



**REQUEST FOR PROPOSAL (RFP)
COMPREHENSIVE PLAN &
ZONING ORDINANCE UPDATE
Town of North Providence, Rhode Island**

PURPOSE: The Town of North Providence is soliciting qualified consulting firms to submit a proposal to prepare a new implementable comprehensive plan and planning services necessary to complete a full overhaul and rewrite of the Town's zoning ordinance in response to the Comprehensive Plan adoption in a phased approach.

SUBMITTAL DEADLINE: 10:45a.m. Thursday November 18, 2021
Proposals to be opened at 11:00a.m in the North Providence Town Hall Council Chambers.

Proposals must be sealed and plainly marked on the outside of the envelope what is being bid upon

The Purchasing Board reserves the right to reject any all bids, to waive any informalities in the bids received and to accept the bid deemed most favorable to the interest of the Town.

INFORMATION FOR BIDDERS

1. Receipt and Opening of Proposals:

Sealed proposals (bids) will be accepted in the office of the Purchasing Agent, Town Hall, 2000 Smith Street, North Providence, R.I. until the time indicated in the Invitation for Bids, for the services designated in the Specifications and will then be publicly opened and read. No bids received thereafter will be considered.

2. Form of Bid

Proposals must be submitted on and in accordance with the bid proposal form included hereto, blank places must be filled in as noted, no change shall be made in the phraseology or in the item or items mentioned therein, must contain the name and proper address of the bidding firm, and must be signed by a responsible member of the firm with his signature and official title. Proposals, which are not complete, or contain any omissions, erasures, alterations, addition or contain irregularities of any kind, may be rejected as informal.

3. Submission of Bids:

- (a) Envelopes containing bids must be sealed and addressed to the office of the Purchasing Agent, and must be marked with the name and address of bidder, date and hour of bid opening, and name of item in bid call.
- (b) The Purchasing Agent will decide when the specified time has arrived to open bids, and no bid received thereafter will be considered.
- (c) Any bidder may withdraw his bid by written request at any time prior to the advertised time for opening. Telephone bids, amendments, or withdrawals will not be accepted.
- (d) No bid may be withdrawn for a period of ninety (90) days from the date and time of opening.
- (e) Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened.
- (f) Proposals received prior to the time of opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a proposal not properly addressed and identified.
- (g) Tow (2) copies of all documentation submitted.

4. **Acceptance or Rejection of Bid Proposal:**

The Town reserves the right to award the bid by item and further reserves the right to reject any and all proposals or parts thereof, to waive any informality in the proposals received and to accept the proposal, cut parts thereof, which it deems to be most favorable to the best interest of the Town.

5. **Qualifications of Bidder:**

The Town may make such investigations as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the Town all such information and data for this purpose as the Town may request. The Town reserves the right to reject any bid if the evidence submitted by, or investigation of such bidder fails to satisfy the Town that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

6. **Supplementary Instructions to Bidders:**

The bidder's attention is directed to the fact that all applicable State Laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the material throughout and they will be deemed to be included in the material the same as though herein written out in full.

7. **Bid Prices**

Bidders shall state the proposed bid prices in the manner as designated in the Bid Proposal. In the event there is a discrepancy between the price written in words and in figures, the prices written in words shall govern.

8. **Commencement of Contract:**

The successful bidder shall supply said service or product as soon as possible and He/she shall be appointed for a 1 year term by the Planning Director.

9. **Cost Proposal**

Each submitter must complete and submit the Cost Proposal Form/Fee Schedule included herein. The Cost Proposal will be evaluated on the hourly rates submitted on the cost proposal form for the labor positions listed. All non-labor costs will be billed to the Town at cost without markup.

10. **Bid Evaluation**

This is an evaluated bid. Bids will be evaluated on the following criteria.

Bids shall be evaluated on the following criteria using a weighted scale, value's stated below:

Criterion	Points
	20
Firm Qualifications on Similar Projects including references.	20
Staff Qualifications and Experience including demonstration of knowledge of Zoning regulations and procedures	20
Project Understanding and Approach	20
Knowledge of and Past Work Experience for the State and local resources	10
Cost Proposal	10
ISBE Participation bonus points	6
TOTAL	106

Selection Committee shall be appointed by the Town's Planning Director and shall interview qualified submitters using the selection criteria scoring.

SCOPE OF WORK PHASE I: COMPREHENSIVE PLAN

The Town is requesting proposals for professional services to assist the Town with updating its comprehensive plan. The Town of North Providence's Comprehensive plan was last updated in 2013. Since adoption of the 2013 comprehensive plan, the Town has accomplished many of the goals outlined in the plan and undertaken additional planning initiatives. The Town would like to update the comprehensive plan to reflect current conditions and provide a for the Town's future.

