

**TOWN OF SCITUATE
INVITATION TO BID/REQUEST FOR PROPOSALS (RFP)
RFP No. 2020-SCIT002**

Professional Consultant Services for an Update to the Scituate Comprehensive Plan

Sealed bids will be accepted by the Scituate Town Council, Scituate Town Hall, 195 Danielson Pike, North Scituate, Rhode Island 02857 no later than February 28, 2020 at 9:00 A.M.

The bids will be opened publicly commencing at 10:00 A.M. on February 28, 2020 at Scituate Town Hall. No Bids will be accepted via facsimile or email.

Specifications are available at Scituate Town Hall, 195 Danielson Pike, North Scituate, Rhode Island 02857, Monday through Friday, 9:00 A.M. until 4:30 P.M.; or on the Town of Scituate website at <http://scituateri.org/> beginning on January 29, 2020.

The opening of bids shall be in the order established by the posted agenda and the agenda shall continue uninterrupted until completion.

The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap for any position for which the employee or applicant is qualified and that in the event of noncompliance the Town may declare the contractor in breach and take any necessary legal recourse including termination or cancellation of the contract.

A bidder filing a bid thereby certifies that no officer, agent, or employee of the Town has a pecuniary interest in the bid or has participated in contract negotiations on the part of the Town, that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same call for bids, and that the bidder is competing solely on his own behalf without connection with, or obligation to, any undisclosed person or firm.

All bids must be submitted with one (1) original and two (2) copies of the proposal AND one digital copy (preferably pdf) on a flash drive (preferred) or a cd/dvd in a sealed envelope, and plainly marked on the exterior of the envelope which shall be: "RFP No. 2020-SCIT002 Town of Scituate Comprehensive Plan Update."

Bids received prior to the time of the opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a bid not properly addressed and identified. No bids will be accepted via facsimile or email.

All questions pertaining to these specifications should be referred to Calista McDermott, Administrative Officer, 195 Danielson Pike, North Scituate, Rhode Island 02857, at (401) 647-5901.

All bids must be written in ink or typed. If there is a correction with white-out, the bidder must initial the change.

Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the proposal after it has been opened.

Any deviation from the specifications must be noted in writing and attached as part of the proposal. The Bidder shall indicate the item or part with the deviation and indicate how the proposal will deviate from specifications.

The contractor must carry professional liability insurance, general liability insurance and statutorily-required workmen's compensation and motor vehicle insurance in the amounts indicated in the specifications and agree to indemnify the Town against all claims of any nature, which might arise as a result of his operations or conduct of work.

The IRS Form W-9 attached must be completed and submitted with the proposal if the bidder falls under IRS requirements to file this form.

The Town is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph I, as amended.

The successful bidder must comply with all Rhode Island Laws, applicable to public works projects, including, but not limited to provisions of Chapter 13 of Title 37 of the Rhode Island General Laws, pertaining to prevailing wage rates, and all other applicable local, state and federal laws.

The Town reserves the right to reject any and all proposals, to waive any minor deviations or informalities in the proposals received, and to accept the proposal deemed most favorable to the interest of the Town. Every attempt will be made to recommend a firm for award by the Town and approved by the Scituate Town Council within sixty (60) days of the opening of the proposal.

The Town reserves the right at any time to terminate the contract or any part of the contract in the best interests of the Town, upon 30-day notice to the contractor. The Town shall incur no liability for materials or services not yet ordered and/or provided if it terminates in the best interests of the Town. If the Town terminates in the interests of the Town after an order for materials or services has been placed and/or provided, the contractor shall be entitled to compensation upon submission of invoices and proper proof of claim, in that proportion which its services and products were satisfactorily rendered and/or provided, as well as expenses necessarily incurred in the performance of work up to time of termination.

Prices shall be held by the selected firm for two years from the date of award. Term contracts may be extended for one additional term upon mutual agreement unless otherwise stated.

