

**I-195 Redevelopment District
Request for Proposals
For
Grounds Maintenance Services**

Deadline for Submissions: Friday, June 21, 2024 by 2:30 P.M.

The I-195 Redevelopment District (the “District”) is requesting proposals from firms qualified to support the District’s requirement to deliver property maintenance on and adjacent to property it owns within the City of Providence, including seven acres of park. All property is specifically identified on the attached map (Attachment A).

DISTRICT’S INTENT:

The District, through this RFP process, intends to select a Contractor(s) which will perform grounds maintenance activities.

The nature of the services will require the selected Contractor(s) to provide all labor and equipment to perform the services. Contractor(s) may choose to submit for all services or a single element (or portion thereof), for which they believe they are qualified to perform. It is the responsibility of Contractor(s) to provide the required proposal information in their submission in order for the District to consider them for award. The District intends to enter into a three (3) year contract with the selected Contractor(s).

The District encourages local Contractor(s) to submit proposals for the services described below. No preference is given to a proposal received from one firm performing the services or from a lead firm with subcontractors.

PROPOSAL ELEMENTS:

The map in Attachment A identifies properties that are owned by the District and require maintenance for the 2024 season. A list of those properties and acreage (Attachment B) is provided for your use in developing pricing. The District is also responsible for the areas identified as park space (Parcels P2, P3, and P4).

NOTE: The District’s responsibility for maintenance will vary throughout the contract due to the sale and use of properties and the construction occurring in the parks.

Contractor(s) should adjust pricing to reflect the reduction in effort for the period the property is inaccessible. The Contractor(s) should provide the method to determine the reduction amount. Additionally, the frequency of tasks outlined below is an estimate and may be adjusted from time to time by the District.

In order to be considered responsive, proposals shall, at a minimum, address the following tasks:

Grass Cutting: The Contractor(s) will supply all labor and equipment to cut and trim grass and vegetated areas, depicted on the attached map weekly. Additionally, the Contractor(s) shall perform weed eradication on adjoining sidewalks. At the discretion of the District, the frequency may be reduced due to weather/growing conditions during the season. The price quoted shall reflect cost per cutting.

Litter and Debris Removal: Contractor(s) shall provide all labor and materials necessary to pick up and remove trash and debris from District parcels, depicted on Attachment A, as well as the removal of trash, debris and posted materials from adjoining sidewalks in 2024. The price quoted shall reflect daily, weekly and bi-weekly frequency options.

Park Maintenance: The Contractor(s) shall provide all labor and materials necessary to perform the tasks outlined in the table below at the frequency stated. The price quoted should reflect cost per task per frequency. The majority of tasks must be scheduled around events in the park. Other tasks may be requested such as seasonal light installation or minor furniture maintenance (e.g., painting, tightening loose bolts), the Contractor should confirm its ability to complete those tasks as they arise. Quotes will be requested prior to each task completion for any items not listed in this RFP. Please note all necessary spring maintenance work will be complete for the 2024 season prior to the start of this contract.

The District has entered into a contract with an organic landscaping expert to transition from a traditional lawn care and landscape regime to an organic lawn and landscape management system. This process will commence this spring and will be implemented throughout the duration of this landscape contract. The Contractor will be expected to execute this regime, including but not limited to participating in trainings, implementing the transition, and continuing any necessary tasks required of this landscape management system.

