

RESOLUTION OF THE CITY COUNCIL

No. 269

Approved June 12, 2025

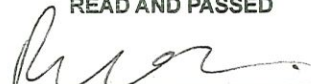

RESOLVED, That the Members of the Providence City Council hereby Authorize Approval of the following Change Order #2 Contract Award by the Board of Contract and Supply, in accordance with Section 21-26(b)(4) of the Code of Ordinances.

FirstWorks
(Department of Art, Culture and Tourism)

\$20,000.00

IN CITY COUNCIL

JUN 05 2025
READ AND PASSED


RACHEL M. MILLER, PRESIDENT

CLERK

I HEREBY APPROVE.



Mayor

Date: 6/12/25



OFFICE OF THE INTERNAL AUDITOR
City of Providence

May 14, 2025

Ms. Tina Mastroianni
City Clerk's Office
City of Providence
25 Dorrance Street
Providence, RI 02903

Dear Tina:

I am writing to request that the following be submitted to the City Council and the Finance Committee for approval:

- **Department of Art, Culture and Tourism:**
 - Requesting Approval of Change Order #2 to FirstWorks for PVDfest Producing Partner in the amount of \$20,000.00 in accordance with the Code of Ordinances, Section 21-26 (b)(4).
 - Award to High Output, LLC for an amount of \$300,000 to provide technical and production services – 2 year contract in accordance with the Code of Ordinances, Section 21-26 (b)(2).
- **Department of Public Property:**
 - Request to amend "Owner's Program Manager for School Construction Projects with Downes Construction Company in the amount of \$904,295.00, for a revised contract amount of \$7,370,986 in accordance with the Code of Ordinances, Section 21-26 (b) (5).
 - Requesting approval of a "Contract Extension with Downes Construction Company for Owner's Program Manager for School Construction Projects through 2028 for an additional cost of \$11,543,204.00" for a revised contract amount of \$18,914,190.00 through 2028 in accordance with the Code of Ordinances, Section 21-26 (b) 1), (2), (4) and (5).

Sincerely,

A handwritten signature in blue ink that reads "Gina M. Costa".

Gina M. Costa,
Internal Auditor

Cc: Joe Wilson, Jr, Director, Arts, Culture, Tourism
John Arzoomanian, Director of Public Property
Alejandro Tirado, Director of Purchasing
Shomari Husband, City Treasurer



CITY OF PROVIDENCE
MAYOR BRETT P. SMILEY

April 25, 2025

The Honorable Brett P. Smiley
Chairman, Board of Contract and Supply
City Hall
25 Dorrance Street
Providence, RI 02903

RE: Requesting Approval of Change order #2 to Option Year #1 for PVDFest Producing Partner – Service Provider – 1 Year Contract with 1 one-year option with FirstWorks to Cover Additional Staffing

ID Number: 49357

Original Award Date: February 12, 2024

Original ID Number: 43848

Minority Participation: 0% MBE, 0% WBE

Account Code(s): 101-916-53499

Dear Mayor Smiley,

The department of Art, Culture and Tourism respectfully requests change order #2 with FirstWorks for Option Year #1 for PVDFest Producing Partner – Service Provider – 1Year Contract with 1 one-year option in the amount of \$20,000 for additional support related to PVDFest 2025 staffing for a revised contract amount of \$270,000.

Original Contract Amount:	\$ 200,000.00
Change Order #1	\$ 50,000.00
Change Order #2	\$ 20,000.00
Final Contract Amount	\$ 270,000.00

(Sheet with additional change orders is or is not attached)

Funds are needed for additional costs related to PVDFest 2025 staffing.

Funds in the amount of \$20,000 are available in account 101-916-53499.

FirstWorks
235 Promenade St., Suite 130
Providence, RI 02908

DEPARTMENT OF ART, CULTURE AND TOURISM

JOSEPH A. DOORLEY JR. MUNICIPAL BUILDING, 444 WESTMINSTER ST, PROVIDENCE RI 02903
PHONE 401.680.5770 | WWW.PROVIDENCERI.GOV/ART-CULTURE-TOURISM



CITY OF PROVIDENCE
MAYOR BRETT P. SMILEY

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Joe Wilson Jr.", written over a horizontal line.

Joe Wilson Jr.
Director, Art, Culture and Tourism

Financial Approval:



May 2, 2025

To the City of Providence Board of Contract and Supply,

FirstWorks, a Rhode Island nonprofit organization, in its capacity as PVDFest Producing Partner, requests Twenty Thousand Dollars (\$20,000) be allocated from FY25 budget to fund additional staffing support for the 2025 festival. This is independent of the approved PVDFest Producing Partner RFP award of Three Hundred Thousand Dollars (\$300,000).

Specific additional staffing support is detailed in the attached job description.

