

**CITY OF NEWPORT, RHODE ISLAND  
PLANNING DIVISION  
NOTICE TO BIDDERS**



**REQUEST FOR QUALIFICATIONS  
Newport Comprehensive Land Use Plan Update  
RFQ # 15-010**

The City of Newport is seeking proposals from qualified consulting firms to assist the City with a complete update to the Newport Comprehensive Land Use Plan (the Plan). The updated Plan will be prepared following the guidance provided from the Rhode Island Comprehensive Planning and Land Use Regulation Act (the Act) which requires all comprehensive plans to be in conformance with the Act in order to achieve State approval. The Plan will include and be based on input of and oversight by the Newport community, the Newport Comprehensive Plan Advisory Committee (NCPAC), as well as, review and approval by Rhode Island Statewide Planning, and adoption by the Newport City Council.

Respondents must demonstrate a minimum of five (5) years of strategic planning experience including experience within the disciplines of urban and regional planning and urban design. Experience with economic development, natural resource planning, historic preservation, traffic engineering/planning, land use planning, parks and open space planning, tourism planning, and the development of public/private partnerships is also expected. Respondents must also demonstrate a working knowledge of all state and federal laws as well as Rhode Island Statewide Planning's policies and procedures as they relate to approval and adoption of Comprehensive Land Use Plans.

Proposals will be received by the City of Newport, in the Purchasing Office, City Hall, 43 Broadway, Newport, RI, 02840 until:

**Two (2) O'clock PM, EST  
Tuesday, July 22, 2014**

Proposals must be submitted in a sealed envelope addressed to the Purchasing Office, City Hall, 43 Broadway, Newport, RI, 02840, and must be plainly marked in the lower left hand corner, **"RFQ # 15-010 - Newport Comprehensive Land Use Plan Update"**. Please include an

electronic copy of all final documents in PDF format. **RIGL §45-55-8.1** Qualification Based Selection of Architects and Engineers shall apply to this project.

It is the respondent's responsibility to see that the technical proposal is delivered within the time and at the place prescribed. Technical Proposals received prior to the time of opening will be securely kept, unopened. Technical Proposals may be withdrawn or modified on written request (on the letterhead of the bidder and signed by the person signing the bid) which must be received prior to the time fixed for opening. Technical Proposals received after the time set for opening will NOT be considered, even if it is determined by the City that such non-arrival before the time set for opening was due solely to the delay in the mails for which the bidder is not responsible.

Any respondent taking exception to or questioning any of the provisions, procedures, conditions or specifications herein stated should make such exceptions known to the undersigned, in writing, not less than five (5) days before the bid opening.

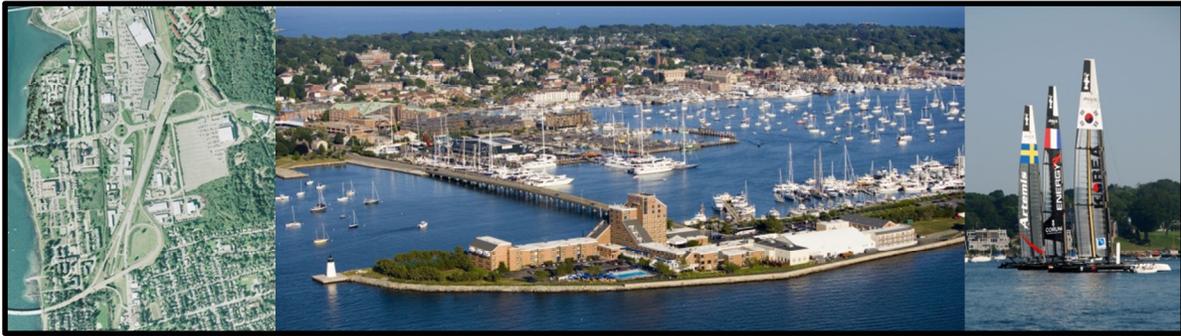
Any change or interpretation made as a result thereof will be published in an addendum and sent to all prospective bidders. Should a bidder still not be satisfied, he may, in the bid, set out and stipulate the exception, with enough explanation to be understood by the City and, within the stipulation, the INCREASE or DECREASE in the bid price because of the exception shall be stated. The City may, at its discretion, accept or reject any or all exceptions.

Federal Excise Taxes and/or Rhode Island Use Taxes are not to be included in the bid. The City will execute exemption certificates if furnished by the bidder when submitting his invoice.

Note: All bidders are responsible for insuring that no addendums have been made to the original bid package. All bid packages and addendums are located at <http://eprocurement.cityofnewport.com>, or you can contact the Purchasing Department.