Task	Frequency	Pricing Method
Meadow Maintenance/Mowing	Annually	Per Annual Mow
Overseed	Annually (anticipated to be required for a minimum of 2 years)	Per event (this price should include a quote for both mechanical and seeding with a walk behind traditional seeder)
Deadhead flowers, shrubs	Weekly	Per event
Fall clean-up (including clear out fallen leaves, litter and debris from lawns, beds, curbs, and sidewalks, trim shrubs and bushes, trim any dead branches off trees that are within reach with no special equipment, cut back perennials, etc.)	Annually	Per event
Fertilization	4 x year (April, June, late-August, late-September)	Per treatment
Liquid applications (soil building and turf/landscape management inputs)	As needed	100 gallons/acre
Irrigation system maintenance	2 x year (spring and fall)	Per event
Lawn aeration	2 x year (potential for additional dependent upon stress levels)	Per event
Top-dress with compost	As requested	Per 1,000 SF
Mow all lawns	Weekly	Per acre
Remove dead branches	Weekly	Per event
Remove leaves from planting beds	Weekly	Per event
Replace mulch, compost as needed	Annually	Per yard (including materials and labor)
Spring clean-up/prep (including removal of any leaves left from fall, cut back any winter growth on plants, shrubs, and bushes, rake and loosen compacted soil and mulch to allow new shoots and bulbs to push through, clean up beds, walkways, and sidewalks of unwanted and/or vegetation, leaves, branches, and clutter, and re-edging of areas)	Annually	Per event
Tree maintenance (trimming and pruning)	Annually	Per event
Weeding of planting beds	Weekly	Per event
Empty trash cans	Daily	Per hour
Hose out trash/recycling receptacles and liners	As needed	Per hour
Move trash from park collection point	Daily	Per event
Pick litter from gardens and plant beds	Daily	Per hour
Graffiti removal	As needed	Per event
Power wash pathways	Weekly	Per event
Material purchase markup* (if any)	As needed	Per purchase

*The District may require certain specific materials for the organic lawn management. All materials placed on lawn and planting areas will require approval.

Technical Proposal Elements

The Technical Proposal Elements are mandatory and failure to comply with the Technical Proposal Elements may result in disqualification and no further evaluation at the sole discretion of the District.

1. Description of services provided by the Contractor(s).

2. Person that will be primary point of contact with the District.
3. Past experience of the Contractor(s) to provide the requested services, including a list of all current and ongoing contracts.
4. Relevant references.
5. A listing of the staff to be assigned to this engagement and their respective qualifications, past experience on engagements of this scope, and their role in those past engagements.
6. If the Contractor(s) will be utilizing subcontracts to perform a portion of the services, a listing of the subcontractors and their past experience providing these services is also required.
7. Number of anticipated workers, including projected wages paid to workers along with a list of included benefits.
8. Completion of the MBE/WBE/DisBE participation plan form attached as part of Appendix A.
9. Acknowledgement of the Conflict-of-Interest Affidavit requirements (see Appendix B).
10. Certification that a Certificate of Good Standing from the Rhode Island Division of Taxation will be delivered to the District upon award (including subcontractors, if required) if it is not provided with submission.
11. Certification that a Certificate of Good Standing from the Rhode Island Secretary of State will be delivered to the District upon award (including subcontractors, if required) if it is not provided with submission.
12. A disclosure of all outstanding financial obligations with the State of Rhode Island.
13. Proof of ability to satisfy insurance coverage requirements:
 - a. General Liability for bodily injury, including accidental death, and property damage \$1,000,000 for each occurrence and \$2,000,000 for annual aggregate. Include Contractual Liability, Contractors Protective, and Products /Completed Operation coverage. Coverage must include a waiver of subrogation and be primary and non-contributory.
 - b. Workers' Compensation Insurance as required by the General Laws of Rhode Island.
 - c. Commercial Auto Liability with limits of \$1,000,000.
 - d. Umbrella Liability – minimum of \$1,000,000 subject to the approval of District.

The District must be listed as additional insured on all policies required herein and shall be so written that 15 days' notice of cancellation or restrictive amendment, written notice will be provided to the District.

