

**I-195 Redevelopment District
Request for Proposals
Snow Removal Services**

Deadline for Submissions: Friday, November 15, 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 provide snow removal services on and adjacent to property it owns within the City of Providence, specifically identified on the attached map (Attachment A).

DISTRICT’S INTENT:

The District, through this RFP process, intends to select a Contractor(s) to perform snow removal activities.

The nature of the services will require the selected Contractor(s) to provide all labor and equipment to perform the services. The Contractor must have 24-hour availability through the months of November through April. 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. The District intends to enter into a three (3) year contract with the selected Contractor(s).

PROPOSAL ELEMENTS:

A map (Attachment A) identifies properties that are owned by the District and require snow removal for the 2024-25 season. A list of those properties (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).

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

Sidewalk Snow Removal: Contractor(s) shall provide all labor and equipment necessary to remove snow from all sidewalks adjacent to District-owned parcels depicted on the attached map and within 195 District Park (Parcels P2 and P4). All pathways in 195 District Park must be cleared. Services shall be accomplished in order to comply with City Ordinance Section 23-13. The Contractor(s) shall also provide a price to provide and apply sand to ice-encumbered sidewalks in order to comply with City Ordinance Section 23-13. Excerpts of the Ordinance provisions are included (Attachment C). The price quoted shall reflect the price per event.

Other Snow Removal: Contractor shall provide all labor and equipment necessary to clear snow from the parking lot located on Lot 589 adjacent to Parcel 2.

The Contractor may not dispose of snow from any source in the Providence River.

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. During the contract, 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.

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 using 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, including an authorized signature, attached as part of Appendix A.
9. Acknowledgement of the Conflict-of-Interest Affidavit requirements, including an authorized signature, as part of 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 included in Proposal) 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

October 30, 2024 at 2 P.M.	Non-mandatory Site Visit (Proposers should contact Amber Ilcisko at ailcisko@195district.com to RSVP).
November 1, 2024 at 4:30 P.M.	Submission of Written Questions
November 6, 2024	Questions and Answers to be Posted
November 15, 2024 at 2:30 P.M.	Proposals Due
November 2024	Proposer Interviews and Selection

EVALUATION CRITERIA:

	Points
OVERALL EXPERIENCE OF COMPANY, PERSONNEL & DEMONSTRATED RESULTS 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 including the qualifications and experience of managerial team, staff, subcontractors, and related items.	40
COMPREHENSION OF SCOPE OF WORK The proposal demonstrates a clear understanding of the scope of work and the needs of the District outlined in this RFP.	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. Proposers 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 November 15, 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: Snow Removal Services 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 November 1, 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.purchasing.ri.gov by November 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.

Attachment B

I-195 Redevelopment District

RFP Number I19564

Parcel #	Location
1A	James and South Water Street
2	Dollar Street, South Water Street, James Street and South Main Street
Lot 589	Corner of James Street and South Water Street
5	Dollar Street, South Main Street, Wickenden Street and South Water Street
8	Pike Street and South Main Street
8A	Tockwotten and South Main Street
14 & 15	Dyer Street and Peck Street
Lot 5 of 25	Eddy Street and Ship Street
27	Clifford Street and Richmond Street 2
34	Clifford Street, East Franklin Street and Bassett Street
35	Friendship Street, East Franklin Street and Clifford Street
37	Bassett Street, East Franklin Street and Hoppin Street
41	Pine Street and East Franklin Street
42	Peck Street and Dyer Street 3
P2	Wickenden Street and South Water Street
P3	Dorrance Street, Clifford Street and Dyer Street
P4	Peck Street and Dyer Street 4

ATTACHMENT C

Sec. 23-13. - Removal of snow and ice—Required.

- (a) All owners or persons having care of any property bordering any street, highway or public place within the city, shall, within the first eight (8) hours of daylight after the end of any snowfall, or the fall or deposit of snow or ice on the sidewalk of said property, from any cause whatsoever:
 - (1) Remove or cause to be removed all snow or ice from a path not less than three (3) feet in width the length of the sidewalk of the entire border in or on said street, highway, or public place, including from any pedestrian access ramps cut into street curbs bordering said property and, for corner lots, from the portion(s) of the sidewalk extending past the property to and including the street curb, and provide for the treatment of any snow or ice remaining on any shoveled sidewalk, with sand, salt or other suitable material;
 - (2) Remove or cause to be removed all snow or ice from around any fire hydrant on the sidewalk bordering said property; and
 - (3) Remove or cause to be removed all snow or ice from the opening of any catch basin bordering the sidewalk of said property.
- (b) Any person found guilty of violating this section shall be fined not less than twenty-five dollars (\$25.00), nor more than five hundred dollars (\$500.00), for each calendar day upon which such snow or ice is not removed or treated as herein provided. The police department and/or an inspector or supervisor of the public works department shall be authorized to enforce the provisions of this article. Failure to pay the fine within thirty (30) days will result in the creation of a special lien against the property, which lien shall be removed only upon payment of the fine in addition to an administrative penalty of one hundred dollars (\$100.00). The imposition of such fine and/or administrative penalty may be appealed to municipal court within ten (10) days of the issuance of a written citation for the violation.

Upon the issuance of a violation by the police or public works department, the department of public works may, in its discretion, remove or cause such snow or ice to be removed or treated. The owner shall reimburse the city for the expenses incurred for such removal or treatment, in addition to any fine or administrative penalty imposed hereunder. The city may also impose a municipal charges lien on the property.

- (c) The city shall devise a policy to inform property owners of their responsibilities under section 23-13, and to inform the public of the importance of clearing sidewalks for pedestrian access, and safe travel for pedestrians, especially children walking to school, the elderly, and persons with disabilities. The city also shall make every effort to create and/or support programs to provide assistance to elderly property owners, and property owners with disabilities in meeting the requirements of section 23-13.

(Ord. 1914, ch. 30, § 24; Rev. Ords. 1946, ch. 33, § 38; Ord. 1961, ch. 1422, § 1; Ord. 1994, 94-56, § 1, 12-27-94; Ord. 2003, ch. 03-37, 6-16-03; Ord. 2009, ch. 09-63, § 1, 12-10-09; Ord. No. 2016-3, § 1, 2-11-16)

Editor's note— Ord. No. 2016-3, § 1, adopted Feb. 11, 2016, changed the title of § 23-13 from "Removal of snow—Required" to read as herein set out.

Cross reference— Removal of snow and ice by railroad, § 19-22.

State Law reference— Power of council to regulate removal of snow and ice from sidewalks, § 24-7-1, Gen. Laws 1956.

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 _____