

REQUEST FOR PROPOSALS

Sealed proposals will be received until 2:00 PM local time on **April 20, 2018** for furnishing the Town of Portsmouth with the following:

PLANNING SERVICES COMPREHENSIVE COMMUNITY PLAN UPDATE

I. INTRODUCTION

The Town of Portsmouth through the Planning Department is seeking proposals from qualified planning firms and individuals to assist the Town with an update of the Portsmouth Comprehensive Community Plan. The Scope of Work includes providing researched content and drafting recommendations to Town staff and the Planning Board, overseeing graphic design of the final draft plan, guiding the draft document through the statewide planning approval process, and attendance at meetings and public workshops/hearings with the Planning Board and Town Council.

Proposals will be received in the Finance Office, Portsmouth Town Hall, 2200 East Main Road, Portsmouth, Rhode Island, 02871 until 2:00 PM local time, on **April 20, 2018** and will be opened at that time in the Portsmouth Town Hall Council Chambers.

Proposals must be submitted in sealed envelopes addressed to the Finance Director, Town of Portsmouth and plainly marked in the lower left hand corner, "Bid # XXXX Portsmouth Comprehensive Community Plan Update".

A mandatory pre-bid conference will be held in the Council Chambers at the Portsmouth Town Hall, 2200 East Main Road, Portsmouth, RI on **April 13, 2018** at 10 a.m.

Please see Section V. of this RFP for bid specifications including specific submission requirements and Town evaluation / selection procedures.

The Town of Portsmouth reserves the right, as the interest of the Town may require, to reject any or all bid proposals, to waive any technical defect or informality in bids received, and to accept or reject any bid or portion thereof.

Additional information is available from the Portsmouth Planning Department, Gary Crosby, Town Planner, at (401) 643-0332 or by e-mail at gcrosby@portsmouthri.com.

REQUEST FOR PROPOSALS
PLANNING SERVICES
COMPREHENSIVE COMMUNITY PLAN UPDATE

II. BACKGROUND

Portsmouth's existing Comprehensive Community Plan was originally adopted in September 1992, was last amended in July 2002 and expired in August 2007. The Town seeks to update/rewrite its plan to satisfy the requirements of the Rhode Island Comprehensive Planning & Land Use Act, R.I. Gen. Laws, title 45, Chapter 22.2 and to secure formal approval of the plan from the Rhode Island Statewide Planning Program. The Rhode Island Comprehensive Planning Standards Manual, adopted by the Rhode Island State Planning Council in January 2016 will be used as a guide in this effort.

The Town is expecting to bear the cost of the entire update/rewrite. As such, it is imperative to develop a plan to utilize the consultant, Town staff, Planning Board members, as well as volunteer committee members, in a cost-effective manner to achieve a successful result. The Town's funding is currently limited to \$45,000 for this current fiscal year; however, additional funding may be received in the next budget cycle with funds available beginning July of 2018. The consultant should provide a proposal that indicates which of the tasks listed in the Scope of Work can be completed with the funding currently available, as well as a forecast as to how much additional funding would be necessary to carry out the remaining tasks. This information will assist the Town in obtaining the additional funding.

The Portsmouth Planning Department has been working on the Comp Plan update/rewrite off and on for approximately two years with a more rigid schedule of activity over the last year. We have approached this project with the notion that the current expired plan is of little help and are engaging in a complete rewrite. Some data has been compiled and drafts of eight of the thirteen required elements of the plan are currently in various stages of completion. The Planning Board has established a schedule of monthly public workshops wherein citizens are free to review each element as a draft is produced and provide input to the Planning Board. In drafting each of these

elements, Town staff has paid particular attention to the Goals, Policies and Implementation sections with the Planning Board giving tentative approval as each element is considered. Copies of these drafts are available on the Town's website for review as part of the RFP process. See <https://www.portsmouthri.com/192/Comprehensive-Community-Plan>

The selected consultant, in conjunction with Town staff, will be responsible for data collection, drafting revisions and drafting new content for each of the partially completed elements as well as assist Town staff in drafting the five remaining elements to be considered. Past and future map production will be provided by Town Staff.

