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REQUEST FOR PROPOSALS  
for  
Hope St Construction Project Management Services

August 1, 2025

*You are invited by Family Service of Rhode Island (FSRI) 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 is now accepting proposals from qualified firms (which may be construction management, architectural, engineering, or related) to provide project management services for a construction project at our 55 Hope Street location in Providence, RI. The proposed project involves the installation of a new elevator, the reconfiguration of open spaces to create enclosed offices, and other critical capital improvements through the awarded grant “Increasing Access at Federally Certified Community Behavioral Health Clinic (CCBHC)”. This project will enable the use of our second floor for client services, effectively doubling accessibility and promoting a healing, healthy environment for both our clients and staff. It will also address various physical space challenges. Total funding for this project is: \$1,254,083. This funding comes from \$1,000,000 from The Health Resources and Services Administration (HRSA), Department of Health and Human Services (HHS); \$224,083 from The Champlin Foundation and \$30,000 from the Roddy Holden Kintzel Charitable Fund. Included within is \$143,700 to be allocated to FSRI admin, relocation and equipment related to the project. This Project must abide by Historical environmental regulations that apply to the 55 Hope St property. The total projects under consideration include:

- Construction and installation of new elevator, including inspection of the existing elevator shaft.
- Reconfiguration of second-floor open space to create 14 HIPAA-compliant enclosed offices.
- Replacement of 19 fixed/inoperable windows to improve air circulation and energy efficiency. Replacement of windows is subject to maintaining the external appearance of the building per the Historical Property Guidelines and the National Environmental Policy Act of 1969 (NEPA).
- Replacement of two door sidelights on second floor.
- Replacement of carpeting on the second floor.
- Painting interior walls on the second floor.
- Project management and oversight of construction processes.



The selected vendor for this project will be responsible for the overall management and oversight of the construction process. This includes, but is not limited to:

- Managing the bid process and hiring subcontractors for architectural, structural, plumbing and fire protection engineering services.
- Executing the project in accordance with all applicable regulations, Federal requirements, FSRI's procurement policies, and within the budget.
- Obtaining all necessary permits and approvals required for the project.
- Overseeing the procurement of materials and breaking down quotes for various project components.
- Managing subcontractors and ensuring updated estimates for the project, including elevator installation, demolition, concrete foundation and slab, masonry, miscellaneous metals, painting, flooring, drywall, elevator, plumbing, electrical and any associated costs.
- Maintaining consistent communication with FSRI and providing regular updates on timelines, budget, deliverables, payments, and invoices.

This project must be completed by: January 15<sup>th</sup>, 2027.

A MANDATORY pre-bid meeting(s) and site visit to be attended by all interested parties who will be submitting proposals:

DATE: August 18<sup>th</sup>, 2025, at 9:00am  
August 25<sup>th</sup>, 2025, at 9:00am

LOCATION: 55 Hope Street, Providence, RI 02906.

## **2.0 Independent Contractor Status**

Any vendor shall be deemed an independent contractor. Any subsequent agreement formed between Family Service of Rhode Island and the vendor(s) shall not be construed to form any relationship between agency, employer/employee, partnership, joint venture, or association. The vendor's company shall be sole 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 of Rhode Island shall have no responsibility or liability with respect thereto.

## **3.0 Insurance Requirements**

For any work done on Family Service of Rhode Island premises, the successful contractor will procure and always 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 have builder's risk insurance.



If Family Service of Rhode Island 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 required is \$1,000,000 for each occurrence and \$3,000,000 in aggregate. Family Service of Rhode Island 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(s) to undertake the work described in this solicitation. Copies of all licenses, permits and consents shall be presented to Family Service of Rhode Island prior to the start of work.

#### **5.0 Payment Terms**

Invoices for work shall be sent to [AP@familyserviceri.org](mailto:AP@familyserviceri.org). Prospective Vendors should suggest payment terms within their bid.

#### **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 a change order initiated by Family Service of Rhode Island. 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 vendor’s demonstrated expertise. Therefore, the successful contractor shall have no right to assign the contract in whole or in part (including changes 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 of Rhode Island and the vendor.

**All proposals must be submitted via email, signed by an authorized corporate official, and received no later than August 31<sup>st</sup>, 2025, to Alison Williams – Project Manager for Operations at [williamsal@familyserviceri.org](mailto:williamsal@familyserviceri.org).**

All proposals will include a contact person’s name, title, telephone number, fax number and email address. The proposal must also include a detailed statement of the proposed work, a detailed cost for the work, listing of responsibilities of Family Service of Rhode Island 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, a detailed estimate timeline including start and end dates.

General inquiries, questions or requests for clarification may be submitted by vendors via email to Alison Williams – Project Manager of Operations at [williamsal@familyserviceri.org](mailto:williamsal@familyserviceri.org). An email response to a vendor’s request for clarification will be sent to all participants.



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

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

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 of Rhode Island 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 ensure 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 to Family Service. 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 form 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.

A handwritten signature in black ink, reading 'Alison Williams', is written over a horizontal line.

Alison Williams  
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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