Community Engagement and Promotion- Public engagement is required. Provide a broad-based participation plan to solicit input throughout the update process, by conducting "town hall" style meeting, or other creative methods for public outreach and communication. The Plan shall ensure that the process actively involves all segments of the community in analyzing issues, generating visions, developing plans, and monitoring outcomes. Innovative engagement strategies that generate high levels of participation and ownership of the plan are encouraged. As part of the outreach plan, promotional opportunities and tools shall be provided by the firm hired, including a variety of methods of communication to inform and involve the community, an interactive website must be set up that is able to provide feedback, and interactive community meetings must be included.

Community Assessment and Issues Identification- Review the current Comprehensive Plan and identify relevant sections that should remain, be revised, or be removed. This review should include recognition of deficiencies of the current plan, reflect changes in conditions and demographics and identification of elements that should be incorporated into the new plan. Assessment of community issues, problems to resolve, needs to be addressed, and opportunities to be pursued shall be identified. Current Town data and plans shall be utilized in assessing the community and identifying issues. Tools for the assessment of issues include the following:

Community Vision - Priority issues should be identified. Each issue shall include data that substantiates and validates the issue, objectives, ideas and recommended solutions, and a plan that outlines actions to be taken, needed investments/capital improvements, needed regulations, estimated costs, responsible parties, a financing plan, and a timeline for implementation. Update the existing plan for future development within the Town with a special emphasis on existing commercial, office, industrial, and multi-family development.

- Please outline how consultant would administer public outreach.

Recreation, Park and Open Space Plan - The Town has the least amount of Open space per capita of any town in the State of Rhode Island. The plan prepared on behalf of the Town will need to incorporate a comprehensive strategy to increase the Town's stock of open space and recreation land.

Revitalization Plan- Identify strategies that would create an improved and revitalized walkable commercial center within Centre dale Village and other commercial areas while recognizing existing infrastructure limitations.

Implementation Plan - The Plan must have specific actions to turn broad goals into a series of tasks that can be easily understood and undertaken. Each goal shall specify the steps that will be taken, in what order, by whom and with what resources. The Plan shall also:

- Provide recommendations that include depth and detail to promote implementation.
- Include visualizations and concept drawings to help convey design recommendations.
- Connect plan implementation to the capital improvement planning process and annual budgeting process.
- Review the current Comprehensive Plan and identify relevant sections that should remain, be revised, or be removed. This review should include recognition of deficiencies of the current plan and identification of elements that should be incorporated into the new plan.
- Identify strategies that would reduce, or calm, vehicular traffic (e.g., speed bumps, Street trees, traffic circles) and create an improved streetscape, enhanced building façades and pedestrian infrastructure along the city's commercial corridors.
- Analyze existing and future parking demand within the Commercial Districts. Identify locations for municipal parking lot construction. Propose strategies to increase the amount of off-street parking as well as evaluate the viability of establishing a "fee in-lieu" of providing on-site parking Centre dale. In

addition, analyze existing and future parking demand within the residential areas of North Providence. Identify locations for resident parking. Propose strategies to increase the amount of off-street and on-street parking in crowded residential neighborhoods

- Define a clear direction of how and where development should occur over the next 5, and 10 years. Determine a specific implementation plan for immediate short- and long-term action items.
- Identify the need for quality of life neighborhood enhancements such as trees, sidewalks, street lights, and other infrastructure improvements.
- Provide a housing element consisting of standards, plans, and principles to be followed in the provision of housing for existing residents and anticipated population growth. In addition, this element should discuss existing affordable housing. A special emphasis shall be placed on identifying suitable locations for future affordable multifamily housing development.
- Identify viable redevelopment areas within the Town including infill development and adaptive reuse opportunities and determine redevelopment strategies to initiate the process. Discuss whether a mixed use development overlay zone with increased permitted density and height would be appropriate for areas with existing sewer and water infrastructure that is capable of handling an increase in density.
- Identifying trends that should be considered in planning for the future.

Final Report and Adoption - The consultant will prepare a final report that is:

- Succinct - efficiently uses words and is short in length.
- Simple - easy to understand by the layperson and avoids jargon.
- Visual - key concepts are illustrated using maps, graphics, and charts.
- Transferable - the plan can be easily downloaded and/or distributed throughout the community.

