

**I-195 Redevelopment District
Request for Proposals
For
Human Resource Consulting Services**

Deadline for Submissions: Monday, July 6, 2026, by 3:00 P.M.

The I-195 Redevelopment District (“District”) is seeking proposals (“Proposals”) from qualified and experienced human resource consultants (“Consultant(s)”) to assist in the planning and organizing of the District’s human resource functions and operations on an on-call basis.

About the I-195 Redevelopment District

The District and its governing Commission were created in late 2011 to oversee the redevelopment of land made available in downtown Providence as a result of the relocation of Interstate 195. The relocation freed up 26 acres of land for redevelopment; seven acres were designated as open space, and the remaining 19 acres were slated for private development. The District’s mission is to create a thriving innovation district and neighborhood that attracts investment and fosters economic growth and opportunity.

For more information on the District, please visit www.195district.com.

Scope of Work

The District is a quasi-governmental agency that employs seven full-time employees (with one vacancy) and two part-time seasonal employees. All human resource functions are the responsibility of the District, including payroll, benefits, and policymaking. Below are specific services requested, however other requests may be requested throughout the term of the contract.

The District is seeking a firm to provide the following:

- Review existing District Employee Handbook at least annually and recommend updates to keep up with industry best practices and the District’s current operating procedures.
- Review existing job descriptions and revise as needed. Develop new job descriptions, if necessary.
- Support ongoing and future succession planning and develop strategies for implementing processes and practices.

- Conduct periodic salary studies for current and potential new positions. Research will include the review of comparable positions within the region including other quasi-public agencies.
- Conduct or assist in coordinating any relevant organization or individual professional development trainings.
- Work with the District to ensure compliance with all labor laws, standards, and regulations.
- Other work may include but is not limited to: employee recruitment, research and/or implementation of new benefits, assistance with the District's performance review process, and administration of policies, as needed.

Proposal Requirements and Selection Process

Proposals should include the following:

- A general description of the Consultant including:
 - A description of the organization, including staff size and location, and personnel who will be involved in this work, including identification of key staff, their resumes, and specific roles. Any relevant licensure should be noted. Job titles for any subcontractors that the respondent is including should also be provided.
 - A description of other accounts or projects involving similar services, in particular identify previous engagements with any governmental, public authority, public agenda, and/or quasi-governmental entities. Describe the role and experience of key personnel assigned to other similar accounts who will be assigned to this account.
 - A short narrative outlining the approach to the requested services and contract. **This should be no more than three pages.**
 - A description of any MBE/WBE/DisBE or local participation of the firm, including completion and execution of the MBE/WBE/DisBE Participation form attached as part of Appendix B.
- Three (3) client references (current governmental or quasi-governmental preferred). Provide the name of the organization, services, contact name, telephone number, and email.
- Proof of ability to satisfy insurance coverage requirements subject to approval of the District:
 - During the contract term, consultant shall keep in full force and effect, at consultant's expense, the following insurance coverage:

- (i). Comprehensive General Liability with coverage limits of not less than \$1,000,000 combined single limit per occurrence and \$2,000,000 annual aggregate.
- (ii). Workman's Compensation Insurance as required by the General Laws of Rhode Island.
- (iii). Commercial Auto Liability with limits of \$1,000,000.

Any insurance procured by the firm shall be issued by a responsible insurance company licensed to do business in the State of Rhode Island and shall name the I-195 Redevelopment District and the State of Rhode Island as additional insureds.

- A fee proposal which includes the customary hourly rate of each person whose resume is provided in response to requirements below and any overhead costs in addition to the hourly rate, and/or any flat fee proposal. Although the proposed fees will be taken into account, the District reserves the right to negotiate a lower or different fee structure with any proposer selected.
- The District reserves the right to request further information from finalists.

Administrative Proposal Elements

- Acknowledgement of the Conflict-of-Interest Affidavit requirements (see Appendix A).
- Certification that a Certificate of Good Standing from the Rhode Island Division of Taxation will be delivered to the Corporation upon award.
- Confirmation that a Certificate of Good Standing from the Rhode Island Secretary of State will be delivered to the District upon award.
- A listing of all current and on-going contracts which may be of conflict of interest.
- A disclosure of all outstanding financial obligations with the State of Rhode Island.
- Completion of the ISBE participation plan form attached as part of Appendix B.

