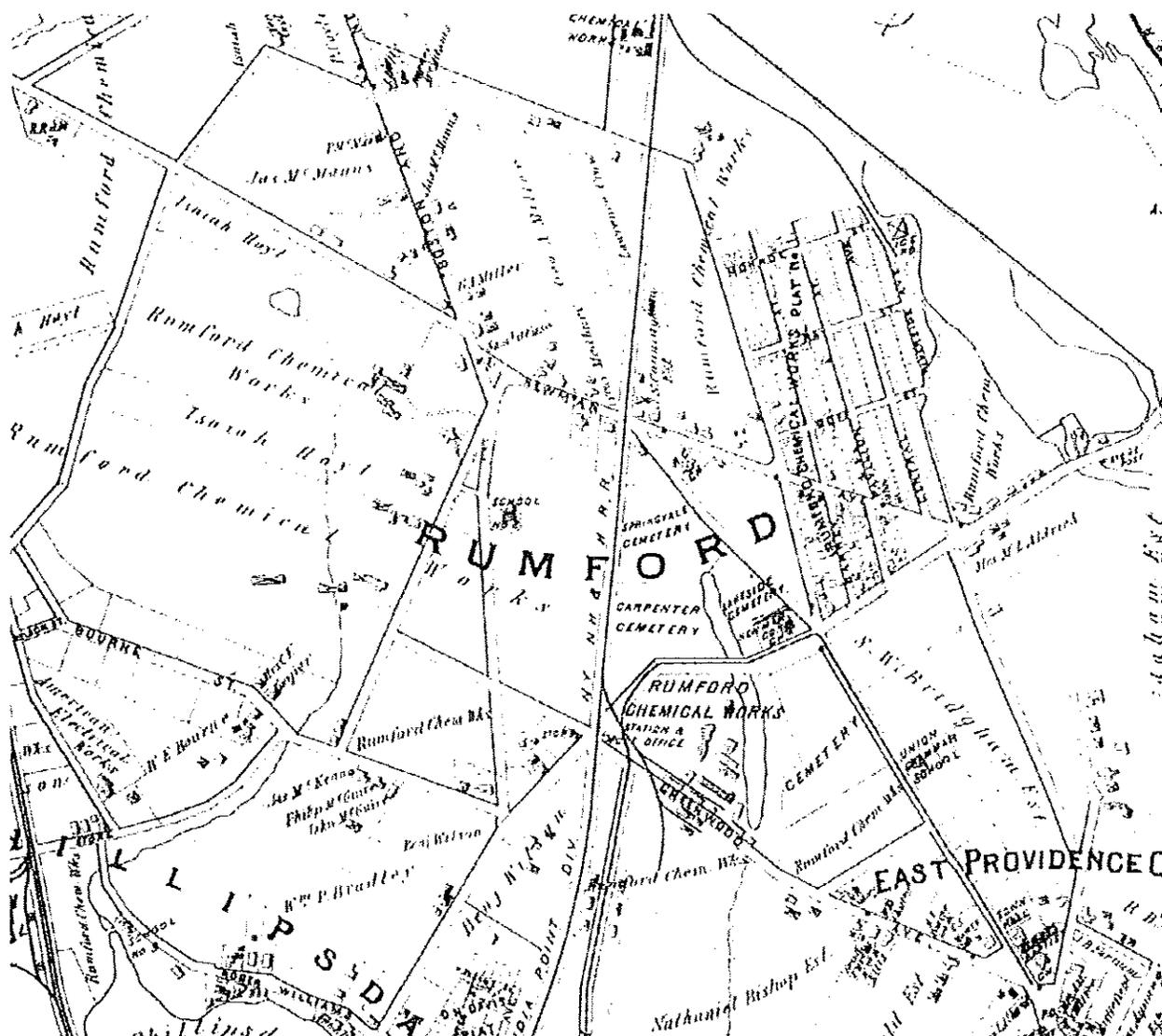


CITY OF EAST PROVIDENCE, RI
REQUEST FOR PROPOSALS (RFP)

FOR

RFP NO. EP14/15 - 36

THE RUMFORD LOCAL HISTORIC DISTRICT DESIGNATION



ISSUED BY

THE CITY OF EAST PROVIDENCE, RI

I. INTRODUCTION

The City of East Providence is seeking a preservation consultant to assist the Planning Department and Historic District Commission (HDC) in designating a portion or all of the existing Rumford National Register district as a local historic district, see enclosed map of the Rumford NR district. The intent is to have all or a portion of the National Register district designated as a local historic district in order for the historic structures to be protected by the City's existing demolition delay ordinance, and at some time in the future the HDC and City Council may add design guidelines to further protect the properties.

