



# **CITY OF CENTRAL FALLS**

## **REQUEST FOR QUALIFICATIONS FOR A PROGRAM MANAGER FOR EL CENTRO**

**BID# 2023-0005**

### **SPECIFICATIONS AND INSTRUCTIONS**

**Issue Date:**

**The submission deadline for responses is 12:00 p.m. Monday February 24<sup>th</sup>, 2023**

**CITY OF CENTRAL FALLS, RHODE ISLAND  
REQUEST FOR PROPOSALS**

**PROGRAM MANAGER FOR EL CENTRO OF CENTRAL FALLS  
BID #2023-0005**

**Purpose**

The City of Central Falls seeks a Program Manager to identify and coordinate with potential tenants and partners for the use of the facility and to manage the operations and logistics of the establishment of El Centro of Central Falls.

**Scope of Work**

1. Soliciting and meeting with potential programs/services that may be located in El Centro.
2. Coordinating with potential programs/services their space needs, access to public and so on to facility the best utilization and layout of the space.
3. Drafting lease agreements, management plan and partnership agreements for potential programs/services for review and approval by the city.
4. Establishing and maintaining project files for each program/service and coordinating communication between partners, architect and Project manager.
5. Participating in the pre-construction conference and periodic construction progress meetings, including:
  - a. Bimonthly meetings with the El Centro of Central Falls Advisory Committee.
  - b. Monthly meetings with the Mayor of Central Falls.
6. Attending City Council meetings to provide project status reports and representing El Centro of Central Falls at any other public meetings deemed necessary.
7. Preparing all required performance reports and closeout documents and assisting the City of Central Falls with the determination of applicable audit requirements.

**Instructions**

Respondents to this solicitation must submit one (1) original response and three (3) copies in a sealed envelope labeled with the address of the property. Qualifications must include a USB or CD copy of the proposal in the envelope no later than 12:00 p.m. on Monday, February 24<sup>th</sup>, 2023, at the office of the Purchasing Agent, 1<sup>st</sup> Floor, City Hall, 580 Broad Street, Central Falls, Rhode Island. This bid will be publicly opened and read at a later date once it is scheduled with the Purchasing Board. An official authorized to bind the Respondent to the provisions of its response must sign the Response Form. The City will review all responses and reserves the right to accept or reject any and all responses.

Response must be submitted in a sealed envelope and addressed to:

Jahaira Rodriguez  
 Purchasing Agent  
 City of Central Falls  
 580 Broad Street  
 Central Falls, RI 02863

The lower left corner of envelope must contain the following identification: **SEALED RESPONSE, FOR EL CENTRO PROJECT MANAGER.**

**NO RESPONSES WILL BE ACCEPTED AFTER 12:00 P.M.**

*It is the responsibility of bidder to check the Central Falls purchasing webpage for any addendums: (<https://www.centralfallsri.gov/rfps>).*

**Selection Criteria**

Proposals in response to this RFP will be reviewed and ranked using the criteria listed below and the top ranked respondents will be interviewed prior to making a selection.

1. The respondent’s background and relevant work experience as related to the scope of work.
2. The qualifications and suitability of experience of any staff members that will be assigned to tasks outlined in the scope of work. (The response must identify and provide resumes for staff members who will be working on each task.)
3. Quality of the response to the RFP in demonstrating a clear understanding of the scope of work and goals for the project and effectiveness in working in multi-racial and multi-lingual communities.
4. Demonstrate proven ability to complete required tasks in a timely, cost-effective manner and responsiveness to client’s needs by providing references from current and prior clients for similar projects.
5. Quality of interview with the selection committee.
6. Cost proposal.

**PROPOSAL CONTENT.** Proposer must describe in detail how they will meet the requirements of this RFP and may provide additional related information with their proposal. The proposal should be presented in a format that corresponds to, and references, the responsibilities outlined in the Scope of Work and should be presented in the same order. Proposals should be straightforward and concise. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer, including a cost proposal. If a complete response cannot be provided without referencing supporting documentation, you must provide such documentation with the proposal indicating where the supplemental information can be found.

**PROPOSER'S BACKGROUND.** Proposer must provide a company profile. Information shall include:

1. Company ownership. If incorporated, the state in which the company is incorporated and the date of incorporation.
2. Location of the company offices.
3. Number of employees both locally and nationally.
4. Location(s) from which employees will be assigned.
5. Name, address, and telephone number of the Proposer’s point of contact for a contract resulting from this RFP.
6. Company background/history and why Proposer is qualified to provide the services described in this RFP.
7. Length of time Proposer has been providing services described in this RFP. Please provide a brief description.
8. Resumes for key staff to be responsible for performance of any contract resulting from this RFP.

