

**BID/RFP ADVERTISING AUTHORIZATION FORM**

This authorization form must be fully completed. Bids will not be considered unless accompanied by a signed authorization from both the Town Treasurer and Town Administrator. It is the responsibility of the submitting party to ensure completeness before submission to the Clerk's office.

1077

**BID/RFP #** \_\_\_\_\_ **RFQ** Architect Services for Design and Construction Administration for Guiteras rehabilitation to a Government Center for Town Offices.  
**RFQ#** \_\_\_\_\_

**REQUESTED BY:** \_\_\_\_\_ Diane M. Williamson \_\_\_\_\_  
(Printed)

\_\_\_\_\_  
(Signature)

**BRIEF PROJECT NARRATIVE:** Architect Services for Design and Construction Administration for Guiteras rehabilitation to a Government Center for Town Offices.

**SOURCE OF FUNDING:**

Approved by Town Council (Date) \_\_\_\_\_  
Regular Budget Line Item (Number) \_\_\_\_\_  
Special Appropriation \_\_\_\_\_  
Grant (source) \_\_\_\_\_  
Other \_\_\_\_\_

Authorization is hereby granted to proceed with the advertising requirements for the Bid/RFP described above.

\_\_\_\_\_  
Steven Contente, Town Administrator (Date)

\_\_\_\_\_  
Carl Carulli, Town Treasurer (Date)

**Pre-Bid Meeting** ☒ no    ☐ yes **if yes**, Mandatory or recommended

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_ at the site \_\_\_\_\_

Special Instructions (if applicable): \_\_\_\_\_

**Question Submission Information:**

Deadline Date: \_\_\_\_\_ December 5, 2025 \_\_\_\_\_ Time: \_\_\_\_\_ 12:00 o'clock noon

Contact Name: \_\_\_\_\_ Diane M. Williamson \_\_\_\_\_

Contact email: \_\_\_\_\_ [dwilliamson@bristolri.gov](mailto:dwilliamson@bristolri.gov) Phone # 253-7000 ext 126 \_\_\_\_\_

All fields must be completed. Incomplete authorization forms may be rejected, leading to potential postponement of bid opening dates. Forms must be completed and submitted with the bid documents no later than one week before the first scheduled advertising date.

**Diane Williamson**

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**From:** Melissa Cordeiro <mcordeiro@bristolri.gov>  
**Sent:** Thursday, November 6, 2025 3:41 PM  
**To:** Diane Williamson  
**Subject:** motion

**Caution:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. When in doubt, contact your IT Department

Sweeney/Teixeira--voted unanimously to move forward with the use of the Guiteras School building as a Government Center/Town Hall, and to issue a Request for Qualifications (RFQ) for managerial and architectural services related to the project.

*Melissa Cordeiro*

Melissa Cordeiro / Town Clerk  
Town of Bristol, Rhode Island  
10 Court St Bristol, RI 02809  
P: 401-253-7000 F: 401-253-2647  
E: [mcordeiro@bristolri.gov](mailto:mcordeiro@bristolri.gov)

**TOWN OF BRISTOL  
INVITATION TO BID  
RFQ No. 1077**

Sealed Bids will be received until noon on December 10, 2025 for the following:

**ARCHITECTURAL DESIGN SERVICES AND  
CONSTRUCTION ADMINISTRATION SERVICES  
FORMER GUITERAS SCHOOL REUSE AS GOVERNMENT CENTER/TOWN HALL**

**RFQ # 1077**

BIDS WILL BE OPENED AT NOON AT THE BRISTOL TOWN HALL, 10 COURT STREET, September 10, 2025, FOR THE TOWN COUNCIL MEETING OF December 10, 2025

The Town of Bristol is requesting sealed bids for the ARCHITECTURAL DESIGN SERVICES AND CONSTRUCTION ADMINISTRATION SERVICES FORMER GUITERAS SCHOOL REUSE AS GOVERNMENT CENTER/TOWN HALL, in accordance with all terms and specifications contained herein.

Specifications may be obtained and bids MUST be filed at the Office of the Town Clerk, 10 Court Street, Bristol, RI 02809. Specifications are available for download at <https://www.bidnetdirect.com/rhode-island/bristolri> by registering and/or logging in as a vendor.

Bids (one original marked "MASTER" and one copy) must be submitted in sealed envelope and must be clearly marked on the outside, "**ARCHITECTURAL DESIGN SERVICES AND CONSTRUCTION ADMINISTRATION SERVICES FORMER GUITERAS SCHOOL REUSE AS GOVERNMENT CENTER/TOWN HALL, RFQ # 1077**" and addressed to the Town Clerk's Office, Town Hall, 10 Court Street, Bristol, RI 02809. Sealed bids will be received until noon on December 10, 2025.

Individuals requesting interpreter services for the hearing impaired must notify the Town Clerk's Office (401) 253-7000 three business days prior to the bid opening.

The Town reserves all rights to reject any and all bids, or any part thereof, or to go on the open market when it is deemed in the best interest of the Town.

MELISSA CORDEIRO  
TOWN CLERK

November 26 & December 4, 2025