SCOPE OF WORK PHASE II: ZONING ORDINANCE UPDATE

The Town is requesting proposals for professional services to assist the Town with updating its Zoning Ordinance. The Town of North Providence's Zoning Ordinance was last updated in 2014. Since adoption of the 2014 Zoning Ordinance, the Town has had reoccurring problems that arise as a result of discrepancies between the Ordinance and the Comprehensive plan. The Town would like to update the Zoning Ordinance to come into alignment with the new comprehensive master plan. The project would include the following stages:

Initial public input: At least one initial public input meeting will be conducted to inform the public of project and get input as to potential improvements to the regulations. Public input may also include other methods and/or creative alternatives.

This stage may also include:

- Input meetings with various local boards including the Planning and Zoning and Town Council boards.
- Input meetings focused on specific geographic areas.
- Input meetings focused on specific functional areas of the regulations
- Input meetings focused on specific groups such as business owners, design professionals, etc.

Implementation Plan - The Plan must have specific actions to turn broad goals into a series of tasks that can be easily understood and undertaken. Each goal shall specify the steps that will be taken, in what order, by whom and with what resources. The Plan shall also:

- The consultant will provide a working summary of current deficiencies, discrepancies and opportunities for improvement in the current Zoning Regulations and/or Zoning Map Atlas.

Community Assessment and Issues Identification- Review the current Zoning Ordinance and identify relevant sections that should remain, be revised, or be removed. This review should include recognition of deficiencies of the current ordinance, reflect changes in conditions and demographics and identification of elements that should be incorporated into the new Ordinance. Assessment of community issues, problems to resolve, needs to be addressed, and opportunities to be pursued shall be identified. A successful zoning ordinance update will provide solutions for the following issues:

- **Appropriate Uses in Appropriate Districts**

The new zoning ordinance should encourage interactive uses in Commercial zones such as coffee shops and cafes, restaurants, small retail, and newer concepts such as creative spaces and microbreweries, brewpubs, and craft distilleries. The ordinance should prevent intense commercial uses from penetrating to the less intense residential neighborhoods.

- **Align Comprehensive Plan and Zoning Ordinance**

Bring the Zoning ordinance into alignment with the intent of the Comprehensive master plan, specifically regarding multifamily residential densities.

- **Substandard Lots and non conforming Buildings/ uses**

Much of North Providence's development took place before the existence of the Zoning ordinance, and its dimensional and use requirements. Many structures/ lots may need creative solutions to achieve accessibility and safety requirements. Explore the use form-based code preserve the historic character North Providence. In residential districts, the new zoning ordinance should consider realistic requirements and limitations for older lots and structures while preserving the densities desired by the Towns Comprehensive master plan.

In addition to focusing on the above 3 issues, the project would include the following:

- The Consultant shall be responsible for writing the new zoning code, as well as providing guidance on best practices and trends, and checking assumptions.
- Meet/conference call regularly with Town staff for project review and status updates.
- Determine the level of community resources and administrative capacity of the Town in regard to zoning and land use enforcement and develop regulations respective of same.
- Be familiar with creative solutions to zoning and land use challenges, such as overlay districts (steep slope, environmental, historic overlays) and form-based code, and recommend them to the Town as appropriate.
- Evaluate the use of sustainable infrastructure options. Pervious surfaces would be particularly helpful within the Woonasquatucket river corridors and floodplains.
- Enhance the performance standards to improve the desired forms of use and development in each district; avoid requirements that are prohibitive in realistic use of the area.
- Assist Town staff in distributing information to the community about the project and/or final product as the need arises (i.e., graphic representations of timelines, permitted use changes, new building size/setback requirements).
- Eliminate contradictions and redundancy; identify areas in the existing ordinance that lack clarity and create new zoning codes that are straightforward and avoid confusion.
- Identify existing uses that may be phased out in the new zoning ordinance and develop appropriate processes for how the Town handles the transfer and permitting of these uses for future occupants.
- Protecting residential areas from potential adverse impacts of commercial uses.
- Determining whether uses currently permitted by-right or by Special Permit are still properly classified.
- Advancing goals in the Comprehensive masterplan such as promotion of local agriculture, preservation of natural resources/ open space, historical and scenic resources, enhancement/ revitalization of Centredale village and other areas of Town, promotion of appropriate housing and commercial development, provision of adequate community facilities, services and utilities and transportation systems.
- Update terminology and definitions that are antiquated or nonexistent.
- Robust public input process involving the general public, development community, various boards and commissions and interest groups.
- Implementing zoning recommendations in the North Providence Affordable Housing Plan Ex. inclusionary zoning ordinances.
- Reviewing and advising on appropriate densities in residential zones. Bring into alignment with Town Comprehensive Plan.
- Establish overlay zones for Historic District, Conservation districts, revitalization zones.
- Making regulations user-friendly, including use of graphics, and plain language descriptions; streamlining the permitting process, particularly for low-risk proposals (Staff review for project that get no closer than existing, ect)
- May also include related amendments to the Town's Zoning Maps.