The City reserves the right to waive any and all proposals or parts thereof, to waive any informality in same, to reject any or all proposals and to go on the open market when is deemed to be in the best interest of the City. All proposals are subject to the provisions of Chapter 13 of Title 37 of the RI General Laws as amended, including but not limited to those provisions relative to prevailing wages as applicable.

# NEWPORT COMPREHENSIVE COMMUNITY PLAN UPDATE 2016



## **PROJECT OVERVIEW**

The City of Newport is seeking proposals from qualified planning firms to assist the City with a complete update to the Newport Comprehensive Land Use Plan (the Plan). The updated Plan will be prepared following the standards provided from the Rhode Island Comprehensive Planning and Land Use Regulation Act (the Act) which requires all comprehensive plans to be in conformance with the Act by June 1, 2014 in order to achieve State approval. The Plan will include input from and oversight by the Newport community, the Newport Comprehensive Plan Advisory Committee (NCPAC), as well as, review and approval by Rhode Island Statewide Planning, and adoption by the Newport City Council.

The City is currently in the process of assembling a multidisciplinary team that will make up the Newport Comprehensive Plan Advisory Committee (NCPAC). NCPAC, in conjunction with City staff, will be responsible for assisting the consultant with data collection and reviewing content for the Newport Comprehensive Land Use Plan. The Advisory Committee may be assembled into sub-committees based on knowledge or expertise in order to complete the work.

It is the intent of the City to comply with the following requirements and have the Plan reviewed using Rhode Island Statewide Planning's seven (7) review criteria, numbered and shown below, as expressed in RIGL Section §45-22.2-9(d). The bullets have been provided from Statewide Planning in order to better communicate how the requirements are satisfied. Please be advised, Rhode Island Division of Planning is currently in the process of adopting new standards for the formulation of comprehensive plans. These new requirements will be complete in 2014 and each municipality must either submit comprehensive plans that reflect these newly adopted standards or receive a waiver of these standards from Statewide Planning. The City of Newport intends to comply with the newly adopted standards. Drafts of the new requirements are available from the Statewide Planning Program.

The consultant will be expected to assist the City meet these requirements and build upon the vision expressed in the 2004 Newport Comprehensive Land Use Plan. The current plan is available for review on the City's website at [www.cityofnewport.com](http://www.cityofnewport.com).

**RIGL SECTION §45-22.2-9(d)**

1. The intent and goals of the Act as stated in §45-22.2-3(b)(1) and (c)(1) through (10) have been met.
  - a. In general, the intent and goals of the Act are reflected in 1) the required procedures for formulating and adopting the plan; 2) the required content; and 3) “consistency with overall state goals, objectives, standards, applicable performance measures, and policies.”
2. The Plan is internally consistent and complete as required by §45-22.2-6.
3. The Plan is consistent with, and embodies, the goals and policies of the State and its departments and agencies as contained in the State Guide Plan and the laws of the State.
  - a. The Plan is not contradictory to any existing State law.
  - b. The Plan satisfies the requirements as expressed within the newly adopted 2014 standards and “embodies” the State’s goals and policies.
4. Municipal planning activities have been coordinated according to the provisions of section 45-22.2-7.
  - a. The Plan covers the total land and inland water area within the municipality’s jurisdiction.
  - b. The Plan demonstrates consistency with the comprehensive plans of contiguous municipalities and other municipalities as appropriate.
5. The Plan has been officially adopted and submitted for review in accordance with §45-22.2-8 and other applicable procedures.
  - a. The procedures outlined in RIGL section 45-22.2-8 have been followed.
6. The Plan complies with the rules and regulations adopted by the State Planning Council.
  - a. The municipality has complied with the Rules and Standards of the State Planning Council.
7. Adequate, uniform, and valid data have been used in preparing the Plan.
  - a. All data must be reasonably recent.
  - b. All data must be consistently applied throughout the plan. Different figures cannot be given for the same piece of data.
  - c. Calculations for important data must be shown in the plan. All calculations must be logical and replicable.
  - d. All maps must be clear, accurate, and meet minimum cartographic standards.

## **SCOPE OF WORK**

**The following recommended scope of work is meant to provide a guideline.** Responses to this RFQ may suggest alternative approaches or tasks in addition to those identified within this RFQ.

