

Request for Proposal

RE: 45 Willard Ave – Providence RI 02907

Owner: Project Weber/Renew
640 Broad St Providence RI 02907
401-3834888
<https://weberrenew.org/>

I. Introduction:

- a. Project Weber/RENEW, a private company providing harm reduction services, is soliciting bids/proposals from Architect & Design teams to provide 100% CD (Construction documents) design services for the build out of a new facility at 45 Willard Ave in Providence, RI.

II. Project Description:

- a. 45 Willard Ave is an existing office building. It is three (3) stories and approximately 20,500 square feet, with a slab to slab floor height of approximately 10 feet. The building was built in 1910 and renovated in 1995. Infrastructure present at the building is a 1" water line; a 6" fire protection water service; an 1-1/2" natural gas line; a 1200 amp electrical service; and a Honeywell (FCI7100) fire alarm system. The buildings systems are all live and active and running currently. The roof is a ballast roof system with some apparent active leaks. Lower level is slab on grade with no basement. There is a working elevator.
- b. The desired use of the building is for Project Weber/RENEW to operate its new facilities on floors one (1) and two (2) and to lease out floor three (3) as office space.
 - i. Floor one (1) will need to comply with OACF regulations and obtain approval from DOH prior to beginning of construction; See Attached Appendix A
 - ii. Floor two (2) will operate as an OPC as a harm reduction center and comply with the harm reduction center regulations; See Attached Appendix B
- c. The basis for the intention of the design will be to reconfigure the existing space to accommodate the desired layout of the new uses and to perform minimal aesthetic improvements to the existing areas outside of the areas that need to be reconfigured. See attached proposed schematic design and feasibility assessment for reference to scope. See Attached Appendix C & D

- i. Existing HVAC equipment and systems to remain in place and be repaired as possible, new components to be added as required for code compliance and to accommodate the new layouts.
- III. Preparation of Proposals:
 - a. Bid Proposals shall be sent via email to:
 - i. mtaylor@weberrenew.org
 - ii. Type: “45 Willard – Design Services Proposal” in the subject
 - b. Bid Proposals shall include the following:
 - i. Name and location of project.
 - ii. Name and address of bidder.
 - iii. Addressed to:
 - 1. Project Weber/RENEW (address above)
- IV. Qualifications:
 - a. To be considered as eligible to submit a Proposal, Bidder must be legally licensed under applicable laws in the State of Rhode Island.
 - b. Architect/Designer must have demonstrated prior experience in designing similar sized and types of projects.
- V. Scope of Work:
 - a. Provide 100% construction drawings, required affidavit narratives, and specifications for the renovations and fit outs of the space as per the basis of intention for design alluded to above;
 - b. Shall include architectural, mechanical, electrical, plumbing and fire protection stamped drawings;
 - c. Preferred format is PDF and printed full sized set of plans;
 - d. We anticipate one (1) in person site visit and three (3) virtual meetings will be needed to complete the 100% construction set of documents;
 - e. No renderings will be required;
 - f. No detailed design program selection for finishes will be required;
 - g. Timeframe: The desired timeframe for delivery of 80% CD (construction documents) for permit application is 30 days;
 - i. Please specify in proposal time frames for delivery of 80% CD and 100% CD;
- VI. Form of Proposals:
 - a. Please provide the following with your proposal:
 - i. Cover Letter;
 - ii. Firm Profile;
 - iii. Pricing, cost breakdown and payment terms;
 - iv. Proposed time frames for delivery;
 - v. Proposed Project team;
 - vi. Recent Relevant Experience, including:
 - 1. - Project description
 - 2. - Owner contact information
 - 3. - Project size
 - 4. - Project cost
 - 5. - Project completion date

- vii. Three relevant recent referrals (may be same as owners of above recent relevant projects)
- VII. Budget:
 - a. The project budget for design services is capped at Sixty Thousand Dollars and Zero Cents (\$60,000.00).
 - b. Project Weber/RENEW is a 501c3 non-profit that accepts charitable donations. As part of this project, we are offering to accept part of the scope of work as an in-kind donation that can be written off as an IRS-eligible donation of a firm or sole proprietor's taxes. PWR would provide documentation of these donated services for the firm or sole proprietor to include in their taxes. If this is of interest to you, please let us know in your bid.
- VIII. Acceptance and Rejection:
 - a. All proposals are due to be received at the above stated email by:
 - i. Friday April 19th, 2024 at 5:00 PM.**
 - ii. Please call 317-800-5211 to confirm receipt of bid proposal if you do not receive an email confirmation.
 - b. All proposals will be reviewed by the Ownership Team and notification of selection of design firm will be sent out within 3-5 business days.
- IX. General Information:
 - a. Please direct any questions relate to this request for bid proposal to the email it was sent to you from and answers will be provided forthwith;
 - b. Time frame to deliver construction documents is a prime qualifier for the selection of the design firm.
 - c. There are no required forms, please submit on company letterhead.

Sincerely,

Project Weber/RENEW

Appendix A
OACF Regulations

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Appendix B

Harm Reduction Center Requirements

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Appendix C
Schematic Design

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Appendix D
Feasibility Study

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