

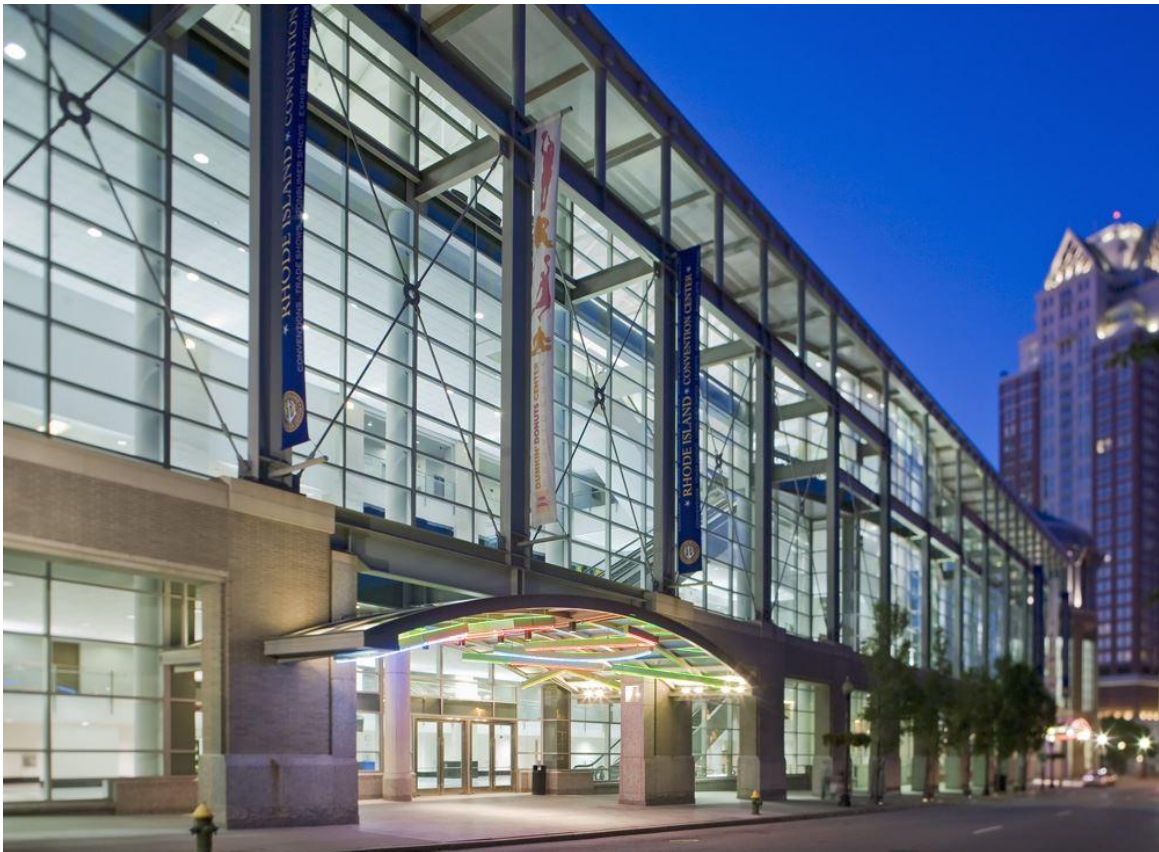


## REQUEST FOR PROPOSALS

### INTERIOR SIGNAGE AT THE RHODE ISLAND CONVENTION CENTER, FIFTH FLOOR AND NEW THIRD FLOOR AREAS

RHODE ISLAND CONVENTION CENTER AUTHORITY

One LaSalle Square, Providence, RI 02903



The following are critical dates and times:

RFP Notification: August 1, 2025

Mandatory Walk-through Meeting: RI Convention Center, 2<sup>nd</sup> Floor Board Room 2:00PM on August 13, 2025

Proposals Due: August 29, 2025 at 10:00AM

## SUMMARY OF REQUEST

The Rhode Island Convention Center Authority is a public corporation of the State of Rhode Island responsible for multiple buildings including the Rhode Island Convention Center (RICC), the Amica Mutual Pavilion (AMP), the Veterans Auditorium (VETS), two parking structures at the Convention center, and the Innovation District Parking garage on Clifford Street. All the buildings are located in downtown Providence, Rhode Island.

The Rhode Island Convention Center Authority (the “Authority”) is seeking qualifications and proposals from qualified Signage firms for Design-Build Services for the interior signage at the Convention Center fifth floor and newly created third floor areas through concept and schematic design. A lump sum price for the balance of design, fabrication, installation, and close out shall be provided at the completion Schematic Design. The Authority reserves the right to negotiate the lump sum price.

The scope of work for Design-Build services required is described in this document. The Signage firm selected for this project will report directly to the Project Manager assigned to the project by the Authority. The Signage firm selected will assume full responsibility for the design, estimating, constructability reviews, fabrication, installation, and close out processes.