Required Tasks: The scope of work will include, but will not be limited to, the following tasks:

1. Project Reconnaissance
  - a. Meet with City staff to review the scope of work and existing information available.
  - b. Conduct community visits and inventory physical conditions.
  - c. Review previously completed planning documents for various City Departments.
  - d. Review relevant plans that must be referenced to the City's Comprehensive Land Use Plan. Such plans may include but are not limited to:
    - i. Newport Hazard Mitigation Plan
    - ii. Water System Supply Management Plan (approval still pending)
    - iii. Newport's North End Redevelopment
    - iv. Broadway Streetscape Project
    - v. Lower Thames & Spring Streetscape Improvement Project
    - vi. NAVSTA Newport Redevelopment
    - vii. Waterfront Planning Study
    - viii. Newport Heights Redevelopment
    - ix. Aquidneck Island Transportation Study
  - e. Prepare an existing conditions report to submit to the City Manager, Director of Civic Investment, Newport Planning Board, and the Newport Comprehensive Plan Advisory Committee (NCPAC).
2. Project Management
  - a. The Consultant shall select a Project Manager who will serve as the primary point of contact for the duration of the project.
  - b. The Consultant shall prepare a project management plan.
  - c. The Consultant shall prepare and submit monthly progress reports, invoices, and billings.
  - d. The Consultant shall establish and maintain a project schedule with key milestones.
  - e. The Consultant shall organize and coordinate meetings for review and provide status updates of various elements of the overall project.
3. Project Initiation
  - a. Participate in work sessions with elected officials, NCPAC, the public and City staff.
  - b. Familiarize elected officials, NCPAC, the public and City staff with key issues.
  - c. Establish areas of focus in relation to the plan.
  - d. Refine prospective goals and objectives for both technical analysis and public involvement components.
4. Public Involvement
  - a. Develop a public engagement process that outlines methods to engage the public, encourage active participation, and foster an environment for idea sharing. It is imperative that the Consultant develop a public engagement process that can engage all segments of the community.

- b. The Consultant shall prepare a public involvement/engagement and public relations campaign and present this plan to the City for approval. The campaign must meet the community engagement goals and vision described above, and the campaign shall include an extensive interactive visioning session to obtain input from all sectors of the public. A social media component must be included.
    - c. The Consultant must be prepared to present workshops for citizens, property owners, and stakeholders; conduct workshops and visioning sessions with the public and NCPAC; and, present formally to the Planning Board and City Council for public hearings, input, and plan consideration/adoption.
5. Data Development and Analysis
  - a. The Consultant shall prepare population, economic, and market studies of the community and prepare estimates, projections, and forecasts for ten and twenty year planning horizons.
6. Capital Facilities Analysis
  - a. The Consultant shall prepare an analysis of existing public facilities to determine deficiencies and make recommendations for public improvements that will accommodate projected growth and development.
7. Implementation and Strategies
  - a. The Consultant shall prepare priorities, goals, and objectives and make recommendations for policies and strategies for plan implementation. The Consultant should provide an analysis of potential funding mechanisms that can be utilized toward the investment of public and economic improvements.
8. Final Report
  - a. The Consultant shall prepare a final report complete with results, analyses, conclusions and recommendations for approval by the City. Preparation and publication of the final report, the Newport Comprehensive Land Use Plan, shall be presented to the Newport Planning Board, Statewide Planning, and City Council for approval and/or adoption. The Consultant shall provide 8 hard copies of the final plan, as well as, digital copies of all materials in both Word and PDF formats.

## **QUALIFICATION REQUIREMENTS**

The consulting team will provide a broad range of planning services necessary for the completion of the Newport Comprehensive Land Use Plan. Interested consultants should involve a multi-disciplinary team either through their own firm or by sub consulting or cooperating with other firms. The consulting team must provide knowledge, skills and abilities necessary to undertake the basic and unique aspects of the scope of work paying particular attention to:

***Basic Comprehensive Planning*** – The team must be experienced and skilled in the preparation of basic elements of comprehensive plans as specified in the Rhode Island State Statutes and accepted professional practice with particular attention to: community trends, engaging local officials and the public in visioning, policy building and action/strategy development, and addressing State requirements for comprehensive plans.

***Design*** – The team should be experienced and skilled in urban, community, and regional design in order to provide a future vision for the city and develop plan elements that will lay the foundation for innovative land use regulations.

***Economic Development*** – The team should have experience in providing strategies and programs for improving the economic vitality and diversity of the City and improve the ability to attract new business investment and job creation.