- Proposed regulations shall incorporate North Providences unique character.
- Making regulations conform to relevant state enabling statutes and be legally defensible; including conforming to Rhode Islands Zoning Enabling Act and other relevant state and federal laws.

Preparation of the draft Zoning Regulations:

- Initial focus on reorganization to create a more user-friendly document.
- Followed by a focus on modifications to actual rules and/or Zoning Map.
- Consistent with the Specific Project Goals listed above.

Public review of draft Zoning Regulations:

- At least one public input session will be held to present the draft regulations to the general public and relate to the public’s initial concerns. This stage may also include specific public input strategies listed in #1 above.

Final Ordinance and Adoption - The consultant will prepare a final report that is:

- Succinct - efficiently uses words and is short in length.
- Simple - easy to understand by the layperson and avoids jargon.
- Visual - key concepts are illustrated using maps, graphics, and charts.
- Transferable - the plan can be easily downloaded and/or distributed throughout the community.

All bidders are required to submit an Affirmative Action Plan with bid documents. By submission of proposals in response to this RFP vendor agree to comply with R. I. General Laws 28-5.1-10 which mandates that contractors/subcontractors doing business with the Town exercise the same commitment to equal opportunity as prevails under Federal contracts controlled by Federal Executive Orders 11246, 11625 and 11375.

Vendors are required to ensure that they, and any subcontractors awarded a subcontract under this project, undertake or continue programs to ensure that minority group members, women, and persons with disabilities are afforded equal employment opportunities without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability.

Vendors and subcontractors who do more than \$10,000 in government business in one year are prohibited from engaging in employment discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability, and are required to submit an “Affirmative Action Policy Statement.” Vendors with 50 or more employees and \$50,000 or more in government contracts must prepare a written “Affirmative Action Plan” prior to issuance of a purchase order.

a. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation.

b. Vendors further agree, where applicable, to complete the “Contract Compliance Report”

(<http://odeo.ri.gov/documents/odeo-eeo-contract-compliance-report.pdf>), as well as the “Certificate of

Compliance” (<http://odeo.ri.gov/documents/odeo-eeo-certificate-of-compliance.pdf>), and submit both documents, along with their Affirmative Action Plan or an Affirmative Action Policy Statement, prior to issuance of a purchase order. For public works projects vendors and all subcontractors must submit a “Monthly Utilization Report” (<http://odeo.ri.gov/documents/monthly-employment-utilization-reportform.xlsx>) to the ODEO/State Equal Opportunity Office, which identifies the workforce actually utilized on the project.

13. MBE/WBE:

In accordance with R. I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1 it is the policy of the State to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs) and to support the fullest possible participation of small disadvantaged businesses owned and controlled by persons with disabilities (Disability Business Enterprises a/k/a “DisBE”)(collectively, MBEs, WBEs, and DisBEs are referred to herein as ISBEs) in the performance of RI State procurements and projects. As part of the evaluation process, vendors will be scored and receive points based upon their proposed ISBE utilization rate in accordance with 150-RICR-90-10-1, “Regulations Governing Participation by Small Business Enterprises in State Purchases of Goods and Services and Public Works Projects”. As a condition of contract award vendors shall agree to meet or exceed their proposed ISBE utilization rate and that the rate shall apply to the total contract price, inclusive of all modifications and amendments.

Vendors shall submit ISBE participation rate on the enclosed form entitled “MBE, WBE and/or DisBE Plan Form”, which shall be submitted in a separate, sealed envelope as part of the proposal. ISBE

participation credit will only be granted for ISBEs that are duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity or firms certified

as DisBEs by the Governor’s Commission on Disabilities. The current directory of firms certified as MBEs

or WBEs may be accessed at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php>. Information regarding DisBEs may be accessed at www.gcd.ri.gov.

The bidder will identify business entity as individual, or if doing business under an assumed name, indicate assumed name, partnership (naming partners) and indicate official capacity of person executing proposal and bid.

BIDDER: _____

ADDRESS: _____

DATE: _____ PHONE: _____

SIGNATURE: _____

Being a (Corporation, incorporated under the laws of the State of)

Partership

Individual

Composed of officers, partners or owner as follows:

(President) (Owner) (Partner/s)

THE BIDDER SHALL STATE PROPOSALS SUCCESSFULLY COMPLETED SIMILAR TO PROPOSED FOR OTHER COMMUNITIES

Name of Agency and Address: _____

Description of Material: _____

Name, position, address and telephone number of Official who supervised work:

Name of Agency and Address: _____

Description of Material: _____

Name, position, address and telephone number of Official who supervised work:

BIDDER: _____

BY: _____