## PROJECT OVERVIEW

The Rhode Island Convention Center is a multi-level building. This RFP scope is limited to the public areas on the fifth floor and new third floor areas. The Authority is interested in developing an interior package to provide room identification, informational signage, and directional signage to replace the existing Fifth-Floor signage and for the new third floor area.

A renovation of the Fifth-Floor area will be completed by the end of August, and the public area signage needs to be adjusted accordingly. The Fifth-Floor signage is inclusive of, room identification, meeting/ballroom digital schedule display signage and wayfinding signage.

The new Third-Floor area shall be completed by the end of November 2025 and new directional and/or branding signage will be required at this area. The anticipated scope of work for the project is further outlined below.

## **CONCEPTUAL DESIGN THROUGH SCHEMATIC DESIGN SCOPE**

The proposals shall include the cost and effort to:

- Execute site visits as necessary to analyze existing building conditions. The awarded firm shall consider the existing signage, the configuration of the spaces, how the spaces are used, lighting, etc, in the development of **at least 3** conceptual designs with order of magnitude budgets for consideration. After the Authority selects a preferred conceptual design, the proposer shall bring that preferred option through schematic design.

- When the Schematic Design is complete the Proposer shall provide a cost proposal to bring the design through construction documents, to provide an up to date estimated cost, provide a fabrication and installation schedule, and to provide all the work required to bring the project to close out.
- Other considerations when developing the initial proposals:
  - As-builts of the original construction and current layouts of the spaces will be made available to the awarded firm.
  - The Proposer shall Perform Code Review of their design
    - Review the scope of the concepts for signage code compliance, and include statements of such compliance with the conceptual designs.
  - Facilitate Owner Meetings as needed to develop the conceptual designs, and achieve an Owner preferred solution. These meetings shall be include, but not limited to, (2) presentations with the Authority's Board Members. The Selected firm will be responsible for providing meeting minutes of those meetings.
  - Develop and present at least 3 options for consideration by the Authority. Presentations shall include typical elevations, sample materials, and budget estimates, and rough schedule of each option. The presentations shall also include a basis of design for any other architectural or electrical scope needed. Provide meeting minutes of those (that) meeting.
  - Assist the Authority in selecting the preferred option. Document the selection of the preferred option.
  - Facilitate meeting with local authorities as necessary to develop the Schematic Design of the selected preferred option.
  - Consult with the Authority regarding schedule opportunities to do the installation around openings in the event schedule for the facility.
  - Bring the preferred option through Schematic Design. Once the schematic design has been created, provide to the Authority a detailed proposal for a lump sum price with a schedule to complete design, fabricate and install, and close out the signage project.
- The proposal at the end of Schematic Design shall include the following:
  - A breakout of the costs by phase – design, fabrication, installation, and closeout.
  - A detailed schedule through close out.
  - The cost of all overtime and weekend work, and expediting fees as needed to complete the work per the provided schedule.
  - The cost of and acquisition of all permits and fees for the work

- The cost of a Builders Risk policy equal to the value of the contract.
- The cost to provide as built in the form of CAD files and PDF's at the end of the project
- The cost to provide a complete close-out package of warranties, O&M's (as applicable) and the like by the date of final completion.

### **GENERAL NOTES FOR CONSIDERATION**

The Convention Center remains occupied and operational throughout most of the calendar year. There are “windows” when the facility is available for the installation to occur. The awarded firm is to coordinate around operational requirements.

The Owner's Project Manager for the Project is the LiRo-Hill Group. They will be onsite daily throughout the duration of construction.

### **ESTIMATED PROJECT SCHEDULE:**

- Interviews (if needed) for shortlisted firms are anticipated between 9-2-2025 and 9/17/2025
- Award is anticipated by 9-26-2025
- Delivery of the Conceptual design options shall be within 5 weeks of the award. Delivery of the Schematic Design and cost proposal for the balance of the work shall be within 4 weeks of selection of the preferred option. Delivery of signage to the site shall be no later than 12 weeks from the acceptance of the cost proposal.
- Substantial completion date shall be established when the cost proposal is accepted.
- Final close out date: 6 weeks after substantial completion.

### **OTHER PROVISIONS:**

- There is no trade parking available on site. The trades may park at their cost in the parking garage or on the street where they can legally park. The Authority assumes no responsibility for fines or towing costs for illegally parked vehicles.
- There is limited space onsite for a laydown area – but this must be coordinated with the Authority. Tradesmen in the building must wear clothing, (or badges), and hard hats that identify the company they work for.
- The Authority utilizes union labor internally to maintain and operate the buildings. It is anticipated that union labor will be utilized on this project.

## REQUEST FOR PROPOSAL SUBMISSION

The Authority will receive the qualifications and proposals for Signage Package.

As part of the response, provide a sample Design Build Contract the proposer suggests be used.

Proposal Documents: three (3) printed copies and one complete copy on one (1) USB thumb drive must be submitted by US Mail and or Courier and received no later than **August 29, 2025, at 10:00AM, local time**, at which time a public disclosure of the proposals received will be held in the Authority's office where the proposals are to be delivered. Proposals received after that time and date will be returned unopened. All Proposals must be clearly and distinctly typed, pricing submitted on the pricing sheet provided, and the proposal must complete and sign the Proposal form. Once submitted, a Proposal becomes the property of the Authority.