II. AVAILABLE FUNDING

Funding for this project is provided by federal Certified Local Government (CLG) funds through the Department of the Interior, administered by the Rhode Island Historical Preservation and Heritage Commission (RIHPHC). Consulting fees may not exceed \$7,000 for all aspects of the project including reimbursable items.

III. SCOPE OF SERVICES

A consultant who meets the professional qualification standards detailed in 36 CFR Part 61 will be selected through a Request for Proposals (RFP) process for the following scope of work:

- Confirm the address and assign a map/block/parcel;
- Meet with the City's Historic District Commission at a regular scheduled monthly meeting to assist with defining the boundaries of the local historic district;
- Recommend additional properties, if needed that were either previously identified in the Statewide Preservation Report P-EP-1 or properties currently listed on the National Register;
- Describe architectural features, type, style, integrity, alterations visible from public right-of-way, outbuildings and notable landscape features;
- Provide current photos (color and digital) of primary buildings, outbuildings and significant landscape features;
- Research historic name/date (if previously surveyed the information will be confirmed) using historic maps and city directories;
- Provide data sheets and photos on a USB flash drive and labeled per the RIHPHC standards;
- A spreadsheet in Microsoft excel with address, plat/block/lot numbers, historic name, date, type, style, integrity and outbuildings;
- Once a spreadsheet is complete, the City will convert the spreadsheet to a GIS shapefile to be used to map the location of the properties. The GIS shapefile will be compatible to existing GIS layers of data that include aerial photos, property lines, street names and RIGIS shapefiles;
- A written report that summarizes the survey methodologies, results and recommends the boundaries of the area to be designated as local historic districts. The Planning Department will create maps of the properties as an in-kind contribution to be used in the report and presentation;

- A public presentation with the property owners and City Council members in attendance to present the purpose of the project, methodologies, results and recommendations, as well as the advantages and disadvantages of a property designated as a local historic district.

All materials will be submitted to the RIHPHC, Planning Department and HDC for review and comment.

IV. TIMETABLE FOR COMPLETION

A timetable shall be included for each of the above-referenced project components. Draft work products shall be submitted to the City, HDC and RIHPHC by March 2016. Final work products shall be submitted by May 2016.

V. SUBMISSION REQUIREMENTS

A. Insurance

The Consultant shall hold general liability and errors and omissions coverage of at least \$250,000 for itself and any of its employees. Proof of such insurance shall be provided by the consultant prior to entering a contract with the City.

B. Proposals

Three paper copies and an electronic version preferably as a pdf document from all interested parties shall be submitted to the Office of the City Manager, Room 102, City Hall, 145 Taunton Avenue, East Providence, RI 02914, no later than 2:00 PM on Thursday, September 17, 2015. Responses to this RFP shall include the following information:

1. Name of Consultant.
2. Business address, including city, state, zip code and phone/fax number.
3. Indicate whether or not incorporated. If so, when?
4. If not incorporated, name of owner(s).
5. Have you ever defaulted on a contract? If so, where and why?
6. Description of the background and relevant experience of the Consultant to be responsible for the scope of work outlined above, along with any sub-consultants to be employed. The consultant must meet the professional qualification standards detailed in 36 CFR Part 61.
7. Description of the background and experience of the designated project manager and other personnel who will actually participate in the project design and implementation, including a description of the function of each designated participant and their projected time commitments with specific hours and rates.
8. A time schedule for completing each task of the project and a schedule of proposed presentations.
9. A budget which sets forth a total price for the scope of services. Proposals shall include an estimate of the cost of each distinct task, and the basis for the estimate. All

printing, travel and other miscellaneous costs should be itemized and included in the proposed budget.

10. A minimum of three (3) references.
11. Fee.

VI. SELECTION PROCESS & CRITERIA

Proposals will be reviewed by the Planning Department and RIHPHC. This is a Request for Proposal, not a Request for Bid. 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 consultant, especially in regards to historic resource surveys and nominations. Please list projects and dates.
2. Qualifications of individuals to be assigned to the project, along with professional recommendations.
3. Ability to work effectively with municipal government.
4. Response of references.
5. Demonstrated ability to submit final work products to the City and RIHPHC by May 2016.
6. Fee.

VII. GENERAL CONDITIONS

1. The City reserves the right to reject any and all proposals, to waive any informality, and to select and negotiate management services in the best interest of the City.
2. The Consultant will abide by all Federal, State and City regulations in the performance of the scope of work specified in this Request for Proposal.
3. The City reserves the right to accept all or part of any proposal, and to negotiate a contract for services and cost with the selected Firm.
4. The Consultant shall provide all necessary personnel, materials, equipment and facilities to perform and complete all work under this proposal.
5. The City intends to make a decision on a contract for the requested management services within thirty (30) days of the bid deadline. The Consultant shall be prepared to begin work immediately upon the execution of a contract with the City.