Proposer must include in their proposal a complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the Proposer or in which the Proposer has been judged guilty or liable. Failure to comply with the terms of this provision

will disqualify any proposal. The City of Central Falls reserves the right to reject any proposal based upon the Proposer’s prior history with the City of Central Falls or with any other party, which documents, without limitation, unsatisfactory performance, adversarial or contentious demeanor, significant failure(s) to meet contract milestones or other contractual failures.

**PROPOSER'S REFERENCES.** Proposers should provide a minimum of three (3) references from similar projects performed for any local government clients within the last five years. Information provided shall include:

1. Client/Business name;
2. Project description;
3. Project dates (starting and ending);
4. Client/Business project manager name and telephone number

**PUBLIC RECORDS.** Rhode Island law provides that municipal records shall be open for personal inspection by any person. Information and materials received by the City of Central Falls in connection with an RFP response shall be deemed to be public records subject to public inspection upon award, recommendation for award, or 10 days after proposal opening, whichever occurs first. However, certain exemptions to the public records law are statutorily provided. If the Proposer believes any of the information contained in his or her response is exempt from the Public Records Law, then the Proposer, must in his or her response, specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption, otherwise, the City of Central Falls will treat all materials received as public records.

**QUALIFICATION OF PROPOSERS.** Each Proposer shall be skilled and regularly engaged in the general class or type of work called for under the contract for no less than three (3) years. It is the intention of the City of Central Falls to award a contract to a Proposer who furnishes satisfactory evidence that the Proposer has the requisite experience, ability, sufficient capital, facilities, and plant to enable the Proposer to prosecute the work successfully and properly, and to complete it within the time specified in the contract. To determine the degree of responsibility to be credited to the Proposer, the City of Central Falls will weigh any evidence that the Proposer has performed satisfactorily other contracts of like nature, magnitude and comparable difficulty and comparable rates of progress. In selecting the Proposer offering the most advantageous proposal, consideration will be given not only to the financial standing but also to the general competency of the Proposer for the performance of the work covered and/or specified in the contract documents. To this end, each Proposal shall be supported by a statement of the Proposer’s relevant experience which shall include descriptions of the work your firm completed to deliver similar services for three (3) projects for a municipal or other governmental unit within the last five years. Descriptions shall also include the name of the entity for which the Proposer performed the work, the beginning and end dates of each project, and the contract amount.

**QUESTIONS AND COMMENTS.** All questions regarding this RFP must be submitted in writing to the Central Falls Human Resources Department no later than 12:00 p.m. on Monday, February 14, 2022. Questions received after that time will not be addressed. Questions should be emailed to [aurena@centralfallsri.us](mailto:aurena@centralfallsri.us). All submitted questions and the City’s written response to each will be available as an addendum that will be posted to the City’s website (<https://www.centralfallsri.gov/rfps>) on or before 12:00 p.m. on Tuesday, February 15, 2022. Potential proposers are responsible for accessing the addendum on the website or by contacting the Central Falls Human Resources Department at [aurena@centralfallsri.us](mailto:aurena@centralfallsri.us) to request a copy of the addendum. Proposers must acknowledge receipt of all addenda on the City proposal form which will be submitted with the proposal package.

## El Centro Manager Response Form

TO: THE CITY OF CENTRAL FALLS

From: \_\_\_\_\_

The signature below certifies that the undersigned is authorized to submit this proposal on behalf of the Respondent and to bind the Respondent to the provisions of its response. Further, the signature certifies that:

- The undersigned has not entered into any collusion with any person in respect to this proposal or any other proposal or the submitting of a response to this bid.
- If selected to perform the work, the undersigned will act in good faith to complete projects as part of this effort in an expeditious manner.

The undersigned acknowledges that they have read any Addendums that may have been issued following the initial posting of this RFP. Specifically, the Respondent acknowledges reading the following Addendum(s):

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of Proposer (Person, Firm, or Corporation)

\_\_\_\_\_  
Signature of Proposer's Authorized Representative

\_\_\_\_\_  
Name & Title of Authorized Representative

\_\_\_\_\_  
Date of Signing