Send Proposals to:

Attn: Daniel McConaghy, Executive Director  
Rhode Island Convention Center Authority  
One LaSalle Square  
Providence, RI 02903

The outside of the envelope or package containing the bid should be marked "RI Convention Center Signage Package"

### **Pre-Proposal Site Walkthrough**

Firms submitting Proposals are required to attend the Mandatory Pre-Proposal site visit on 8/13/2025 at 2:00 PM. The Pre-Proposal site visit meeting will be held at the RI Convention Center Board Room on the second floor. **Proposals will not be accepted from firms who do not attend the Pre-Proposal meeting.**

During this meeting, the Authority will provide general overview of the scope of work as outlined in the RFP, take a tour of the project areas and hold general discussions. Please e-mail Christine Crabtree, Purchasing Manager, at [christine.crabtree@riccauth.com](mailto:christine.crabtree@riccauth.com) a RSVP for this meeting no later than **8/11/2025 at 4:00PM**. **Please clearly state the company you are with along with how many people will be attending this meeting.**

### **Questions:**

All questions regarding this RFP should be sent to Christine Crabtree, Purchasing Manager at [christine.crabtree@riccauth.com](mailto:christine.crabtree@riccauth.com) in the form of a WORD document no later than **8/15/25 at 10:00AM**. Answers will be issued via Addendum on the RICCA website at (<https://www.riconvention.com/about-ricca/financials-rfps>) under the "RFPs & Financials" tab and on the RI State Purchasing Website.

## PROPOSAL CONTENT REQUIREMENTS

For consideration, proposals must contain the requested information and address each item listed in this section. Proposals are to be organized in the same order as requested. Incomplete responses to any of these items or failure to submit complete proposal, as

requested, may render your RFP response insufficient and may be denied further consideration. RFP responses that do not meet or exceed the requested information in each item requested will be considered incomplete.

Responses must be typed or printed. Any handwritten corrections made by the submitting firms must be initialed and dated by an officer of the firm. No changes or corrections will be allowed after responses are received. In the body of the proposal, provide:

- Design Build Team information.
  - Information regarding the history of the firm, its size, experience in the type of work requested, and any other information the firm considers helpful as to an evaluation of the firm.
  - If the firm is using an architect or contractor NOT part of the lead (prime) firm, provide the same information for that company and list any project the two firms have done together.
  - List of qualifications inclusive of 10 Design, Furnish and Install projects performed within the last 10 years. The list shall include a description of the project, size and cost of the project, a description of the project, and the name of the Owner's contact with their email and phone number.
  - References from four projects with similar scope performed as the Design-Build prime per the Exhibit A (attached).
- Names of project team members and their qualifications to perform this work including but not limited to
  - Lead designer
  - Lead construction project manager
  - Construction superintendent
  - Mechanical / plumbing / Fire protection engineer(s) if applicable.
  - Background information on any other subconsultant or outsourced service that will be used in connection with in-house personnel, and identify the extent to which such resources will be used.
- An initial schedule for the initial design phase.
- Any other information the bidder considers helpful as to an evaluation of the bidder.
- Cost Proposal per the attached Exhibit B – Cost Proposal Form

<b>GENERAL INSTRUCTIONS</b>
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To be considered, Proposer must provide the information requested herein, in writing, within the time frame specified. The Authority will compare proposals, ask any questions to all proposers, and move forward with the proposers who is the lowest responsible and best qualified Proposer as evaluated by the Authority.

A "Qualified Proposer" is a Proposer determined by the Authority to meet standards of business competence, reputation, financial ability, and product quality. A "Responsible Proposer" is a Qualified Proposer who has the capability in all respects including financial responsibility to

perform full the requirements, and the integrity and reliability which will assure good faith performance.

**Prohibition of Alterations:**

Proposals which are incomplete, or which are conditioned in any way, or which contain erasures, alterations, or are not in conformity with the law may be rejected.

**Tax and License Requirements:**

Proposers must follow any and all laws it is subject to in their proposal for services.

**Obligation:**

The RFP does not obligate the Authority to contract for any services, expressed or implied.

**Rejection of Proposals:**

The Authority reserves the right to:

- Make all decisions regarding this proposal, including, without limitation, the right to decide whether a Proposal does or does not substantially comply with the requirements of this RFP.
- Accept, or reject in any terms of Proposer's submission or any part thereof.
- To reject any or all proposals received.

The Authority shall not be responsible for any cost incurred by any proposer in the preparation of this proposal. It must be specifically understood that this RFP does not create any obligation on the part of the Authority to enter into any contract or undertake any financial obligation with respect to the items referred to herein. The proposer understands that, if selected, the Authority reserves the right to provide its opinion publicly and privately regarding proposers' performance, throughout the entire project.