III. SCOPE OF WORK

The Town of Portsmouth is seeking proposals from qualified planning firms and individuals to assist the Town with revisions to the Comprehensive Community Plan by:

1. Assisting Town staff and the Planning Board with overall project management including scheduling, the formulation of work plans and the assigning of tasks within the project.
2. Providing the necessary researched content currently missing from draft elements completed to date and working with Town staff to complete the remaining elements in draft form.
3. Providing guidance and recommendations to Town staff as to what revisions must be made to existing drafts and what additional text must be added in order to receive State approval;
4. Organizing and conducting (1) one public workshop / charrette to educate the public regarding the framework and content of the Comprehensive Plan and the role it plays in municipal governance and to solicit public input as to its content.
5. Attending approximately six remaining monthly Planning Board workshops. and providing recommendations for each draft elements based on attendance.
6. Assemble, edit and format all of the finished draft elements into an internally consistent final package incorporating a pleasing and readable graphic design.
7. Attending and providing recommendations for the final draft plan based on attendance at (2) two Planning Board Public Hearings.

8. Reviewing the final draft of the Comprehensive Community Plan prior to delivery to the Rhode Island Division of Planning; and
9. Communicating with the Rhode Island Division of Planning regarding any approvability issues that are found during State review, providing recommendations to Town staff on addressing any comments received from the Rhode Island Division of Planning on proposed drafts and discussing revisions and acceptability of same with the Planning Department.
10. Attend and present the final draft plan to the Town Council at (2) Public Hearings for their adoption of the Comprehensive Community Plan by Ordinance.

All recommendations related to data, maps and text must consider the requirements of the Rhode Island Comprehensive Planning and Land Use Regulation Act (RIGL § 45-22.2) and the guidance provided to the Town by the Rhode Island Division of Planning.

Task 1

The consultant will act as the project manager for the revision process, creating an overall work plan for the revision process, assisting with scheduling of meetings, and assigning of tasks to appropriate persons. The consultant will work with Town staff and the Planning Board to formulate an overall work plan for the revision process. In developing the work plan, the consultant must provide guidance as to when during the project it would be best to hold the one public workshop (see Task 5). Based on information provided by Town staff, the consultant must assist in identifying who would be most capable of undertaking the various tasks that will be necessary.

Task 2

The consultant will assemble all partial drafts currently available and shall provide to Town staff guidance as to which portions of the existing text must be refined, data gaps that must be compiled and what new text must be added to each element in order to receive State approval. This guidance can take the form that the consultant feels will be most helpful to the Town, but could be a marked-up draft, a list of sections in need of updating, and/or a list of new topics to be addressed or assessments to be completed. The consultant is expected to provide as much detail as possible as to the revisions that are necessary and provide original content as needed.

Task 3

The consultant will assist Town staff and the Planning Board in organizing one (1) public workshop during the comprehensive plan update/rewrite process. The consultant will, during the work plan development stage, assist the Town and the Planning Board in determining the point

during the process at which the public workshop would be most effective. The consultant will act as the primary facilitator at the public workshop(s) and will prepare any materials that may be necessary for the conducting of the workshop. Town staff and the Planning Board shall assist the consultant as necessary during the course of the workshop and will be available for facilitating any small group exercises that may be conducted during the workshop. Based on the results of the workshop, the consultant shall provide recommendations to Town staff and the Planning Board as to how best to incorporate the public input into the Comprehensive Community Plan.

Task 4

The consultant will attend all meetings of the Planning Board and the Town Council at which the Comprehensive Community Plan is being considered. Based on the discussion at the Public Hearing(s), the consultant will provide recommendations to Town staff and the Planning Board as to how best to incorporate the input from the public hearing(s) into the Comprehensive Community Plan.

Task 5

The consultant will assemble, edit and format all of the finished draft elements into a final package incorporating a graphic design approved by Town staff. Once assembled, the consultant shall review the draft and shall provide any recommendations for revisions to Town staff. When reviewing the draft, the consultant shall consider:

- Whether the information presented within the Plan's data, assessments, text, goals, policies and strategies is internally consistent; and
- Whether the requirements of the Rhode Island Comprehensive Planning and Land Use Regulation Act have been met.

This review is to occur prior to presenting the final draft to the Planning Board for conduct of their required Public Hearings.

Task 6

The consultant will facilitate and assist the Planning Board in conducting two (2) Public Hearings. The consultant will provide any and all media, display and other materials to adequately present the draft plan to the Board for their approval and to the public for their input.

Task 7

Upon completion of the Planning Board Public Hearings, the consultant will incorporate any final revisions and shall transmit the draft to the Rhode Island Division of Planning for official draft review. It is likely that draft review by the RI Division of Planning will produce comments that must be addressed before State approval can be granted. The consultant is expected to review the comments given to the Town by the RI Division of Planning, discuss such comments with the Division of Planning as may be necessary and work with Town staff make revisions to address the comments.