***Transportation Planning*** – The team should be experienced in assessing existing transportation systems (flows, capacities, volumes, deficiencies and needs), and developing capital improvement plans, transportation improvement plans, transportation policies and design guidelines and coordinating necessary efforts with other local and regional entities. Newport’s existing transportation network is a combination of paved and unpaved roadways with a mix of urban and sub-urban cross sections. The Transportation Element of the Newport Comprehensive Land Use Plan will outline an inventory of the existing road types and establish policies, goals, and objectives that will create a cohesive transportation network. The policies, goals, and objectives should also incorporate a vision toward alternative transportation modes and sustainable development practices. The Transportation Element should also engage the local, state, and federal agencies and integrate their respective transportation systems including any long range plans developed to meet the needs of the network as a whole.

***Housing*** – The team should be experienced in anticipating the future housing needs of the community including housing maintenance, affordability, ratios of owner vs. renter occupancy and housing design and diversity.

***Demographic Characteristics and Trends*** – The consulting team should be capable of projecting population, housing, and commercial development trends for a ten (10) and twenty (20) year period. The consulting team should be able to provide related recommendation to the City for accommodating the anticipated housing trends and economic development projections.

***Implementation Strategies*** – The team must be knowledgeable and experienced in development and implementation strategies, which should include recommendations for capital improvements programming, design guidelines, updated development recommendations for zoning and subdivision regulations, administrative procedures, development incentives and programs, and identification of potentially available funding.

***Coordination of Existing Master Plans*** – The team must be able to articulate how all existing master plans and studies will be coordinated into the new overall Comprehensive Plan. The team should clearly describe how this will be done and how overall priorities will be set. The consulting team should be able to evaluate the consistency among and between the plans and studies along with the current codes and regulations and make recommendations to bring current local codes and regulations into consistency with the Plan.

***Compatibility with Surrounding Municipalities*** – The team should be experienced in working on regional comprehensive plans. The plan should address the compatibility between existing and proposed development and plans in contiguous portions of neighboring municipalities. Measures should be established to provide buffers or other transitional devices between disparate uses. Additionally, the Plan should identify if existing and proposed development of the municipality is consistent with the objectives and plans of Rhode Map RI.

**Public Participation** - Public outreach will be a major component of this process. The Planning Division under the Department of Civic Investment is in the process of assembling a multidisciplinary team that will make up the Newport Comprehensive Plan Advisory Committee (NCPAC). The consultant will meet at agreed-upon intervals with NCPAC, as well as, city staff. The consultant will provide marketing materials which the City will utilize to engage the advisory group as well as the general public as the project moves forward. The consultant will also utilize various social media avenues (i.e. Mind Mixer, Engage Newport, Facebook, City Website, etc.) to assist with the collecting of public comment as might be necessary throughout this process. The consultant should create a project specific website, linked to the City of Newport's website, which can be utilized to collect public comment, disseminate information, organize meetings and public outreach events, and act as the hub for public relations/information.

**Implementation Programming** – The selected consultant must prepare a prioritized action/implementation program with general cost estimates and identification of potential funding sources. Rather than just producing a general list of available funding sources to the City, the final plan shall correlate probable funding sources with specific plan recommendations. The City is particularly interested in the development of an exceptionally strong implementation strategy that is practical and productive.

**Project Mapping** - The team should be experienced and skilled in mapping and illustration to graphically depict the major elements of the plan. The consultant will work with the City of Newport's GIS technician and other Planning and City staff to develop these images. All report maps will be produced in scales that will reproduce to fit both 8 ½" x 11" and 11" x 17" pages and be suitable for posting on the City's website.

**Familiarity with the City's Zoning and Subdivision Regulations** – The consulting team should have familiarity with the existing local zoning and subdivision regulations, as well as, the State requirements as expressed in RIGL §45-23 and §45-24. Following adoption of the Comprehensive Plan, the City has eighteen (18) months to bring the local regulations into conformity with the community's tenets as expressed within the newly adopted plan.

## **TIMEFRAME**

The City of Newport is targeting state approval of the Plan by June 01, 2016. This would require that the City begins their public hearing process no later than January 2016 and factor in potential delays that may come along during the adoption process.

The consultant will have approximately one (1) year to complete the public outreach process and finalize revisions to the Newport Comprehensive Land Use Plan identified within the scope of work. The City intends to regularly submit draft chapters of the comprehensive plan for review by both RI Statewide Planning staff and the staff of other state agencies prior to Planning Board and City Council approval. Additionally, the City will submit a full, final draft copy of the Plan to Statewide Planning prior to recommending the Plan to City Council for final review and adoption. Statewide Planning will have 120 days to conduct a full draft review of the Plan. This will ensure the plan is in compliance with State initiatives and reduce final review time and the number of revisions to address state comments.