<b>INSURANCE REQUIREMENTS</b>
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- Statutory Coverage Worker's Compensation Insurance with employer liability limits of \$500,000.00 for each accident, aggregate for disease, and disease of employee; and
- Contractors or subcontractors whose total job cost is less than \$25,000 - Broad Form Commercial General Liability Insurance naming the additional insureds set forth below with coverages in an amount of at least \$1,000,000 per occurrence and aggregate; or (b) Contractors or subcontractors whose total job cost is more than \$25,000 - Broad Form Commercial General Liability Insurance naming the additional insureds set forth below with coverage in an amount of at least \$2,000,000 per occurrence and aggregate.
- Except as otherwise expressly approved in writing, all contractors' policies should be broad form and shall include contractual liability, personal injury protection and completed operations coverage.
- The policies should be written so as to be primary and non-contributory.

- Each insurer must be licensed to do business in the State of Rhode Island, with a rating by Best's Insurance Rating Guide of at least A-X and coverage must be primary and non-contributory.
- A standard waiver of subrogation clause must be included for all policies.
- All coverage should be written so as to be primary of any applicable coverage carried by Owner and any other applicable ownership entity.
- Evidence of coverage to be provided via standard ACORD certificate of insurance form.
- **Payment and Performance Bonds equal to the value of the contract and all amendments will be required for the project.**
- **A Bid Bond pursuant to this solicitation is not required.**

Additional Insureds:

Rhode Island Convention Center Authority, The Oak View Group, Amica Mutual Pavilion, Rhode Island Convention Center, the State of Rhode Island, and their respective Directors, Officers, Agents and Employees should be listed as additional insured on a primary and non-contributing basis. Waiver of subrogation in favor of the additional insured should apply to the policy.

Certificate Holder Section should read as follows:

Rhode Island Convention Center Authority  
1 LaSalle Square  
Providence, RI 02903



## EXECUTION OF CONTRACT

Should the Authority enter into contract with the awarded bidder, both parties will execute a mutually agreed upon form of contract.

### RIGHTS RESERVED TO THE AUTHORITY

Notwithstanding any other provision of this Invitation the Authority reserves to itself the rights listed below.

#### *A. Right to Modify Invitation Documents*

The Authority reserves the right to modify or amend any provision of the Request for Proposal documents. Proposers should check the Authority's website for any modifications.

#### *B. Right to Reject Any and All Proposals*

Whenever the Authority deems it to be in the Authority's best interest, the Authority reserves the right, in its sole discretion, to cancel this Invitation, to reject any and all Proposals, to waive minor irregularities or informalities in a Proposal; to re-advertise; and to proceed in a manner other than awarding a contract under this Invitation. **The Authority will not waive, however, the requirement that proposers attend the Pre-Proposal Meeting and that Proposals be received by the Authority prior to the deadline for submission.**

#### *C.. Additional Cause for Rejection*

In addition to any other cause for rejection of a submittal stated in this Invitation, a proposal may also be rejected if there is evidence of collusion among proposers, if the proposer submitting it is in default or arrears under any prior or existing contract with the Authority or any other State of Rhode Island department or agency, or there is an unresolved claim between the proposer and the Authority or any other State of Rhode Island department or agency.

Any direct contacts made or attempted to be made by any Proposer with any Authority Board member prior to the selection of qualified Proposers will automatically disqualify a Proposer from any further consideration.

Proposers are advised that the Authority as a quasi-public agency of the State of Rhode Island its records, including statements submitted in response to Invitation are public records unless otherwise exempted under state law.

<b>ATTACHMENTS</b>
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- **EXHIBIT A – PROJECT REFERENCES**
- **EXHIBIT B – COST PROPOSAL FORM**
- **EXHIBIT C – EXISTING 5<sup>TH</sup> FLOOR & 3<sup>RD</sup> FLOOR PLANS & IMAGES**

<b>EXHIBIT A – PROJECT REFERENCES</b>
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INTERIOR SIGNAGE – RI CONVENTION CENTER 5<sup>TH</sup> AND 3<sup>RD</sup> FLOOR

RHODE ISLAND CONVENTION CENTER AUTHORITY

**PROJECT 1**

Owner: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Type of Services Provided and Dates: \_\_\_\_\_

\_\_\_\_\_

Cost of Services Provided: \_\_\_\_\_

**PROJECT 2**

Owner: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Type of Services Provided and Dates: \_\_\_\_\_

\_\_\_\_\_

Cost of Services Provided: \_\_\_\_\_

<b>EXHIBIT A – PROJECT REFERENCES (continued)</b>
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**PROJECT 3**

Owner: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Type of Services Provided and Dates: \_\_\_\_\_

\_\_\_\_\_

Cost of Services Provided: \_\_\_\_\_

**PROJECT 4**

Owner: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Type of Services Provided and Dates: \_\_\_\_\_

\_\_\_\_\_

Cost of Services Provided: \_\_\_\_\_

**EXHIBIT B – COST PROPOSAL FORM**

**INTERIOR SIGNAGE – RI CONVENTION CENTER 5<sup>TH</sup> AND 3<sup>RD</sup> FLOOR**

**RHODE ISLAND CONVENTION CENTER AUTHORITY**

Name of Company: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person – Name: \_\_\_\_\_