Sincerely,

Kathleen Pletcher
Executive Artistic Director
Firstworks

Job Description:

Festival Operations and Planning Manager

This role is deliverables-based, but the following is an approximation of required hours:

July 1 – September 26, Monday-Friday, *approximately 20 hours per week x 13 weeks*

Week of August 25th - *may require additional hours above 20*

Week of Sept 1st - *may require additional hours above 20*

Total approximate hours: 340

Overview:

The Festival Operations and Planning Manager is pivotal in the successful execution of PVDFest. This individual serves as a trusted thought partner to the co-producing team of FirstWorks and ACT, and a hands-on executor, contributing institutional knowledge and operational skills from ideation through to event wrap-up. As a key member of the producing team, they will facilitate communication between City departments, artists, partners, and staff, ensuring that every aspect of the festival remains artist-centered, operationally seamless, and thoughtfully executed.

Responsibilities include attending all production and artist meetings to contribute to logistics and execution, overseeing the onboarding and supervision of festival staff, and conducting daily check-ins during the lead-up and festival week. The person is a member of the strategic planning team and handles communication, planning, and on-the-ground operations with festival staff and vendors, such as vending managers and markets, sanitation team, artist producing live art activations. They are a trusted contact on the ground for public safety, fire, and city service-related real-time trouble shooting.

The Festival Operations and Planning Manager co-leads operations from setup to breakdown while serving as the primary point of contact for partners and staff throughout the weekend. This is a retainer agreement based on specific deliverables. The retainer will not require hourly reporting but will compensate the professional for services provided during the defined contract period.

Additionally, the role onboards and manages: the Artist Services Coordinator to shape artist communications and equitable funding disbursement, ensuring a meaningful experience for all participants; the Production Manager to help lead operational logistics and additional weekend staff hires, including Zone Managers and Stage Managers; and the Volunteer Coordinator, guiding their work from recruitment until the final Volunteer Appreciation Party.

Post-festival responsibilities include participating in reviews with staff and artists, supporting the completion of their final reports and submitting comprehensive recommendations for PVDFest 2026.

The role demands skills such as complex logistics planning, vendor coordination, staff management, and budget oversight, alongside crucial soft skills like problem-solving, and strategic thinking. The ideal person has an institutional memory of 8+ years of festival history, navigates interpersonal dynamics gracefully, and is deeply invested in team culture and mentorship. Ultimately, this role is not just a contributor but a cornerstone of the festival, ensuring that PVDFest reflects the city's vibrancy while honoring the needs of artists and audiences alike.

City of Providence



Rhode Island

Department of City Clerk

MEMORANDUM

DATE: August 13, 2024

TO: Purchasing Director

SUBJECT: **APPROVAL OF CHANGE ORDER #1, WITH FIRSTWORKS, FOR APPROVAL TO EXERCISE OPTION YEAR #1 FOR PVDFEST PRODUCING PARTNER-SERVICE PROVIDER-1 YEAR CONTRACT WITH 1 ONE-YEAR OPTION – DEPARTMENT OF ART, CULTURE & TOURISM**

DISPOSITION: VOTED: The Purchasing Director hereby authorizes Approval of Change Order #1, with FirstWorks, for Approval to Exercise Option Year #1 for PVDFest Producing Partner-Service Provider-1 Year Contract with 1 One-Year Option, in the amount of Fifty Thousand Dollars (\$50,000.00), funds are needed to cover a gap in sponsorship and to support the ongoing, established work for PVDFest 2024 production, for a revised total contract amount not to exceed Two Hundred Fifty Thousand Dollars (\$250,000.00), all in accordance with the request of Joe Wilson, Jr., Director, in communication dated July 26, 2024.

cc: Pur.Dir.
Contr
ACT.
File

Cheven Burgess

Jina L. Mastroianni
City Clerk

City of Providence



Rhode Island

Department of City Clerk

MEMORANDUM

DATE: February 12, 2024

TO: Purchasing Director

SUBJECT: APPROVAL TO EXERCISE OPTION YEAR #1, WITH FIRSTWORKS, FOR PVDFFEST PRODUCING PARTNER-SERVICE PROVIDER-1 YEAR CONTRACT WITH 1 ONE-YEAR OPTION – DEPARTMENT OF ART, CULTURE & TOURISM

DISPOSITION: VOTED: The Purchasing Director hereby Approval to Exercise Option Year #1, with FirstWorks, for PVDFFest Producing Partner-Service Provider-1 Year Contract with 1 One-Year Option, under the same Terms and Conditions and Prices as outlined in the original contract, for a total contract amount not to exceed Two Hundred Thousand Dollars (\$200,000.00), in Fiscal Year 2025, all in accordance with the request of Joe Wilson Jr., Director, in communication dated January 8, 2024.

cc: Pur.Dir.
Contr
DOACT.
File

CB

Jina L. Mastroianni
City Clerk