(Please see Table 1 on the next page.)

<b>Table 1: Local Adoption and State Review Timing</b>	
Establish the NCPAC and submit RFQ for Consultant Hire	May 2014
Review Technical Proposals	June 2014
Hire Consultant and begin revisions to the Comp Plan	July 2014
	
Finalizing Revisions to the Newport Comp Plan	September 2015
Planning Board/Commission Hearing	October 6, 2015
Approval by Planning Board/Commission	November 3, 2015
State Review Process - <i>120 days with full draft review</i>	November - February 2016
Revisions to Address State Comments	March 2016
City/Town Council Hearing	April 13, 2016
Adoption by City/Town Council	April 27, 2016
Public Notice & Comment Period - <i>45 days</i>	Completed by End of June 2016
Final State Review and Letter - <i>30 days</i>	July 2016 - August 2016

**The City of Newport reserves the right to accept or reject any or all qualifications received as a result of this request, to negotiate with qualified sources or to cancel in part or in its entirety – the Request for Proposals, if it is in the best interest of the City.**

All questions pertaining to this solicitation must be addressed in writing, via e-mail to:

Melissa Stolhammer  
City of Newport, City Planner  
City of Newport  
43 Broadway, Newport, RI 02840  
(401) 845-5461  
[mstolhammer@cityofnewport.com](mailto:mstolhammer@cityofnewport.com)

## **PROPOSAL CONTENTS**

***Firm Background*** – A statement as to your firm’s experience with providing this type of service; must have a minimum of five (5) years of experience.

- A listing of other municipalities with whom your Company has worked.
- Paragraph of your recent experience on similar Comprehensive Land Use or Community Plans. Please detail the project, time schedule, and methods used for accomplishing the project.
- A copy of the appropriate licenses required by Federal, State, and/or City authorities.

***Individual Background*** – Provide information about the person(s) assigned to the project including experience on similar 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 City of Newport will have final approval of the replacement staff. Include resumes of relevant staff assigned to the project.

- An organizational chart showing individuals assigned to the project, their responsibilities, and the duration of their involvement.
- An overview of the firm’s current workload with staff commitments showing that staff will be available to complete the project tasks within the timeframe.

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

Additionally, please provide the following information with your company’s response.

1. A statement as to your Company’s experience with providing Labor on a contract that may be governed by the prevailing Wage provisions of the Davis-Bacon Act.
2. A certified statement your Company is not debarred suspended or otherwise prohibited from practice by any Federal, State, or local agency.
3. A fully executed copy of a Non-Collusive Affidavit and a Proof of Insurance letter for this Project from your Company’s Insurance company/agent.
4. A Letter of Intent for Bonding from your firm’s bonding agent.

## **EVALUATION OF QUALIFICATIONS**

### **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 (Maximum 20 points)***

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 (Maximum 20 points)***

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

1. Response to all elements requested in the RFQ.
2. Clarity of the submittal.
3. Understanding of the project scope of work.
4. Familiarity with the City of Newport.

#### ***C. Performance Record of Firm (Maximum 20 points)***

A list of references with similar projects must be provided and include company name, contact name, and telephone number.

#### ***D. Project Management (Maximum 20 points)***

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

#### ***E. Public Presentations and Outreach (Maximum 20 points)***

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

### **Selection Committee/ Interview**

A selection committee consisting of City of Newport staff members and Newport Planning Board members will review and rank all proposals. It is the intention of the City to short list up to three firms. Project teams assigned to the project from the short listed firms will be asked to interview with the selection committee. A recommendation for an award based on the firms ranking and interview will then be made to the City Council.

## **BID DEADLINE**

The deadline for this request is Tuesday July 22, 2014 at 2:00 o'clock PM EST. Five (6) hard copies of the bid are to be submitted along with one (1) electronic copy. Submittals must be received by the City of Newport, Erin Mulligan, Purchasing Agent, City Hall, 43 Broadway, Newport, RI, 02840 (Email: [emulligan@cityofnewport.com](mailto:emulligan@cityofnewport.com), P: (401) 845-5414). Proposals must be submitted in a sealed envelope and be plainly marked, **"RFQ # 15-010 - Newport Comprehensive Land Use Plan Update"**, on the outside, lower left hand corner of the envelope. Please include an electronic copy of all final documents in PDF format. The City reserves the right to waive any and all proposals or parts thereof, to waive any informality in same, to reject any or all proposals and to go on the open market when is deemed to be in the best interest of the City. The City will not reimburse any consultant for any costs associated with responding to this RFQ.