Contact Person – Phone Number: \_\_\_\_\_

Proposal includes the following recognized addendum:

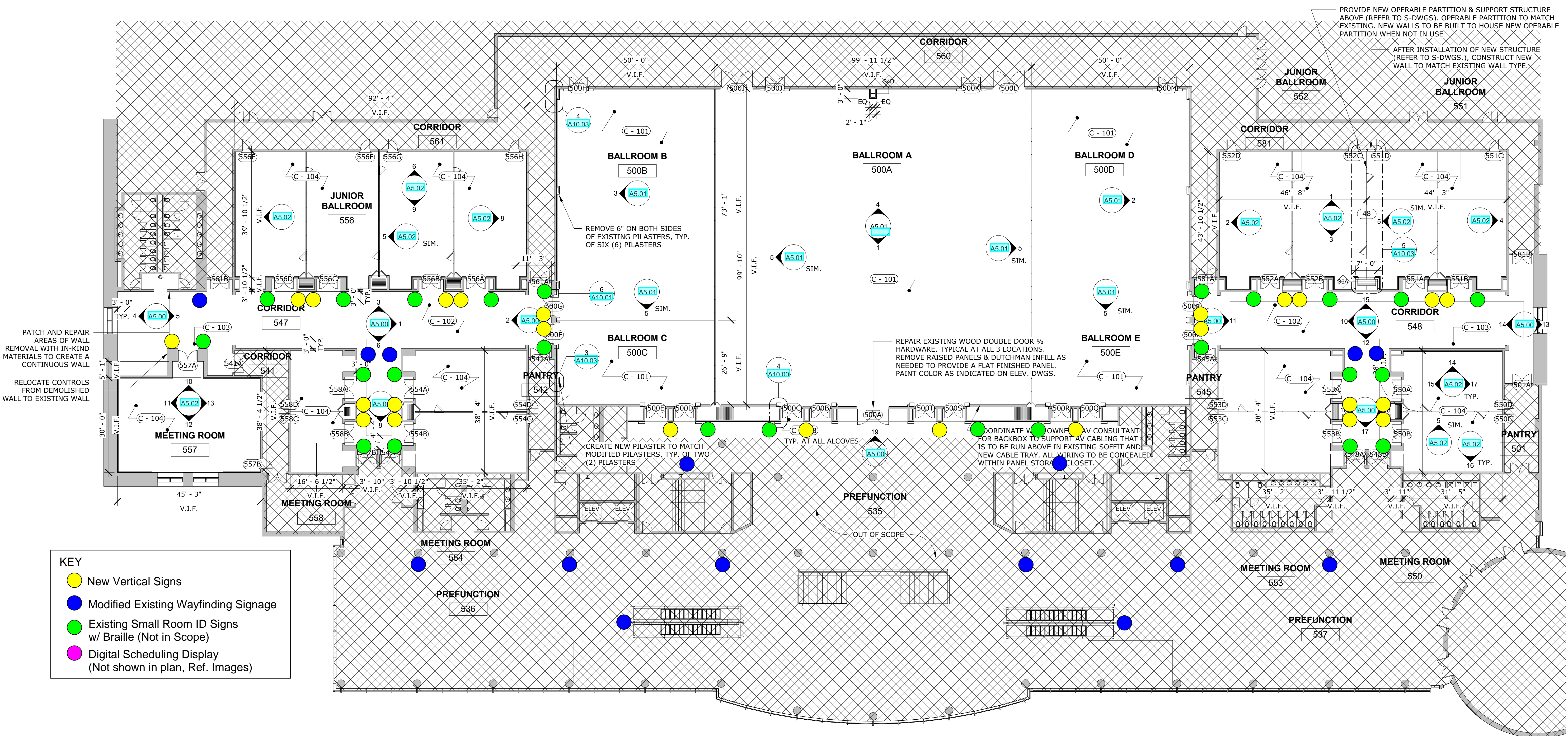
\_\_\_\_\_

<b>Scope Description</b>	<b>Cost (\$)</b>
Design services through Schematic Design and delivering a Lump Sum Proposal for the balance of the work.	\$
Total Proposal Cost	\$

