



Town of North Providence  
Request for Qualifications (RFQ)

Architectural Design of Westcott Park Kayak Launch

Bids will be received at the Division of Purchasing office, 2000 Smith Street, North Providence, Rhode Island, until 10:45 A.M **SHARP** on Wednesday May 13, 2026. **NO PROPOSALS WILL BE ACCEPTED AFTER 10:45AM (NO EXCEPTIONS)**. Bids will be opened and read aloud at 11:00 A.M.

Bids must be sealed and plainly marked "Architectural Design of Westcott Park Kayak Launch" on the outside of the envelope.

The Purchasing Board reserves the right to reject any and all bids, to waive any informalities in the bids received and to accept the bid deemed most favorable to the interest of the Town.

## **1. Introduction**

The Town of North Providence is requesting Statements of Qualifications (SOQs) from qualified architectural/engineering firms to provide professional architectural and related services for the Design of the Westcott Park Kayak Launch Project. The selected firm(s) will support the planning, design, and implementation of the project in accordance with applicable codes, regulations, and project requirements.

This is a Request for Qualifications (RFQ), for a Qualification Based Selection Process pursuant to R.I. Gen. Laws § 45-55-8.2. Responses will be evaluated on the basis of the relative merits of the proposal and firms will be ranked in order of responsiveness. The top firm will be selected and enter into fee negotiations with the Town of North Providence. If an agreement cannot be reached between these parties, the Town of North Providence may elect to enter into negotiations with the next highest ranked firm.

### **General Requirements:**

The Town may reject any qualifications, which are not in accordance with the prescribed documentation, not properly signed, or otherwise contrary to instructions. Any and all qualifications shall be rejected if there is reason to believe that collusion exists among the bidders.

Regardless of the cause of delay, no qualifications that are received by the Purchasing Agent after terminal time recorded herein shall be given any consideration. The responsibility for assuring the receipt of qualifications before the specified closing time is incumbent upon vendors.

Sealed envelopes should contain original and five (5) copies labeled "copies" of your qualifications and one electronic copy on a flash drive that is required. Envelopes should be clearly labeled as stated herein and delivered to:

Town of North Providence  
DIVISION OF PURCHASING  
2000 Smith Street  
North Providence, RI 02911

## **General Information**

1. Firms should review all sections of this RFQ carefully, follow instructions as indicated, and provide all information as requested. Failure to include the requested qualification information as described within this RFQ, and in subsequent official communications, may result in disqualification of the submission.
2. Although alternative approaches to accomplish the intended results of this RFQ may be included with submission, proposals should not depart from or alter the terms, program requirements, or scope of work as defined by this RFQ. Proposals which do not conform to this requirement may be disqualified.
3. The Town of North Providence assumes no responsibility for the costs of developing, completing, and submitting proposals in response to this RFQ. All costs, even if the RFQ is cancelled or continued, are the responsibility of the offeror.
4. Submissions are considered to be irrevocable for a period of not less than 30 days following the opening date, and may not be withdrawn, except with the express written permission of the Town of North Providence.
5. It is intended that an award pursuant to this RFQ will be made to a prime vendor who will assume responsibility for all aspects of the work. Subcontractor(s) firms and their roles should be clearly identified within the proposal.
6. The purchase of goods and/or services under an award made pursuant to this RFQ will be contingent on the availability of appropriated funds.
7. Vendors are advised that all materials submitted to the Town of North Providence for consideration in response to this RFQ may be considered to be public records as defined in R. I. Gen. Laws § 38-2-1, et seq. and may be released for inspection upon request once an award has been made.
8. In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State. This is a requirement only of the successful vendor(s). For further information, contact the Secretary of State at (401-222-3040).

The Purchasing Board reserves the right to reject any and all proposals, to waive any informality in the proposals received, and to accept the proposal deemed most favorable to the interest of the Town.

## **2. Project Overview**

The project generally consists of comprehensive design and construction administration services for the Architectural Design of Westcott Park Kayak Launch. The anticipated scope includes architectural design services from programming/schematic design through construction administration, as required.

