



Providence Innovation District Park

2023 Call For Curators and Programming

Rolling Deadline For Submissions

(Applications must be received two months prior to event's starting date)

Introduction:

I-195 Redevelopment District (District) is seeking proposals from curators, event organizers, and those interested in community programming for Providence Innovation District Park (Park)'s 2023-4 events season (April, 2023 – March, 2024).

About the Park:

Comprised of seven-acres on either side of the Michael Van Leesten Memorial Bridge (Pedestrian bridge) in downtown Providence, the Park's location connects the east and west sides of the city and has views of the skyline and the Providence River.

The Park opened to the public in 2020 and the final phase of its construction concluded in early 2022. Between April and November 2022, the Park hosted over 90 unique events that drew over 150,000 attendees. Events included concerts, community gatherings, art markets, conferences, family activities, fitness and movement classes, film screenings, and more. The Park averages approximately 5,000 visitors per day.

The District has also partnered with local businesses to create temporary park amenities. The Guild PVD holds an outdoor beer garden on the west side of the Park and Tizzy K's Ice Cream operates a shipping container storefront on the east side of the Park along South Water Street. Both businesses will return in 2023.

The Park aims to foster a healthier community, protect and enhance the natural environment, and improve the quality of life for residents and workers in Providence.



District Park at night, photo credit Steve Kroodsma



Oumou Sangare at District Park, October 2022

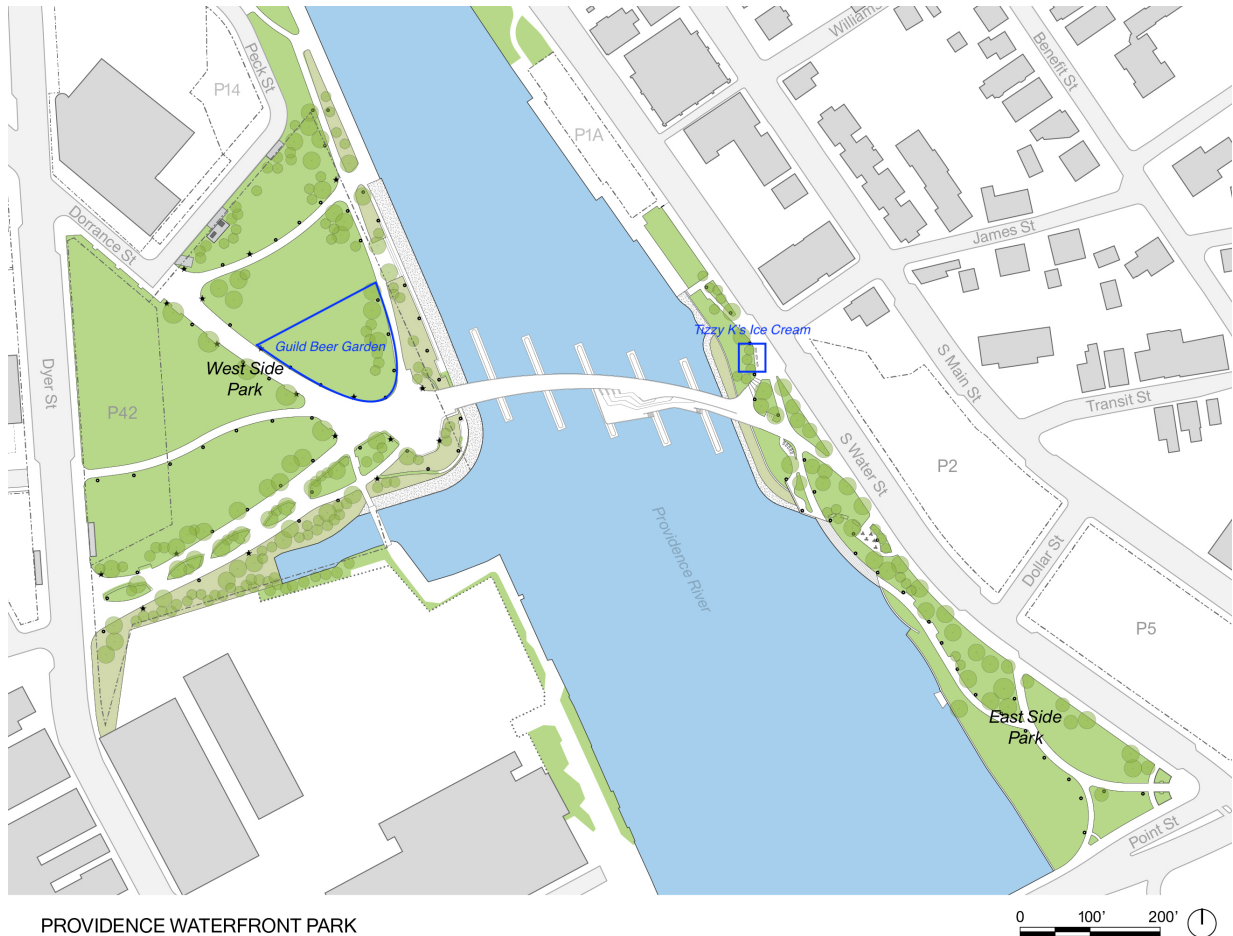


Figure 1

Site Overview:

Electricity: The west side of the Park has GFCI electrical outlets that are 125V/20A on half of the light poles. The Park anticipates having electric service and convenience outlets on the east side the early months of 2023.

Furniture and Seating: The Park has 120 folding tables, 40 round café tables, and 3 six-foot folding tables available for use. Additional seating is available at the Guild PVD Beer Garden.

Storage: There is limited storage available on-site. Please indicate on your application if you will require on-site storage and why you need it.

Supplies: A full inventory of supplies that are available for Park events can be requested. Supplies include: sandwich boards for signage, extension cords, cable covers, power strips, and speaker stands.

Restrooms: 3 portable restrooms (1 ADA accessible) are located within the Guild PVD site on the west side of the Park.

Water: There are faucets available for non-potable water on the west of the Park.

Guidelines:

- Applications are open to individual artists, curators, programmers, organizations and/or companies.