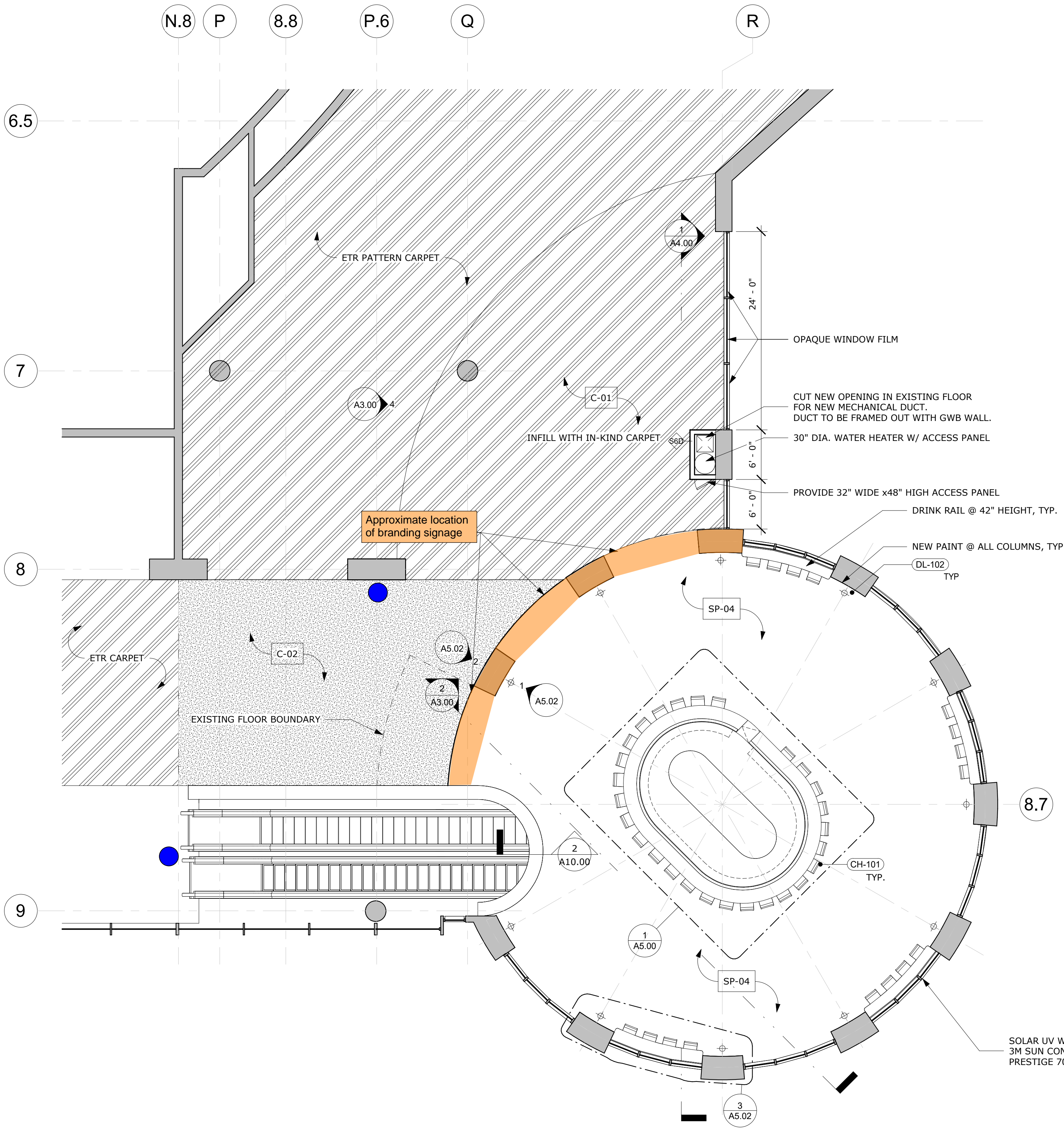
Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