No extra charges for delivery, handling or other services will be honored. All claims for damage in transit shall be the responsibility of the successful bidder. Deliveries must be made during normal working hours unless otherwise agreed upon.

All costs directly or indirectly related to the preparation of a response to this solicitation, or any presentation or communication to supplement and/or clarify any response to this solicitation which may be required or requested by the Town of Scituate shall be the sole responsibility of and shall be borne by the respondent.

If the respondent is awarded a contract in accordance with this solicitation and the respondents proposal or response and if the respondent fails or refuses to satisfy fully all of the respondents obligations hereunder, the Town of Scituate shall be entitled to recover from the respondent any losses, damages or costs incurred by the Town as a result of such failure or refusal.

The Town reserves the right to award in part or full.

It is understood and agreed that the agreement shall cover the actual services provided during the contract period.

The Town reserves the right to rescind award for non-compliance to proposal specifications.

The successful bidder must adhere to all Town, State and Federal Laws, where applicable.

**The Town of Scituate Rhode Island
Request for Proposals (RFP)**

***Professional Consultant Services for an
Update to the Town of Scituate Comprehensive Plan***

**Scituate Plan Commission in Partnership with the Rhode Island Statewide Plan Program
and US Department of Transportation, Federal Highway Administration**

The Town of Scituate is requesting proposals for professional consultant services for the purposes of conducting an update of the Town of Scituate Comprehensive Plan as required and in accordance with RIGL § 45-22.2 “The Rhode Island Comprehensive Planning and Land Use Act” and State Planning Council requirements for maintenance of local Comprehensive Plans.

I. Introduction

The Rhode Island Department of Administration formally approved the current Town of Scituate Comprehensive Plan in 2004. In accordance with RIGL § 45-22.2-8, the Scituate Plan Commission is charged with recommending amendments, modifications and changes to be included in an update to the Town’s Comprehensive Plan.

II. Background

The Town of Scituate includes the Scituate Reservoir, the Villages of Clayville, Hope, and North Scituate, and rural Scituate.

The Scituate Reservoir, including land and water areas owned by the City of Providence, covers over one-third of the Town. Although the Reservoir and its surroundings will change little in the future, its dominating presence in Scituate has significant implications for future land use. The Scituate Reservoir Watershed Management Plan, State Guide Plan Element 125, sets forth land use guidelines designed to protect all waters tributary to the Reservoir. The land use proposals of the Scituate Comprehensive Plan must be consistent with the watershed management controls of the *Scituate Reservoir Watershed Management Plan*.

Before the completion of the Reservoir in 1926, Scituate was comprised of a number of villages relating to a variety of mills originally established to take advantage of the water power offered by local streams. When the dust cleared from Reservoir construction, Scituate was reduced to the widely separated villages of North Scituate, Hope and Clayville. Today, these villages are virtually the only urbanized sections of Town. Each has strong historical associations and each has a unique identity and personality shaped by village residents. Fortunately, time has been kind to the villages; twentieth century intrusions have not radically altered their nineteenth century character. As part of the preliminary planning process leading to the current Comprehensive Plan, local residents expressed strong support for land use controls which would protect the villages.

Rural Scituate contains that portion of Town which will be most significantly impacted by the continuing outward growth of the Providence Metropolitan Area. Except for some areas near Hope and scattered business and manufacturing zones, Rural Scituate is zoned for three-acre single family housing development. As was pointed out in the preliminary planning reports, three acre zoning does not assure protection of the rural character. Participants in the Comprehensive Plan planning process expressed strong sentiment for the adoption of flexible zoning controls which would protect Rural Scituate's character, therefore such controls were enacted under Article 4, Section 12 of the Zoning Ordinance entitled "Land Development - Preservation and protection of cultural, environmental and scenic resources."