Key project goals may include:

- Design & Engineering of said project
- Preservation/Rehabilitation of site
- Adherence to the Budgetary Allocations
- [Example: Community or stakeholder engagement]

## **3. Scope of Services**

The Owner intends to commission one A&E firm to provide comprehensive design and construction administration services for the Architectural & Engineering Design of Westcott Park Kayak Launch. It is the awarded firm's responsibility to provide these services through their own capabilities or through the subcontractor(s) as identified within this proposal. As such, this project will not only require the disciplines traditionally associated with design and construction administration contracts (civil, structural, and MEP engineering, etc.), but also those which provide services required of the regulatory requirements, site selection, and facility requirements. Examples of these include, but are not limited to, acoustical engineering, code research, lighting design, security design, information & technology design, interior design (if applicable), procurement, and geotechnical design & engineering.

Services may include, but are not limited to:

- Schematic design, design development, and construction documents
- Coordination with consultants (structural, civil, etc.)
- Code compliance and permitting assistance
- Construction administration and site observation
- Coordination with the Owner and project stakeholders

Final scope will be negotiated with the selected firm.

## **4. Firm Qualifications**

Responding firms should demonstrate:

- Relevant experience with similar project types and scales
- Qualifications and experience of key personnel
- Proven ability to deliver projects on time and within budget
- Familiarity with local codes, regulations, and permitting authorities
- Capacity to perform the required services

## 5. Submission Requirements

SOQs should include the following:

1. Firm profile and contact information
2. Description of relevant project experience (specifically Riverine “Wetland” environments)
3. Resumes of key team members
4. Approach to project delivery and collaboration
5. Any additional information demonstrating the firm’s qualifications

Submissions shall be limited to [page limit, if applicable].

## 6. Selection Process

Firms will be evaluated based on:

- Relevant experience and technical competence
- Qualifications of proposed personnel
- Understanding of the project and proposed approach
- Past performance and references

The Town of North Providence may shortlist firms for interviews prior to final selection.

## 7. Bid Evaluation:

This is an evaluated bid. The Town will evaluate and or interview the bidders through Interview Committee which will be comprised of Town officials and responsible individuals and stakeholders as appointed by the Town administration. The Interview Committee will report its findings to the North Providence Purchasing Board.

The Town of North Providence reserves the right to select the vendor(s) or firm(s) that it deems to be most qualified to provide the goods and/or services as specified herein; and, conversely, reserves the right to cancel the solicitation in its entirety in its sole discretion.

Submissions shall be reviewed and scored based upon the following criteria:

| Section:   | Requirement:   | Max Available Points: |
|------------|--|-----------------------|
| Section 1  | Staff Qualifications                                   | 20 Points             |
| Section 2  | Capability, Capacity, and Qualifications of the Bidder | 20 Points             |
| Section 3  | Work Plan  | 20 Points             |
| Section 4  | Approach/Methodology                                   | 20 Points             |
| Section 7  | Legal Proceedings                                      | 5 Points              |
| Section 9  | Contract Comments                                      | 5 Points              |
| Section 10 | MBE/WBE Participation                                  | 10 Points             |

### **MBE/WBE Participation Evaluation:**

The vendor with the highest MBE/WBE participation rate shall receive the maximum MBE/WBE participation points. All other vendors shall receive MBE/WBE participation points by applying the following formula:

(Vendor's MBE/WBE participation rate ÷ Highest MBE/WBE participation rate)

(Maximum MBE/WBE participation points)

For example, assuming the weight given by the RFQ to MBE/WBE participation is 10 points, if Vendor A has the highest MBE/WBE participation rate at 20% and Vendor B's MBE/WBE participation rate is 12%, Vendor A will receive the maximum 10 points and Vendor B will receive  $(12\% \div 20\%) \times 10$  which equals 6 points.

Points shall be assigned based on the vendor's clear demonstration of the ability to provide the requested goods and/or services. Vendors may be required to submit additional written information or be asked to make an oral presentation before the Interview Committee as part of the selection process.

The top firm will be selected and enter into fee negotiations with the Town of North Providence. If an agreement cannot be reached between these parties, the Town of North Providence may elect to enter into negotiations with the next highest ranked firm.