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

Selection Criteria

	Points
QUALITY OF PROPOSAL AND RELEVANT EXPERIENCE An assessment of the completeness of the proposal and the quality and relevance of past work, references, and related items.	40
QUALIFICATIONS OF PERSONNEL An assessment of the qualifications and experience of your team, subcontractors, and related items.	40
BUDGET APPROACH/COST EFFECTIVENESS Evaluation will include an assessment of the proposed fee(s) for services.	20
TOTAL	100
MBE/WBE/DisBE Participation (additional potential points)	6 pts

The District will initially score the proposals applying the aforementioned evaluation criteria to identify finalists. The District may hold interviews with finalists. The District reserves the right to adjust the initial scores using the evaluation criteria above based on the interview.

Quality of Proposal and Relevant Experience Elements

- Technical proposal elements including approach to the work.
- Description of services provided in the proposal.
- References.
- Past experience of the firm in a similar role.

Qualifications of Personnel Elements

- Experience of the person that will be primary point of contact with the District.
- 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.
- If there is a utilization of subcontracts to perform a portion of the services, a listing of the subcontractors and their past experience providing these services is also required.

Budget Approach/Cost Effectiveness Elements

- The proposed fee, including hourly rates of key staff and/or any flat fee proposal.

ISBE Participation

- ISBE Participation Rate as defined in the 220 R.I.C.R. § 80-10-2.6 (A)(8).

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 or 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”); or
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.

Logistics

Responses to this RFP are due by Monday July 6, 2026, by 3:00pm. 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: **Human Resource Consulting Services RFP**
225 Dyer Street, 4th Floor
Providence, RI 02903

Timeline

Friday, June 12, 2026, at 4:30 P.M.	Submission of Written Questions
Tuesday, June 16, 2026	Questions and Answers to be Posted
Monday, July 6, 2026, at 3:00 P.M.	Proposals Due
July 2026	Proposer Interviews and Selection

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 Proposer.
- All proposals are “public records” as that term is defined in R.I. Gen. Laws § 38-2-2(4) without regard to any of the exceptions enumerated therein. As such, they are accessible to the public pursuant to the Rhode Island Access to Public Records Act, R.I. Gen. Laws §§ 38-2-1, et seq.

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 Friday, June 12, 2026. **No phone calls will be accepted.** Responses to questions, interpretations, or clarifications concerning this RFP will be posted online via addendum at <http://www.195district.com/> and www.ridop.ri.gov by Tuesday, June 16, 2026, 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 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.

APPENDIX A

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”):

The Contractor entered into an Agreement dated _____ (“Agreement”) with the I-195 Redevelopment District (the “District”), which provides that the Contractor shall undertake certain

1. 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 _____, 2026.

Contractor:
By: _____
Name: _____
Its duly authorized _____

APPENDIX B

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

A. Proposer's ISBE Responsibilities (from 150-RICR-90-10-1.7. E)

1. Proposal of ISBE Participation Rate. Unless otherwise indicated in the RFP, a Proposer 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 Proposer shall be responsible for completing and submitting all standard forms adopted pursuant to 105-RICR-90-10-1.9 and submitting all substantiating documentation as reasonably requested by either the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's District on Disabilities 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 Proposer 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. Proposers shall be evaluated and scored based on the amounts and rates submitted in their proposals. If awarded the contract, Proposers shall be required to achieve their proposed ISBE Participation Rates. During the life of the contract, the Proposer shall be responsible for submitting all substantiating documentation as reasonably requested by the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's District on Disabilities 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 Proposer shall notify the ODEO of the change as soon as reasonably possible. Proposers 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 Proposer becomes aware that it will be unable to achieve its proposed ISBE Participation Rate, it must notify the Division and ODEO as soon as reasonably possible. The Division, in consultation with ODEO and Governor's District on Disabilities, and the Proposer may agree to a modified ISBE Participation Rate provided that the change in circumstances was beyond the control of the Proposer 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:

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.**

Name of Subcontractor/Supplier:

Type of RI Certification: MBE WBE 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