Scituate has a limited amount of land available for commercial and industrial development. The major concentrations of retail businesses are to be found in North Scituate Village and along Route 6 (Johnston town line to Danielson Pike). Route 6 has been identified as one of the Town's Significant Environments. Local sentiment calls for the incremental improvement of Route 6 as a more functional shopping area and an attractive gateway to Scituate.

III. Purpose

The Town of Scituate is soliciting professional consulting services from firms or consultant teams in order to prepare the statutory update to the Town of Scituate Comprehensive Plan which was approved by the Department of Administration in 2004.

IV. Scope of Work

1) Tasks

The Town of Scituate is requesting proposals from qualified firms with considerable experience in land use planning, community design, housing, zoning, redevelopment, economic development and citizen involvement/participation. The Comprehensive Plan will provide strategies to encourage protection of the quality of life for the Town's residents and businesses through improved natural resource protection, compatible land use, economic development, recreational and park development, preservation of rural character, and general improvements to quality of life.

The successful bidder shall initiate a complete study and analysis of existing conditions and identify constraints as well as needs and opportunities in the Town with a defined focus on implementation strategies based on detailed evaluation and refinement of issues, goals, and policies defined in the Comprehensive Plan update in accordance with RIGL § 45-22.2-1 *et seq.* The plan update shall include a complete reformat of the existing plan into a user-friendly document with graphic based data visualization and mapping, taking advantage of current technology such as GIS, MapView/ArcGIS, Excel, Adobe pdf, MS Word to the greatest extent possible.

The successful bidder shall provide, at a minimum, the following services:

Initiate and update the Comprehensive Plan process which shall include the following:

- a. Work with the Plan Commission to delineate the process including the public participation process.
- b. Collaboration with Statewide Planning throughout development of the draft plan.
- c. A public involvement process outlining method(s) to encourage active public participation.
- d. Public meetings and workshops (ongoing throughout the process).
- e. Review and analyze existing conditions.
- f. Assemble data and inventory including socioeconomic and demographic trends.
- g. Produce an element by element update of the Scituate Comprehensive Plan.
- h. Conduct a land use and municipal infrastructure analysis.
- i. Review and analyze existing and projected housing conditions and trends including impacts from the state airport's acquisition program.
- j. Identify and analyze the existing state guide plan, other local and regional plans and how they relate to the Scituate Comprehensive Plan.
- k. Review the existing Comprehensive Plan and update various elements to reflect the changes that have occurred.
- l. Identify community issues, concerns problems, and needs.
- m. Project future needs for housing, recreation, public facilities, services and natural resources/open space preservation.
- n. Identify economic opportunities in the Town of Scituate.
- o. Establish development goals, objectives and policies.
- p. Recommend zoning amendments that would implement the goals, policies and objectives contained within the Comprehensive Plan update.
- q. Prepare implementation strategies.
- r. Gather necessary data and prepare existing and prospective future GIS based Town-wide land use maps.

- s. Prepare plan update and executive summary including text, maps and graphics.
- t. Ensure internal consistency of plan elements and State Guide Plan.
- u. Produce draft comprehensive plan update for suitable for public presentation to Plan Commission and Town Council.
- v. Submit approved plan update for Statewide Planning Review and approval.
- w. Successful bidder shall be responsible for incorporating all state comments into the plan until such time as the plan has received final State of Rhode Island approval.
- x. Produce an adopted, approved comprehensive plan.
- y. The successful bidder shall perform responsible, professional work in research, compilation of data and analysis necessary to prepare and adopt a comprehensive plan that will be used to guide future development, zoning and policy in a way that is balanced and promotes rational decision making regarding the long-term (re)development of the Town and the state resources located in the Town.

The comprehensive plan produced must be internally consistent in its goals and policies and in harmony with principals contained in the State Guide Plan and the Rhode Island Comprehensive Planning Land Use Act. The successful bidder shall produce a plan that establishes the foundation for a cooperative approach to future land use decisions and guides physical, social and economic development that is sustainable within the community without adversely affecting the natural environment and well-being of the residents of the Town.