- Proposals for events / series of events may be submitted with funding requests of up to \$10,000. **If you would like to book a Park event but do not require funding from the Park, please do not submit your request via this application.** Visit www.pvdinnovationdistrictpark.com/host-an-event/.
- Preference will be given to events that prioritize accessibility and are free and open to the public. For proposals with earned income components, such as ticket sales, vendor fees, or sponsorships, applicants can also use this application to request Park rental fee waivers. To see the 2023 Park fee table, visit www.pvdinnovationdistrictpark.com/fee-table/.
- All public performances or exhibitions must take place in a space that is physically accessible to people with disabilities, as required by law.
- Applicant must be an experienced event producer.
- Dates and deadlines for sharing promotional materials in the marketing plan must be included.
- Applicant must be able to work independently.
- Applicant must be able to adhere to Park rules and use guidelines (**see Attachment A**).
- Depending on the scope of an event, an applicant may be required to hold an insurance policy in accordance with Park event guidelines (**see Attachment B**). If an applicant does not already have liability insurance, the applicant will be asked to purchase a policy. If an applicant needs to purchase a policy, the applicant should indicate this as an expense in the budget section of the application. Insurance may be event specific.
- Depending on the size and scope of a proposed event, an applicant may be required to permit their event through the City of Providence's special event permitting process in addition to the District's temporary use permitting process.
- Events must adhere to Park's social media and marketing policy (**see Attachment C**).

Review Criteria:

Selection Criteria Category	Rating Points
Community impact: scale, type of programming, diversity of content, opportunity for local community members, public interaction, alignment in advancing the District's goals and vision.	30
Applicant's experience and demonstrated results in successful program production in public spaces.	20
Technical and logistical feasibility.	20
Budget approach, including: completeness of budget, evidence of need for requested funding, impact and use of requested funding. Events are more likely to receive funding if they are free and open to the public.	20
Uniqueness of programming (There may be multiple proposals of a similar type of event).	10
TOTAL	100
<i>Additional Points:</i> Respondent or its team members are certified Rhode Island MBE/WBE firms (points given from 1-6 based on % of contract).	6
TOTAL POTENTIAL POINTS	106

Proposals that receive 75 points or higher will be approved.