### **MBE/WBE:**

In accordance with R. I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1 it is the policy of the State to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs) and to support the fullest possible participation of small disadvantaged businesses owned and controlled by persons with disabilities (Disability Business Enterprises a/k/a "DisBE")(collectively, MBEs, WBEs, and DisBEs are referred to herein as ISBEs) in the performance of RI State procurements and projects. As part of the evaluation process, vendors will be scored and receive points based upon their proposed ISBE utilization rate in accordance with 150-RICR-90-10-1, "Regulations Governing Participation by Small Business Enterprises in State Purchases of Goods and Services and Public Works Projects". As a condition of contract award vendors shall agree to meet or exceed their proposed ISBE utilization rate and that the rate shall apply to the total contract price, inclusive of all modifications and amendments. Vendors shall submit ISBE participation rate on the enclosed form entitled "MBE, WBE and/or DisBE Plan Form", which shall be submitted in a separate, sealed envelope as part of the proposal. ISBE participation credit will only be granted for ISBEs that are duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity or firms certified as DisBEs by the Governor's Commission on Disabilities. The current directory of firms certified as MBEs or WBEs may be accessed at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php>. Bid documents can be obtained at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php#section4>. Information regarding DisBEs may be accessed at [www.gcd.ri.gov](http://www.gcd.ri.gov).

## 7. Schedule

- RFQ issued: Thursday April 9, 2026
- Questions due: Friday April 17, 2026 by 3PM
- SOQ submission deadline: Wednesday May 13, 2026 by 10:45AM
- Interviews: Week of May 18th
- Anticipated selection: Wednesday May 27, 2026

## 8. Submission Instructions

Sealed proposals (bids) will be accepted in the office of the Purchasing Agent, Town Hall, 2000 Smith Street, North Providence, R. I. until 10:45 a.m. **SHARP** Wednesday May 13, 2026. Bids will be opened immediately after, at approx. 11:00 a.m. that day. No bids received thereafter will be considered.

## 9. Additional Information

The Town of North Providence reserves the right to reject any or all submissions, waive informalities, and request additional information as needed.

## INFORMATION FOR BIDDERS

### 1. Receipt and Opening of Proposals:

Sealed proposals (bids) will be accepted in the office of the Purchasing Agent, 2000 Smith Street, North Providence, R. I. 02911 until the time indicated in the Invitation for Bids, for the services designated in the Specifications and will then be publicly opened and read. No bids received thereafter will be considered.

### 2. Form of Bid:

Proposals must be submitted on and in accordance with the bid proposal form included hereto, blank places must be filled in as noted, no change shall be made in the phraseology or in the item or items mentioned therein, must contain the name and proper address of the bidding firm, and must be signed by a responsible member of the firm with his signature and official title. Proposals which are not complete, or contain any omissions, erasures, alterations, addition or contain irregularities of any kind, may be rejected as informal.

### 3. Submission of Bids:

(a) Envelopes containing bids must be sealed and addressed to the office of the Purchasing Agent, and must be marked with the name and address of bidder, date and hour of bid opening, and name of item in bid call.

(b) The Purchasing Agent will decide when the specified time has arrived to open bids, and no bid received thereafter will be considered.

(c) Any bidder may withdraw his bid by written request at any time prior to the advertised time for opening. Facsimile bids, amendments, or withdrawals will not be accepted.

(d) No bid may be withdrawn for a period of thirty (30) days from the date and time of opening.

(f) Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened.

(f) Proposals received prior to the time of opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a proposal not properly addressed and identified.

(g) Two (5) copies of all documentation submitted and (1) USB Flash Drive is required.

**4. Acceptance or Rejection of Bid Proposal:**

The Town reserves the right to award the bid by item and further reserves the right to reject any and all proposals or parts thereof, to waive any informality in the proposals received and to accept the proposal, or parts thereof, which it deems to be most favorable to the best interest of the Town.

**5. Qualifications of Bidder:**

The Town may make such investigations as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the Town all such information and data for this purpose as the Town may request. The Town reserves the right to reject any bid if the evidence submitted by, or investigation of such bidder fails to satisfy the Town that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

**6. Commencement of Contract:**

Upon the acceptance of the proposal, or portions thereof by the Town, collectively the RFQ, Response to RFQ shall constitute a contract and the successful bidder shall commence work immediately as specified.

