



**55 Hope Street
PROVIDENCE, RI 02906
Phone: 401-263-7337
huffmanbr@familyserviceri.org**

REQUEST FOR PROPOSALS

October 21st, 2024

You are invited by Family Service of Rhode Island (Family Service) to submit a proposal for work as specified in accordance with the terms and conditions incorporated herein.

1.0 Statement of work

Family Service of Rhode Island will be seeking proposals to create schematics, including floor plans & site plans, for a construction project that our organization is completing at our Hope Street location. The construction project includes adding 14 additional offices and an elevator to our existing office. Schematics & plans must be drawn to scale, must include rough dimensions for major project components, clearly identify the project components that are being proposed, as well as distinguishing improved space from unaffected space. Project must be completed by November 25th, 2024.

In addition to other private grant foundations, the Health Resources and Services Administration (HRSA), Department of Health and Human Services (HHS) provided financial support for this project. The award provided 80% of total costs and totaled \$1,000,000. The contents are those of the author. They may not reflect the policies of HRSA, HHS, or the U.S. Government.

An optional pre-bid meeting and site visit is scheduled for October 28th at 9am at 55 Hope Street, Providence, RI.

2.0 INDEPENDENT CONTRACTOR STATUS

Any vendor shall be deemed an independent contractor. Any subsequent agreement formed between Family Service and the vendor(s) shall not be construed to form any relationship of agency, employer/employee, partnership, joint venture, or association.

The vendor's company shall be solely responsible and liable for all salary, worker's compensation insurance payments/benefits, liability insurance, income tax withholding, unemployment insurance, FICA, and all other aspects of employment of its employees, and Family Service shall have no responsibility or liability with respect thereto.

3.0 INSURANCE REQUIREMENTS

For any work done on Family Service premises, the successful contractor will procure and at all times maintain in force and effect insurance to cover general liability, property damage including bodily injury, broad form including vehicular damage, worker's compensation, and employee dishonesty. Our project also requires that a contractor has builder's risk insurance.

If Family Service accepts any proposal and awards a contract to any vendor, the vendor shall, prior to commencing work under any contract attach and submit a "Certificate of Insurance." The minimum coverage is \$1,000,000 for each occurrence and \$3,000,000 aggregate. Family Service shall be named as an additional insured.

4.0 PERMITS

The contractor will pay for, obtain and display evidence of all licenses, permits, and consents necessary for the vendor to undertake the work described in this solicitation. Copies of all licenses, permits, and consents shall be presented to Family Service prior to the start of work

5.0 PAYMENT TERMS

The anticipated payment schedule for the project is 60 days following completion of work. Invoices sent to AP@familysviceri.org

6.0 CHANGE ORDERS

All modifications to the proposed work including terms and/or conditions of agreement require the mutual consent of the parties and will be formally processed via change order initiated by Family Service. No payment will be made for work not pre-approved by Family Service via change order signed by an authorized Family Service representative.

7.0 ASSIGNMENT

The award to a vendor will be based in part on the particular vendor's demonstrated expertise. Therefore, the successful contractor shall have no right to assign the contract in whole or in part (including change in previously disclosed subcontractors) without the express written approval of Family Service.

8.0 SUBMITTALS

The vendor's proposal will be incorporated into and form the basis of a contract to be negotiated between Family Service and the vendor. **All proposals must be sent, signed by an authorized corporate official, and received not later than Friday, November 1st, 2024, to Brittany Huffman at huffmanbr@familysviceri.org. Vendors will be notified of our decision by November 6th.**

All proposals will include a contact person's name, title, telephone number, fax number and email address (if applicable). Also, the proposal must include a detailed statement of

the proposed work, a detailed cost for the work, listing of responsibilities of Family Service regarding access for the vendor, utilization of work areas by Family Service staff during vendor work time, costs for work done exclusively during normal work hours, a definition of the vendor's normal working hours, start and finish dates, and a vendor statement of acceptance indicating that Family Service has the sole right to terminate the contract without consequence to Family Service, if in Family Service's sole determination once work commences the contractor is unable to complete the work in a timely manner.

General inquiries may be submitted by vendors via telephone to Brittany Huffman– Project Manager at 401-263-7337. However, to avoid misinterpretation, questions or requests for clarification should be submitted via email to huffmanbr@familyserviceri.org. A written response to a vendor's request for clarification will be sent to all participants.

Family Service reserves the right to reject any or all proposals, award work to one vendor, or to split the award to multiple vendors.

All vendor employees and subcontractors must wear identification badges supplied by Family Service, and conform to all safety, security, and acceptable behavior policies, practices, and procedures of Family Service.

Family Service reserves the right to remove any person from its premises without reason or explanation and from participation in any work project on a temporary or permanent basis.

9.0 CONFIDENTIALITY

Family Service requires that all vendors who do work for the agency sign a "CONFIDENTIALITY STATEMENT" before coming on premise to do work. This document will be made part of any contract or agreement. It is the responsibility of vendors to assure that their employees, subcontractors, agents, etc. comply with the terms of the statement.

10.0 AWARD OF CONTRACT

Award(s) will be made to the vendor(s) presenting the best overall value as measured by level of compliance with specifications, terms and conditions, and price offering. No proposal will be accepted if made in agreement with any other vendor without declaration of the arrangement. All vendors must be registered to do business in the State of Rhode Island and Providence Plantations. A vendor that is an out-of-state corporation must qualify and register to transact business in the State of Rhode Island and Providence Plantations before commencing work in accordance with all Rhode Island General Laws.

11.0 INDEMNIFICATION

The successful bidder will indemnify and hold harmless Family Service during the term of the contract from and against all loss or damages arising from the performance under the contract including all claims for personal injury or damages to property sustained by third persons, or their agents, servants and/or those claimed under them.

Brittany Huffman

Brittany Huffman
Project Manager

Family Service does not discriminate in the awarding of contracts based on an applicant's race, gender, age, religion, ethnicity, national origin, or disability.

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