Things to Remember:

- Proposals are only for projects that require funding from The District.
- Proposals may be partially funded or scaled down based on the number of overall proposals received, available funds, and scheduling considerations.
- Proposals may be approved, but with partial or no funding. Applicants may choose to not move forward with their event in this case.
- No applicant is guaranteed funding at any level, even if all basic requirements have been met.
- Funds must be used towards programming in the Providence Innovation District Park that occurs between April 2023 and March 2024.
- Grant funding is taxable income.
- Acceptance of a proposal is an initial step towards receiving funding. Applicants will need to take additional steps in accordance with the Park's permitting process before final approval is made.
- The District requires at least 30 days following the issuance of an event permit to process Grant payment.
- Outdoor events are dynamic and potentially impacted by weather. Inclement weather plans should be included in the proposal.
- Outdoor events require flexibility, and The District reserves the right to request changes on aspects of your proposal.

APPLICATIONS WILL BE ACCEPTED ON A ROLLING BASIS

PROPOSALS WILL BE EVALUATED AND CONSIDERED FOR FUNDING IN THE ORDER THAT THEY ARE RECEIVED.

PROPOSALS MUST BE RECEIVED SIXTY (60) DAYS PRIOR TO THE PROPOSED EVENT DATE.

IF AN EVENT(S) IS PROPOSED FOR JANUARY - MARCH 2024, THE APPLICATION MUST BE RECEIVED BEFORE DECEMBER 29TH, 2023

Please send completed applications to [**park@195district.com**](mailto:park@195district.com).

Please put **"Call For Curators And Programming"** in the subject line.

Answers to questions will be posted on the [**Park website**](#) and the [**State's Purchasing website**](#) at [**www.ridop.ri.gov**](http://www.ridop.ri.gov). Info sessions and Q+A opportunities are scheduled throughout the year. Please see **'Attachment D'** for dates, times, and additional info.

Applicant Information

Title of Programming / Event

Name or Organization Name	Email	Phone #

Contact Person (if different than above)	Email	Phone #

Are you applying as an individual? Team of individuals? Organization? 501(c) 3 ? LLC? Other (Please Specify)?	Address

Mission or Artist / Programming statement

Program Proposal

Feel free to attach an additional sheet or document, if needed.

What is the vision for your project?

What type of experience do you have throwing similar events?

List any known potential collaborators or artists involved with the project.

What is the anticipated audience size per event?

Who is target audience for your event(s)?

Please include any other information you feel is important for understanding your proposal.

Links to supporting materials, website, media, weblinks, articles.

Requested date(s) - Please indicate if recurring and if there is date flexibility