**Contract Exceptions:** A Form of Agreement Between Owner and Architect (AIA: B101 modified) will be executed with the successful offeror. No exceptions will be considered unless such notification is given before the RFQ due date and within the submission.

**7. Indemnification:**

The Contractor shall hold harmless, defend, and indemnify the Town and its officers, agents, and employees against all claims, demands, actions, and suits (including all attorney fees and costs) brought against any of them arising from the Contractor's work or any subcontractor's work under the contract.

**8. Wages and Labor:**

The Vendor shall comply with the applicable provisions of Title 37, Chapter 13, as amended, General Laws of Rhode Island (1977 Reenactment) Prevailing Wages and Davis Bacon Act. Vendor shall publish the applicable prevailing wage rate in any agreement with any contractor selected by vendor and shall provide weekly sign in documents for workers, weekly certified payroll prevailing wage for all workers and sub-vendors.

**9. Safety and Health Regulations:**

All work contemplated is to be governed, at all times, by applicable provisions of Federal, State of Rhode Island and Town laws, regulations, and ordinances.

**10. Foreign Corporations:**

Attention of bidders is hereby directed to excerpts from Chapters 1 to 6 of Title 7 of the General Laws of Rhode Island, 1956, as amended, relative to the conditions precedent, etc. to carrying on business within this State for foreign corporations.

**11. Permits & License:**

Vendor shall be licensed by and allowed to conduct Business in the State of Rhode Island and the Town of North Providence. All fees associated with the submittal of plans, designs or any other fee for approval of proposed work shall be at the cost of the Vendor.

**12. Insurance:**

The vendor shall maintain and keep in force such comprehensive general liability and errors and omission insurance that shall protect them from claims which may arise from operations under any contract entered into with the Town of North Providence, whether such operations be by themselves or by anyone directly or indirectly employed by them.

The amounts of insurance shall be not less than \$5,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death.

The Town of North Providence shall be named as additional insured on the vendor's General Liability Policy.

The vendor shall maintain and keep in force such Worker's compensation insurance limits as required by the statutes of the State of Rhode Island, and Employer's Liability with limits no less than \$500,000.00.

**13. Affirmative Action Policy:**

All bidders are required to submit an Affirmative Action Plan with bid documents. By submission of proposals in response to this RFQ vendors agree to comply with R. I. General Laws § 28-5.1-10 which mandates that Vendors/sub-vendors doing business with the Town exercise the same commitment to equal opportunity as prevails under Federal contracts controlled by Federal Executive Orders 11246, 11625 and 11375.

Vendors are required to ensure that they, and any sub-vendors awarded a subcontract under this project, undertake or continue programs to ensure that minority group members, women, and persons with disabilities are afforded equal employment opportunities without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability.

Vendors and sub-vendors who do more than \$10,000 in government business in one year are prohibited from engaging in employment discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability, and are required to submit an "Affirmative Action Policy Statement."

Vendors with 50 or more employees and \$50,000 or more in government contracts must prepare a written “Affirmative Action Plan” prior to issuance of a purchase order.

a. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation.

b. Vendors further agree, where applicable, to complete the “Contract Compliance Report” (<http://odeo.ri.gov/documents/odeo-eeo-contract-compliance-report.pdf>), as well as the “Certificate of Compliance” (<http://odeo.ri.gov/documents/odeo-eeo-certificate-of-compliance.pdf>), and submit both documents, along with their Affirmative Action Plan or an Affirmative Action Policy Statement, prior to issuance of a purchase order. For public works projects vendors and all sub-vendors must submit a “Monthly Utilization Report” (<http://odeo.ri.gov/documents/monthly-employment-utilization-report-form.xlsx>) to the ODEO/State Equal Opportunity Office, which identifies the workforce actually utilized on the project.

Questions concerning this solicitation must be e-mailed to the Owner’s Project Manager, Brent Weigand at [planning@northprovidenceri.gov](mailto:planning@northprovidenceri.gov) with a copy sent to [acosta@northprovidenceri.gov](mailto:acosta@northprovidenceri.gov) no later than 11:00am on Friday ???. No other contact with any awarding party is permitted and may be grounds for disqualification. Questions should be submitted in writing. Answers to questions received, if any, shall be provided to all bidding parties.