2. Mapping Tools and GIS Interaction

To the greatest extent possible, the comprehensive plan must make use of computer capabilities for data inventory and ArcGIS mapping. All maps and data must be computer-accessible and prepared in a compatible computer format. To the greatest extent possible, maps shall be formatted so that they may be over-laid and all layers may be easily and accurately depicted. The successful bidder shall be responsible to compile the data inventory, analyze and create mapping using new GIS data and data obtained from other local and public sources.

3. Public Participation

The successful bidder must have experience in developing public outreach programs as part of a comprehensive plan update including but not limited to facilitating public meetings, hearings and workshops that communicate the draft amendments, policies, goals and concepts to the community in a clear and concise manner. The successful bidder shall work with Town staff, the Plan Commission, Rhode Island Statewide Planning and the Town

Council to review and develop a coordinated public outreach program that encourages public review of the comprehensive plan update and will provide a forum for active public participation. All meetings shall be open to the public.

4. Deliverables

The successful bidder will be expected to deliver at minimum:

- a. A locally adopted, state approved Comprehensive Plan, which meets all requirements as, outlined in Chapter 45-22 of the General Laws of Rhode Island.
- b. All cartographic, geographic, graphical, tabular or other compilations or representations of data assembled in support of the project.
- c. Digital geographic data produced in connection with the project.
- d. Products such as reports and studies must be furnished in both hard copy and electronic format.
- e. Provide fifteen (15) bound color copies, (1) unbound copy, and one (1) electronic versions of the final comprehensive plan update in Microsoft Word, Adobe Acrobat, Arc View, and/or PDF formula as best suits the Town's compatibility.
- f. The successful bidder shall also provide the GIS mapping data contained in the comprehensive plan document.
- g. Documents shall be provided to the Town of Scituate a minimum of ten (10) working days prior to public release.
- h. Electronic copies must include editable files of reports and studies.
- i. Copies of presentation material (power point presentation, display boards, etc.)
- j. All interim and final products (reports, maps, data, etc.) supported by this agreement shall be public documents pursuant to RIGL.

5. Coordination—Project Representative

The successful bidder shall maintain effective communication and coordination the designated Town of Scituate project representative:

Calista McDermott
Administrative Officer
Town of Scituate
195 Danielson Pike
North Scituate, RI 02857

(401) 647-5901

CMcDermott@scituateri.org

6. Project Timeframe

Initiate update process which shall include the following:

- a. Overall project timeframe **Timeline: 10 to 12 months.** (Certain tasks may run concurrently)
- b. Work with the Plan Commission to delineate the process including the public participation process.
- c. Data assembly, review and analysis.
- d. Public meetings/public participation (ongoing throughout the process)
- e. Prepare update of plan elements including text maps and graphics and Executive Summary.
- f. Prepare new existing and future GIS based Town-wide land use maps.
- g. Ensure internal consistency of plan elements and State Guide Plan.
- h. Make interim submissions of completed elements to Statewide Planning.
- i. Produce draft comprehensive plan update for suitable for public presentation to Plan Board and Town Council.
- j. Submit approved plan update for Statewide Planning Review and approval.
- k. Produce adopted approve comprehensive plan.

7. Consultant Qualifications

Qualified consultants shall have technical experience in comprehensive land use planning, community design, housing, historic preservation, zoning, urban design and (re)development, transportation including intermodal transportation, transit-oriented development, growth center development, environmental analysis, economic development and citizen involvement/participation in accordance with Rhode Island Comprehensive Planning and Land Use Act.

The qualified successful bidder shall provide personnel capable of reviewing environmental impact reports and gathering necessary data and GIS layers for GIS based mapping and data.

Proposals that do not meet these minimum requirements may be rejected.