Estimated run time / time of day

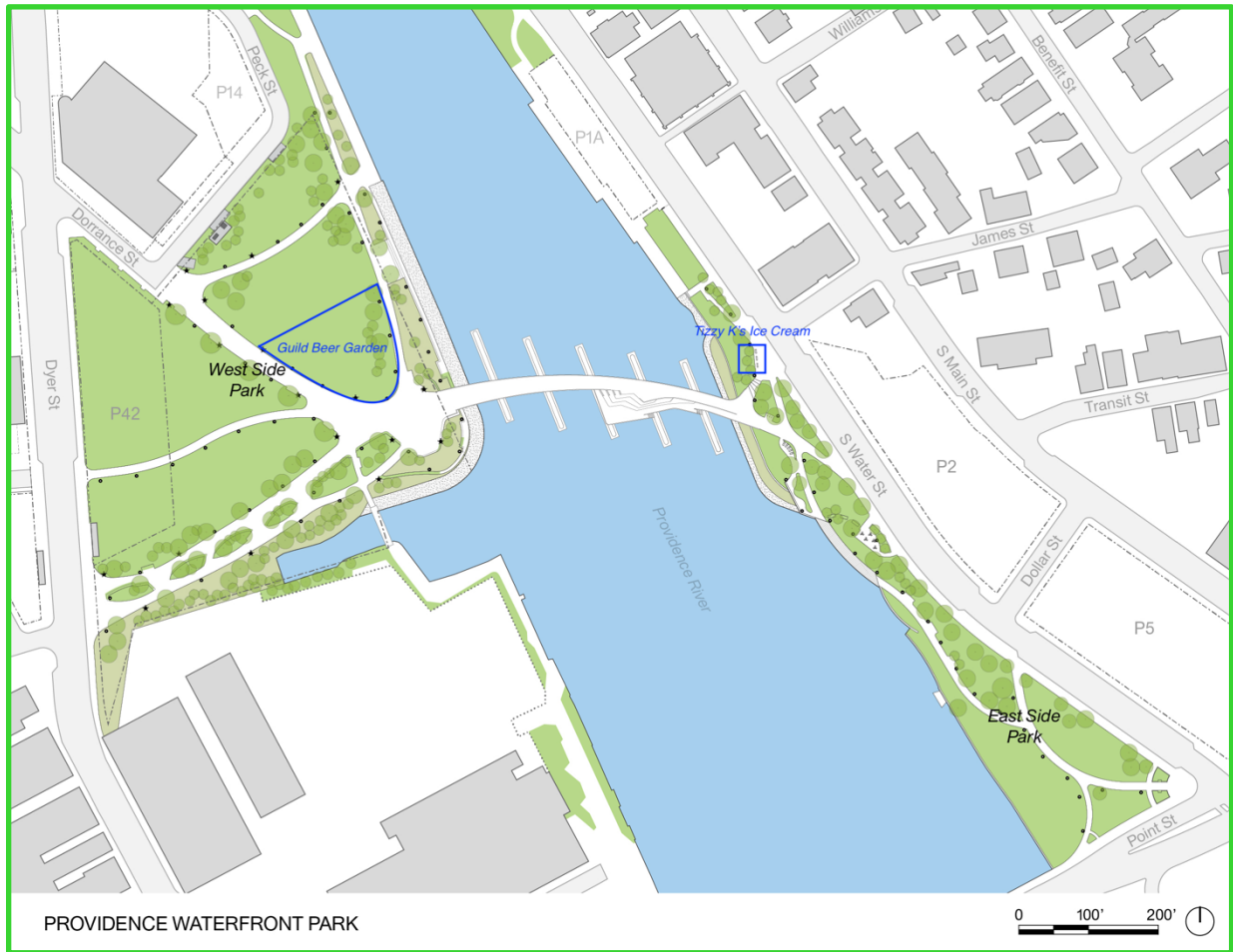


Figure 2

Please describe where in the Park you envision your programming taking place. Please note the locations of the Guild Beer Garden and Tizzy K's Ice Cream. It is possible to program within these food and beverage concession locations, but it requires coordination with our partners. If needed, refer to the above site map.

Please describe how your event(s) will utilize the physical space. What space needs, required production elements, power requirements do you have? Indicate any information pertinent to event set up.

Project Budget:

The project budget indicates how the applicant will utilize direct and in-kind funds from the District. This attachment should be a comprehensive project budget that includes all revenue (sales, sponsorship, and / or in-kind support) and itemized expenses.

The District will contract with you as a Programming Partner. Unless otherwise noted, you will be responsible for all expenses related to this proposal.

Please fill out the budget template with as much detail as possible on the following pages:

Expenses:

Itemized Expense	Amount	Description
Artistic fees (must be paid directly to performers). In the description, note how much will be paid per performer if there is more than one.		
Administrative fees paid to administrative / production staff (Please specify any hourly rates and roles of staff)		
Rental costs of production materials include sound, lighting, and any other rentals necessary to complete the project.		
Misc. supplies and materials. Please specify in description.		
Cost of a certificate liability (you may need to research to find cost).		
Marketing and promotional expenses. In the description please include a specific marketing plan with key dates and deadlines and specific uses of the marketing funds.		
Any additional expenses (Please identify in description)		
TOTAL EXPENSES		

Revenue:

Indicate any planned additional funding sources for your program. This might include:

Itemized Expense	Amount
Sponsorships	
Ticket sales (Keep in mind that most areas of the Park are open to the public. Ticketed events require closing sections of the park and potentially make programming less accessible. If you are planning a ticketed event, please include a suggested ticket price)	
Grants	
In-Kind funds (please specify any non-monetary contributions identified for your project).	
Other (please identify next to listed amounts)	
TOTAL REVENUE	

NOTIFICATIONS:

In accordance with R.I. Gen. Laws § 28-5.1-1(a), equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island State government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of State employment. This policy applies to all areas where the State dollar is spent, in employment, public services, grants and financial assistance, and in State licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.