TIMELINE

June 3, 2024 at 1:00 PM	Non-mandatory Site Visit (Contractors should contact Amber Ilcisko at ailcisko@195district.com for arrangements).
June 4, 2024 at 4:30 PM	Submission of Written Questions
June 6, 2024	Questions and Answers to be Posted
June 21, 2024 at 2:30 PM	Proposals Due
June- early July 2024	Contractor Interviews and Selection

EVALUATION CRITERIA:

	Points
OVERALL EXPERIENCE OF COMPANY & DEMONSTRATED RESULTS Evaluation will include an assessment of the history of the company, its experience as it relates to the requirements within this RFP, evidence of past performance, quality and relevance of past services, references, and related items.	40
QUALIFICATIONS OF PERSONNEL Evaluation will include an assessment of the qualifications and experience of your managerial team, staff, subcontractors, and related items.	30
BUDGET APPROACH/COST EFFECTIVENESS Effective and efficient delivery of quality services is demonstrated in terms of price and budget.	30
Total	100
ISBE PARTICIPATION (additional potential points)	6 pts

The District reserves the right to award any part of any proposal to any Contractor or to award the entire contract to one Contractor in the best interest of the District.

ISBE Participation

The Rhode Island Department of Administration has defined an ISBE as a small business enterprise that is owned by one or more individuals who are women or minorities as defined by R.I. Gen. Laws § 34-17.1-3 that is owned or controlled by one or more individuals with disabilities as defined by R.I. Gen. Laws § 37-2.2.-2. To be recognized, the business must be certified as either:

1. A minority business enterprise by the Office of Diversity, Equity, and Opportunity, a division in the Department of Administration ("ODEO");

2. A women business enterprise by ODEO; or
3. A Disability Business Enterprise by the Governor's Commission on Disabilities.

The District supports the fullest possible participation of ISBEs in the procurement of services. Contractors may receive up to six additional points for ISBE participation. Calculation of these points will be based on the methodology currently used by ODEO.

LOGISTICS:

Responses to this RFP are due by Friday June 21, 2024 by 2:30pm. One (1) electronic (PDF) version and four (4) printed copies of the complete proposal must be mailed or hand-delivered in a sealed envelope marked:

I-195 Redevelopment District
Attn: Grounds Maintenance RFP
225 Dyer Street
Providence, RI 02903

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 contractor.

Note: Late responses will not be accepted, and responses received via electronic submission only will be disqualified.

Questions, interpretations, or clarifications concerning this RFP should be directed by e-mail to Amber Ilcisko at: ailcisko@195district.com no later than 4:30pm on June 4, 2024.

No phone calls will be accepted. Responses to questions, interpretations, or clarifications concerning this RFP will be posted online via addendum at www.195district.com and www.ridop.ri.gov by June 6, 2024 to ensure equal awareness of important facts and details.

The District reserves the right to reject any or all proposals for not complying with the terms of this Requests for Proposals. The District also reserves the right to negotiate with the selected Contractor 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 bidder 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 firm pursuant to this Request for Proposals, and by responding hereto, no firms are vested with any rights in any way whatsoever.

The District will not provide any reimbursement for any cost associated with the development or presentation of a proposal.

APPENDIX A

CONTRACTOR ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM

A. Contractor's ISBE Responsibilities (from 220-RICR-80-10-2)

1. Proposal of ISBE Participation Rate. Unless otherwise indicated in the RFP, a Contractor must submit its proposed ISBE Participation Rate in a sealed envelope or via sealed electronic submission at the time it submits its proposed total contract price. The Contractor shall be responsible for completing and submitting all standard forms as reasonably requested by the District's MBE/WBE/DisBe Coordinator including but not limited to the names and contact information of all proposed subcontractors and the dollar amounts that correspond with each proposed subcontract.
2. Failure to Submit ISBE Participation Rate. Any Contractor that fails to submit a proposed ISBE Participation Rate or any requested substantiating documentation in a timely manner shall receive zero (0) ISBE participation points.
3. Execution of Proposed ISBE Participation Rate. Contractors shall be evaluated and scored based on the amounts and rates submitted in their proposals. If awarded the contract, Contractors shall be required to achieve their proposed ISBE Participation Rates. During the life of the contract, the Contractor shall be responsible for submitting all substantiating documentation as reasonably requested by the District's MBE/WBE/DisBE Coordinator including but not limited to copies of purchase orders, subcontracts, and cancelled checks.
4. Change Orders. If during the life of the contract, a change order is issued by the Division, the Contractor shall notify the District's MBE/WBE/DisBE Coordinator of the change as soon as reasonably possible. Contractors are required to achieve their proposed ISBE Participation Rates on any change order amounts.
5. Notice of Change to Proposed ISBE Participation Rate. If during the life of the contract, the Contractor becomes aware that it will be unable to achieve its proposed ISBE Participation Rate, it must notify the District, and the District and the Contractor may agree to a modified ISBE Participation Rate provided that the change in circumstances was beyond the control of the Contractor or the direct result of an unanticipated reduction in the overall total project cost.