8. Minimum Submission Requirements

In order to conduct a reasonable and efficient evaluation of prospective applicants, the Town requires that firms prepare qualification statements which are clear and concise, and which follow the format outlined below. Proposals shall be bound and submitted on typewritten, one-sided, 8 ½" x 11" paper. Margins shall be no less than 1" around the perimeter of each page. Font size shall be no less than 11-point type. The proposal shall contain a Table of Contents that cross-references each requirement with specific page in the proposal.

In addition to the Proposal and Contract Form included in this Request for Proposals (RFP), all companies shall submit (1) original and ten (10) copies of their proposal AND one digital copy (preferably PDF format) on a flash drive (preferred) or a CD/DVD. Submissions shall follow the outline below and include, at a minimum, staff experience, including resumes of each associate or individual working under the terms of the contract, a list of any sub-consultants that the company proposes to use including resumes of key personnel, examples of recent work similar in nature to the work described under this RFP.

The documents shall be submitted by the deadline to Calista McDermott, Administrative Officer, 195 Danielson Pike, North Scituate, Rhode Island 02857. All questions regarding the submittal should be addressed to Calista McDermott, (401) 647-5901; CMcDermott@sciuateri.org.

Proposals must consist of the following minimum requirements:

- a. A statement of interest in the project along with a narrative describing how the consultant proposes to complete the project.
- b. Statement of qualifications and experience listing similar projects completed with particular emphasis on knowledge and experience in transportation, transit oriented development and land use planning. Include samples of similar work in the emphasis area with references and project descriptions.

- c. Describe how the successful bidder will organize its personnel and staffing including a designated project manager and day to day contact (if different from project manager) along with a list of subcontractors and individuals who will be working on the project along with a description of their areas of responsibility and specific experience relative to the tasks assigned.
- d. Include a general outline of tasks, products and project schedule, including the number of hours required to complete each task.
- e. Provide a minimum of three (3) client references with contact names(s) and telephone number(s) of relevant projects and where they were performed.
- f. Project Budget which shall provide a not-to-exceed lump sum fee for professional services required to complete the Scope of Services.
- g. Insurance - Provide information on the firm's current professional liability insurance and errors and omissions insurance including name of the carrier, policy limits and policy deductible. Firms responding shall have a minimum of \$1 Million in professional liability insurance and statutorily required workmen's compensation and motor vehicle insurance.

The successful bidder must also provide the Town of Scituate with an **original** certificate of insurance (faxes are not acceptable) **naming the Town of Scituate as the additional insured** and so stated on the certificate with the bid name and bid number. It is the vendor's responsibility to provide the Town of Scituate with an updated Certificate of Insurance upon expiration of the original certificate.

Failure to meet the above conditions may result in disqualification of the proposal.

9. Evaluation and Selection Criteria

The proposals will be examined and evaluated based on the factors presented below. It is the responsibility of the successful bidder to provide information, evidence or exhibits which clearly demonstrate the ability to satisfactorily respond to project requirements and the factors listed below.

Company Qualifications and Experience

Specialized experience is required in a series of work areas. Proposals must clearly demonstrate full knowledge, understanding, and experience in the methods, techniques, and guidelines required for the performance of the required work. All elements within this factor are of equal importance. The successful bidder must indicate specific experience in the required areas.

Personnel Qualifications and Availability

Specialized experience is required of the project personnel proposed to undertake the work assignments. Proposal must clearly demonstrate the capability, academic background, training, certifications and experience of the proposed personnel. The availability of the proposed staff is also of critical importance and must be demonstrated. Specific project experience relevant to this Scope of Services must be demonstrated and project experience identified to specific company experience identified above or other projects, including specific project responsibilities, must be included.

Performance Record of Firm

A list of references of at least three (3) recent contracting officers on projects of a similar magnitude and complexity. References must include current telephone numbers and affiliation.

Project Understanding

The engineer/successful bidder must demonstrate an understanding of the Town of Scituate's operations and the role and function of this contract in meeting the needs of the Town.