In accordance with R.I. Gen. Laws § 7-1.2-1401(a), no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful Propos

Questions, interpretations, or clarifications concerning this Call For Curators should be directed by e-mail to Park@195district.com. Questions and answers will be posted on the webpage on a rolling basis.

The District reserves the right to reject any or all proposals for not complying with the terms of this Request for Proposals. In addition, The District reserves the right to modify the scope of services if in the best interest of The District. The District also reserves the right to negotiate with the successful Proposer in the event that the lowest responsive and responsible proposal price exceeds available funds. Any proposal may be withdrawn prior to the above scheduled time for the opening of proposals or authorized postponement thereof. Any proposals received after the time and date specified shall not be considered. No Proposer may withdraw a proposal within sixty (60) days after the actual date of the opening thereof.

The District reserves the right to terminate this solicitation prior to entering into any agreement with any qualified Proposer pursuant to this Request for Proposals, and by responding hereto, no proposers are vested with any rights in any way whatsoever.

ISBE Participation:

Are you registered as a Women Business Enterprise (WBE) or Minority Business Enterprise (MBE) with the Rhode Island Office of Diversity, Equity & Opportunity? All applicants please fill out the ISBE Participation form attached to this application **(Attachment E)**.

☐

YES

☐

NO

Agreement to Terms:

The applicant, by submitting this application, agrees to comply with all guidelines contained within the application. The applicant affirms that all information provided and answers to questions herein are complete, true, and correct to the best of their knowledge and belief.

Signature

Date

Park Rules

(Attachment A)

YOU ARE WELCOME...

- to visit the park during the hours posted
- to use open areas, including the lawn
- to enjoy the gardens without entering flowerbeds or picking flowers
- to sit on the furniture and benches
- to deposit waste in trash receptacles
- to bring your dog, provided it's leashed and you clean up after it
- to book your function of 20 people or more by visiting the [host an event](#) page

PARK GUIDELINES PROHIBIT...

- smoking, drug use, and alcohol use (except at permitted programming or events with designated areas for alcohol consumption)
- vehicles on walkways or within park grounds, except by permit
- organized ballgames
- panhandling
- sitting or standing on fences or railings.
- feeding birds and other wildlife
- rummaging in trash receptacles
- performances or amplified music that disturb others, except by permit
- commercial activity, except by permit
- obstructing park entrances
- use of plastic tarps on the lawns
- cycling, skating, rollerblading, skateboarding, or using a scooter inside the park outside of the designated lanes
- food vending, barbecuing or cooking except by permit
- erecting tents or other enclosures or inserting flags or poles of any kind into the ground except by permit

PLEASE CALL PVD 311 WITH ANY SAFETY CONCERNS.

Liability Insurance Requirements (Attachment B)

For park events, I understand that I, as the Licensee may be required to keep in full force and effect, at Licensee's expense, the following insurance coverage:

a. For events where attendance is expected to be 500 or fewer people:

(i). Comprehensive General Liability and property damage insurance, including personal injury, blanket contractual, broad form property damage liability and completed operations and products coverage and property damage with coverage limits of not less than \$1,000,000 combined single limit per occurrence and \$2,000,000 annual aggregate. Including Liquor Liability if applicable to the permitted event. All such insurance shall include Licensor and any managing agent of Licensor as additional insureds, shall include waiver of subrogation and be primary and non-contributory;

(ii). Workman's Compensation Insurance as required by the General Laws of Rhode Island;

(iii). Commercial Auto or Non-Owned Auto liability with limits of \$1,000,000; and

(iv). Umbrella Liability of not less than \$1,000,000. Subject to final review by Licensor based on Licensor's assessment of the overall risk of the permitted event.

b. For events where attendance is expected to be more than 500 people: same as in a. above except that Umbrella Liability shall be not less than \$5,000,000, subject to final review by the Licensor based on the overall risk of the planned event.