B. MBE, WBE, AND/OR Disability Business Enterprise Participation Plan Form:

Attached is the MBE, WBE, and/or Disability Business Enterprise Participation Plan form. Bidders are required to complete, sign, and submit with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.

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 Commission 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 separate forms 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					
Total Contract Value (\$):			Subcontract Value (\$):		ISBE Participation Rate (%):
Anticipated Date of					
I certify under penalty of perjury that the foregoing statements are true and correct.					
Prime Contractor/Vendor Signature		Title		Date	
Subcontractor/Supplier Signature		Title		Date	

APPENDIX B

CONFLICT OF INTEREST AFFIDAVIT

The undersigned does solemnly declare under the pains and penalties of perjury that this Affidavit is true and correct to the best of my knowledge, information, and belief on behalf of myself and _____. ("Contractor"):

1. The Contractor entered into an Agreement dated _____ ("Agreement") with the I-195 Redevelopment District (the "District"), which provides that the Contractor shall undertake certain services with regard to_____.
2. The undersigned warrants that except as disclosed in paragraph 4 below, there are no relevant facts, circumstances now giving rise or which could, in the future give rise to a conflict of interest as defined herein. For purposes of this affidavit, "Conflict of Interest" means that because of other activities or relationships with other persons, a person or the Contractor is unable or potentially unable to render impartial assistance, advice or services to the District, or the person's objectivity in performing the work set forth in the Agreement is or might be otherwise impaired or has an unfair competitive advantage.
3. The following facts or circumstances give rise to or could in the future give rise to a conflict of interest (Explain in detail): _____
_____.
4. The undersigned agrees that if an actual or potential conflict of interest arises or the undersigned learns of or has reason to believe an actual or potential conflict of interest or an appearance of a conflict of interest may arise involving the District, the Undersigned and/or the Contractor, after the date of this affidavit, the undersigned shall immediately make a full disclosure in writing to the District of all relevant facts and circumstances. This disclosure shall include a description of actions with the undersigned or Contractor has taken or proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest or appearance of a conflict of interest. The undersigned and the Contractor shall work with the District to take any action determined by the District to address such situation.

Executed this day of , 2024.