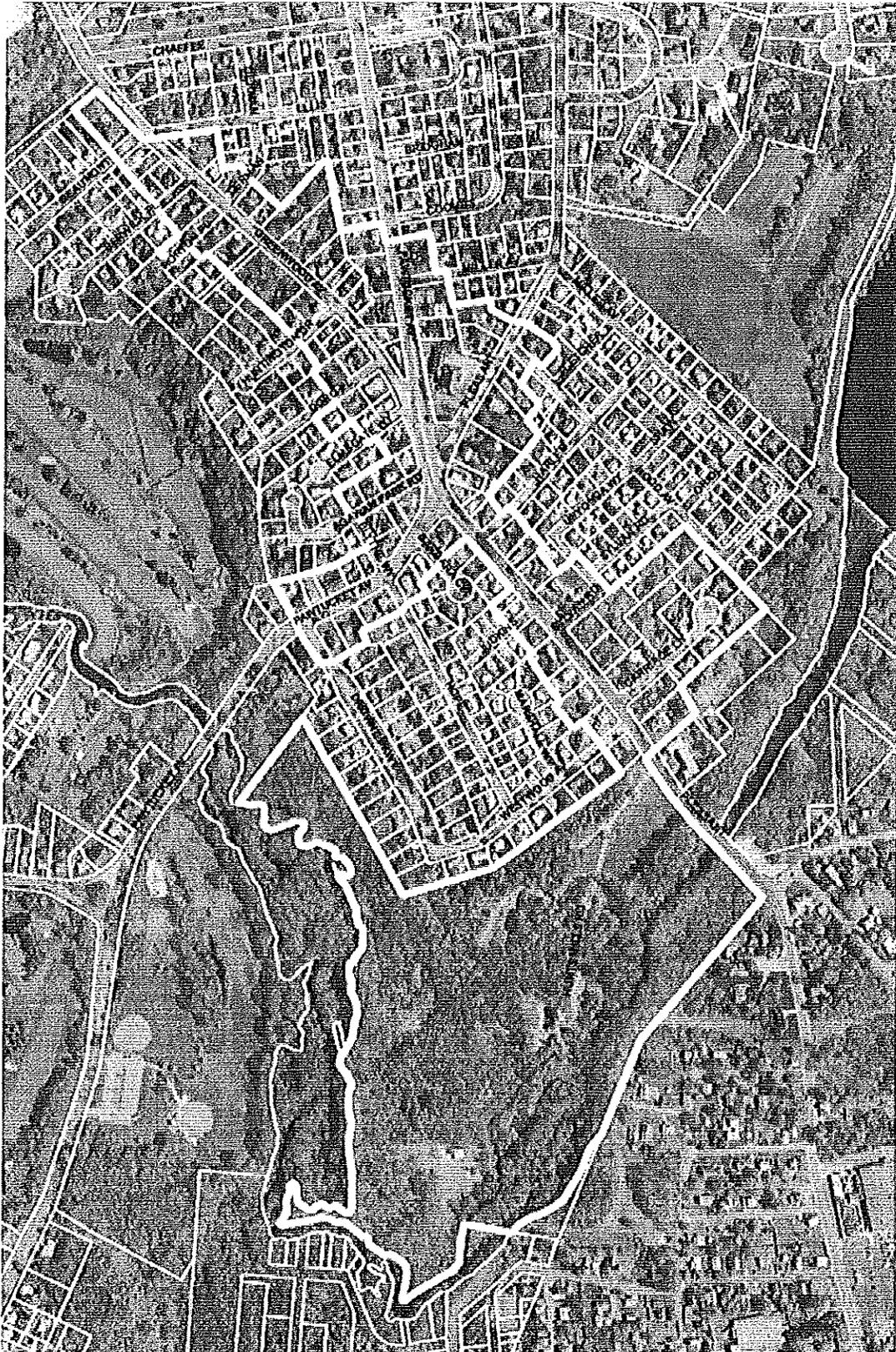
VIII. CITY CONTACTS

Any question of a technical nature regarding this RFP may be directed to:

Patrick Hanner, Senior Planner
East Providence City Hall
145 Taunton Avenue
East Providence, RI 02914
Office (401) 435-7531, ext. 11152
phanner@cityofeastprov.com

Questions related to the procedure and process for submission may be directed to:

Gerald Leach, Purchasing Agent
East Providence City Hall
145 Taunton Avenue
East Providence, RI 02914
Office (401) 435-7500, ext. 11093
gleach@cityofeastprov.com



Map of the Rumford National Register district