In addition to the understanding of the Scope and approach, the successful bidder must demonstrate the following which will be considered in the selection:

- a. Knowledge of current issues and state of the art practices and procedures in the relevant technical areas previously discussed.
- b. Knowledge and experience in developing Comprehensive Plans (updates) in similar sized communities.
- c. Working knowledge of the geographic area as evidenced by prior work experience in the region.
- d. An ability to integrate and utilize interdisciplinary study teams effectively on assignments requiring a variety of skills and expertise from in-house resources and/or sub-consultants.
- e. The ability to provide the necessary skills and expertise from in-house resources and/or sub-consultants.

Cost Evaluation

Cost will be considered as an independent factor from the above evaluation factors. The successful bidder shall provide a not-to-exceed lump sum fee for professional services

required to complete the Scope of Services.

10. Evaluation Procedure

- a. All proposals will be reviewed and rated based upon the combination of factors regarding the proposal submitted and the evaluation criteria set forth in the proposal.
- b. The Town may or may not conduct interviews with the top-ranked firms prior to making a selection of the **most qualified and responsive firm** in the best interests of the Town.
- c. Based upon the results of this review process, a contract may be developed with the highest-rated successful bidder. If an agreement cannot be reached, negotiations with other bidders may be conducted until an agreement can be reached.

XIII. Additional Requirements:

- a. Termination: If the successful bidder refuses or fails to perform the work, or any separable portion thereof, with such diligence as shall ensure its completion within the contemplated time frame, the Town of Scituate may, upon a 30 day written notice, terminate the right to proceed with the work or such portion of work which has been delayed. Any work completed to termination (if necessary) shall become the property of the Town of Scituate and may be utilized by others to complete the project.
- b. The Town of Scituate reserves the right to include additional terms, conditions, and scope during the process of contract negotiations.
- c. Sub-consultants: The successful bidder may use outside services of sub-consultants when specialized services are required beyond its in-house resources, subject to the approval of the Town.

THIS PAGE MUST BE SUBMITTED WITH YOUR PROPOSAL

Acknowledgement of Addendum (if applicable)

<u>Addendum Number</u>	<u>Signature of Bidder</u>

COMPANY NAME: _____

COMPANY ADDRESS: _____

COMPANY ADDRESS: _____

BIDDER'S SIGNATURE: _____

BIDDER'S NAME (PRINT): _____

TITLE: _____ TEL. NO.: _____

E-MAIL ADDRESS: _____ *

CONTRACT COMPLETION DATE:
(In terms of calendar days after award of proposal): ____

*Please include your email address. Future proposals will be emailed, unless otherwise noted by you.

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II. AWARD AND CONTRACT:

The TOWN OF SCITUATE, acting as duly authorized through its Treasurer, accepts the above proposal and hereby enters into a contract with the above party to pay the proposal price upon completion of the project or receipt of the goods unless another payment schedule is contained in the specifications. All terms of the specifications, both substantive and procedural, are made terms of this contract.

DATE: _____

TOWN OF SCITUATE

PROPOSAL AND CONTRACT FORM

TITLE OF SPECIFICATION: COMPREHENSIVE PLAN RFP

Town of Scituate Comprehensive Plan Update

I. PROPOSAL:

WHEREAS, the TOWN OF SCITUATE has duly asked for proposals for performance of services and/or supply of goods in accordance with the above-indicated specifications and

WHEREAS, the person or entity below does irrevocably offer to perform the services and/or furnish the goods in accordance with the specifications, which are hereby incorporated by reference in exchange for the proposal price below and

WHEREAS, this offer shall remain open and irrevocable until the TOWN OF SCITUATE has accepted this proposal or another proposal on the specifications or abandoned the project.

THEREFORE NOW BE IT RESOLVED, that the bidder agrees that acceptance below by the TOWN OF SCITUATE shall transform the proposal into a contract.

Lump Sum Fee \$ _____