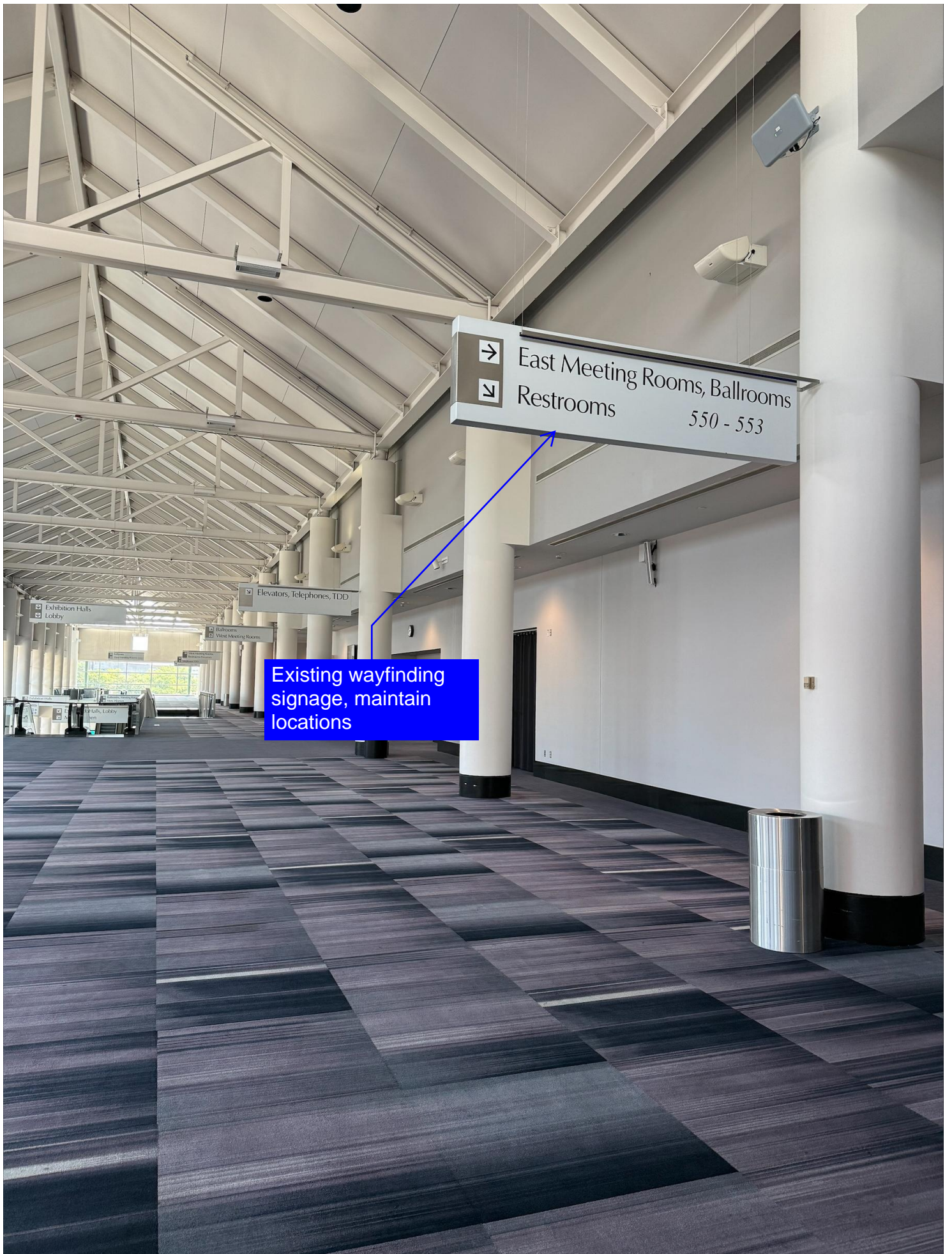






LEVEL 03 ROTUNDA ENLARGED FLOOR  
PLAN  
1/8" = 1'-0"