Task 8

The consultant will facilitate and assist the Town Council in conducting two (2) Public Hearings. The consultant will provide any and all media, display and other materials to adequately present the draft plan to the Council for their final approval

Task 7

Upon completion of the Town Council Public Hearings, shall transmit the approved plan to the Rhode Island Division of Planning for final approval. In the event the RI Division of Planning produces comments that must be addressed before State approval can be granted, the consultant is expected to review the comments make recommendations and work with Town staff to address the comments for resubmission.

IV. TIMELINE

Portsmouth is targeting completion of a full, final draft Town-Council-approved to be submitted to the State for final approval by June 2019.

The following is a target outline of the projected timeline:

April 2018 – Mandatory pre-bid conference.

April 2018 – Consultant selection, kick-off meeting, project scheduling and task management coordination.

May 2018 – August 2018 – Drafting revisions by Town staff and consultant, monthly Planning Board workshops, approvability discussions with RI Statewide Planning Program.

June 2018 – Public informational workshop / charrette.

September 2018 – Assemble full, final draft of completed Comprehensive Community Plan.

October-November 2018 – Planning Board Public Hearings.

December 2018 – Transmit draft plan to RI Statewide Planning Program for review.

April 2019 – Receive comments from State, revisions transmitted to State for review.

May-June 2019 – Town Council Public Hearings – Final adoption.

June 2019 - Adopted Plan transmitted to RI Statewide Planning Program for final approval.

October 2019 – State approval anticipated.

Time is of the essence due to the mandated State approval date. The selection of a consultant will be based not only on the most qualified response but on feasible recommendations to shorten this timeline as much as possible.

V. BID SPECIFICATIONS

Each proposal response must include the following information:

Firm Background – Provide background of proposing firm including experience in work on comprehensive community plan projects, public engagement processes, past interactions with Statewide Planning in the plan approval process and the management of multi-faceted projects.

Individual Background – Provide information about the person(s) assigned to the project including experience on comprehensive plan projects, public engagement processes and in managing multi-faceted projects. Provide assurance that the individual assigned will remain assigned to the project throughout its duration. Provide assurance that, in the event of unforeseen circumstances requiring replacement of the individual, the Town of Portsmouth will have final approval of the replacement staff. Include resumes of relevant staff assigned to the project.

Cost – Include a cost proposal based on the Scope of Work. Outline the effort required, overhead costs and the cost of services. This will be a “professional services” contract for the duration of the project. A fixed fee is preferred, but other reasonable proposals would be considered. Open ended contracts or hourly only contracts will not be considered. If the consultant feels that all of the tasks outlined within the Scope of Work cannot be completed with the funding currently available (\$45,000), the consultant should provide a proposal that indicates which of the tasks listed in the Scope of Work can be completed and a forecast as to how much additional funding would be necessary to carry out the remaining tasks.

References – Provide pertinent local references for similar projects/services, including name, agency, project, phone number and email address.

Selection Criteria - Proposals will be examined and technically evaluated based on the factors presented below. It is the responsibility of the consultant to provide information, evidence or exhibits which clearly demonstrate the ability to satisfactorily respond to the project requirements and the factors listed below.

A. Qualifications and Experience

Specialized experience is required of the company and/or the responsible individual. Proposals must clearly demonstrate full knowledge, understanding, and experience in the methods, techniques, and guidelines required for the performance of the required work.

B. Project Understanding

The bidder must demonstrate a comprehension of the role and function of this contract in meeting the needs of the Town.

1. Response to all elements requested in the RFP.
2. Clarity of the submittal.
3. Understanding of the project scope of work.

C. Performance Record of Firm

A list of references with similar projects must be provided and include company name, contact name, and telephone number and references must give an exemplary recommendation of the firm.

D. Project Management

Demonstrated ability to effectively manage multi-faceted projects. Examples from other projects must be provided.

E. Public Presentations and Outreach

Demonstrated ability to make effective public presentations and conduct successful community education and outreach. Examples from other projects must be provided.

F. Cost Evaluation

Cost will be considered as an independent factor from the above evaluation factors. The cost proposal will be evaluated not only to determine whether it is reasonable given the amount of funds available, but also the quality of a detailed forecast for additional funds, should they become needed, to complete the work.

Selection Committee / Interview – A selection committee made up of the Finance Director, the Town Planner, Assistant Town Planner and a member of the Planning Board will be convened to select the successful bidder. This committee may request interviews of some or all of the applicants. A recommendation for an award based on the applications and possible interviews will be made to the Planning Board who will in turn make a recommendation to the Town Council for approval and to the Town Administrator to finalize contractual arrangements.