Social Media and Marketing Policy (Attachment C)

When posting on your own social media channels about park activities programming partners must:

- Use the geotag "Providence Innovation District Park"
- Tag the park @DistrictParkPVD (on Instagram or Facebook).
- The park website is www.districtparkpvd.com. All park events must be listed on our site at least four weeks prior to the event date. Please make sure promotional materials, including a promotional image or photo and event description are shared with park staff in a timely manner to ensure that event listings can be shared publicly at least four weeks prior to the event date.

By participating on Providence Innovation District's social media pages, you are agreeing to our commenting policy, outlined below:

We reserve the right to delete posts containing any of the following elements:

1. Profanity and obscene, threatening, or harassing language or images
2. Content that promotes, fosters, disparages, or perpetuates discrimination of any kind
3. Content that is hateful, promotes or incites violence or is harassing
4. Content meant to threaten or defame any person or organization
5. Misinformation and spam
6. Off-topic/irrelevant
7. Personal attacks
8. Promoting illegal or questionable activities

If you violate this policy, you will be removed from our page.

Marketing Materials: Any print or digital marketing materials must include the Park's logo. Digital files of the logo are available upon request.

Photography: The District requests that event organizers share photography from events that take place within the Park with District Staff.

Signage: Describe the wayfinding and signage that could be left on-site to identify and promote the event such as on season-long infrastructure (fencing, bar, storage area, bathrooms, etc.). Please note that final branding will need to be created in collaboration with the I-195 Redevelopment District and may need to match brand standards and the overall vision for Providence Innovation District Park. The Park reserves the right to obtain sponsors in this area and to display its own branding and sponsor recognition.

Contests and Promotions: Any contests and promotions must be approved by the I-195 Redevelopment District.

2023 Call for Curators and Programming Info Session and Q+A Dates (Attachment D)

Info sessions will be held virtually on Zoom. RSVP is required by 10:30 AM on the morning of the info session.

Monday, February 6th at 5:30 PM

Monday, March 6th at 5:30 PM

Tuesday, April 4th at 1:30 PM

Monday, May 8th at 5:30 PM

Monday, June 5th at 5:30 PM

Thursday, July 6th at 5:30 PM

Monday, August 7th at 5:30 PM

Friday, September 8th at 12:30 PM

Monday, October 2nd at 5:30 PM

Monday, November 6th at 5:30 PM

Attachment E

MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN					
Bidder's Name:					
Bidder's Address:					
Point of Contact:					
Telephone:					
Email:					
Solicitation No.:					
Project Name:					
<p>This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE and/or Disability Business Enterprise subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Office of Diversity, Equity and Opportunity MBE Compliance Office and all Disability Business Enterprises must be certified by the Governor's District on Disabilities at time of bid, and that MBE/WBE and Disability Business Enterprise subcontractors must self-perform 100% of the work or subcontract to another RI certified MBE in order to receive participation credit. Vendors may count 60% of expenditures for materials and supplies obtained from an MBE certified as a regular dealer/supplier, and 100% of such expenditures obtained from an MBE certified as a manufacturer. This form must be completed in its entirety and submitted at time of bid. Please complete <u>separate forms</u> for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.</p>					
Name of Subcontractor/Supplier:					
Type of RI Certification:		<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Disability Business Enterprise			
Address:					
Point of Contact:					
Telephone:					
Email:					
Detailed Description of Work to Be Performed by Subcontractor or Materials to be Supplied by Supplier:					
Total Contract Value (\$):			Subcontract Value (\$):		ISBE Participation Rate (%):
Anticipated Date of Performance:					
I certify under penalty of perjury that the forgoing statements are true and correct.					
Prime Contractor/Vendor Signature			Title		Date
Subcontractor/Supplier Signature			Title		Date