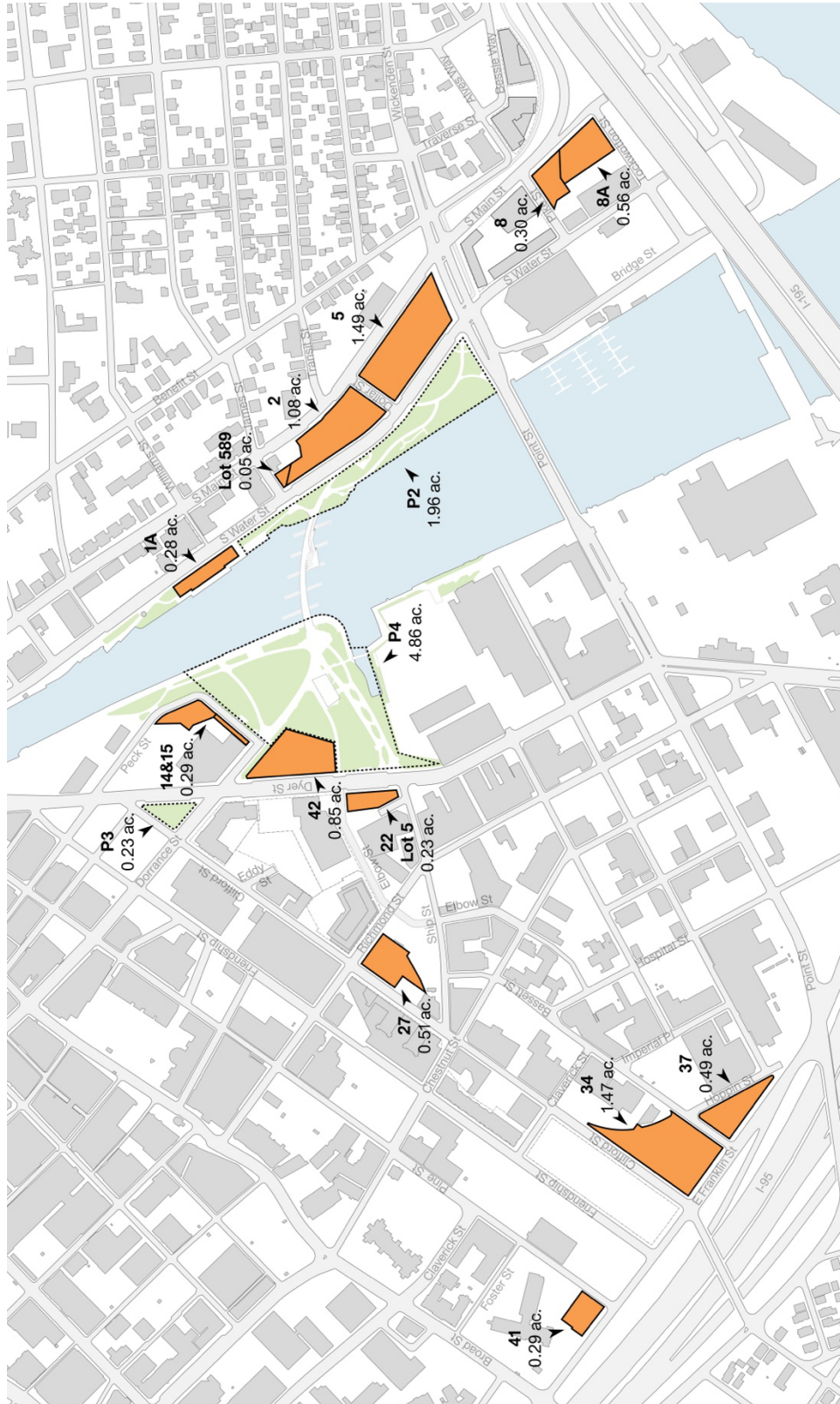
Contractor:

By: _____

Name: _____

Its duly authorized _____

Attachment A



Attachment B

I-195 Redevelopment District

RFP Number I19562

Parcel #	Location	Acre
1A	James and South Water Street	0.28
2	Dollar Street, South Water Street, James Street and South Main Street	1.08
Lot 589	Corner of James Street and South Water Street	0.05
5	Dollar Street, South Main Street, Wickenden Street and South Water Street	1.49
8	Pike Street and South Main Street	0.3
8A	Tockwotten and South Main Street	0.56
14	Dyer Street and Peck Street	0.29
Lot 5 of 25	Eddy Street and Ship Street	0.23
27	Clifford Street and Richmond Street 2	0.51
34	Clifford Street, East Franklin Street and Bassett Street	1.47
37	Bassett Street, East Franklin Street and Hoppin Street	0.49
41	Pine Street and East Franklin Street	0.29
42	Peck Street and Dyer Street 3	1.08
P2	Wickenden Street and South Water Street	1.96
P3	Dorrance Street, Clifford Street and Dyer Street	0.23
P4	Peck Street and Dyer Street 4	4.8
	Total	15.11