Existing Hanging Signs - East looking West

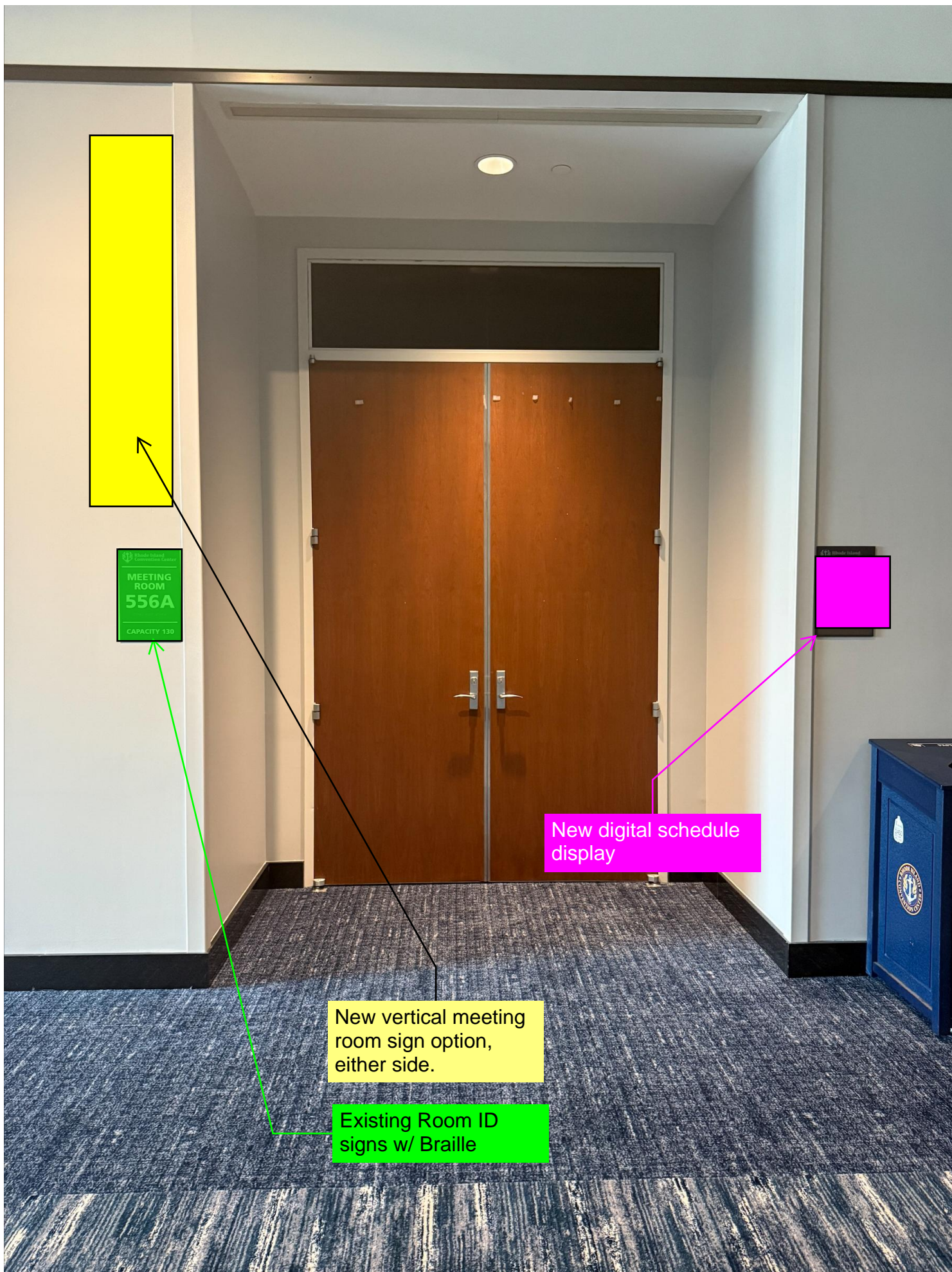


Existing signs,  
maintain locations



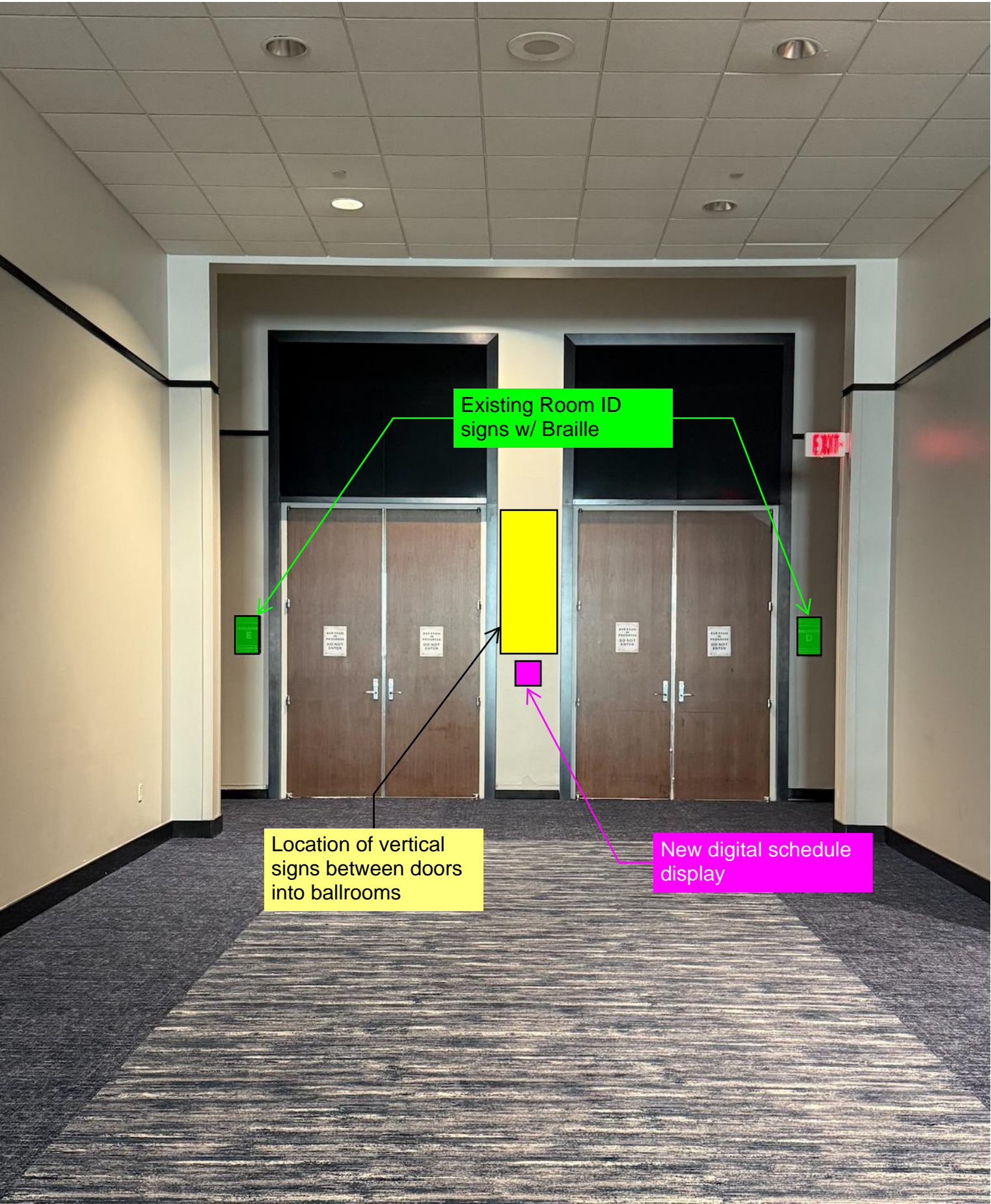
Existing Hanging Signs - East Meeting Corridor





Meeting Room - Existing Signage (General)





East Corridor Ballroom Portal - Existing Signage





Prefunction Ballroom Portal Existing Signage