

Request for Proposals

Town of North Kingstown, Rhode Island



North Kingstown

Comprehensive Plan Re-Write

Issued – April 30, 2014

Submission Due – May 30, 2014 @ 11 AM

Department of Planning & Development
55 Brown Street
North Kingstown, RI 02852

Background

The Town of North Kingstown, Rhode Island, seeks proposals from planning firms with the capability to assist the town in the complete re-write of the approved 2008 Comprehensive Plan. The town is required by state law to update and re-adopt the comprehensive plan not less than every ten years. This process would include the preparation, planning and conducting of visioning sessions, plan preparation, creation of mapping and technical documents, and an analysis of citizen and business surveys.

Funding is available in the upcoming fiscal year to secure consultant services to assist the Planning Department and Commission in this endeavor. The Town of North Kingstown has a project budget of \$90,000.

The Planning Department would like the process to begin during the late summer of 2014, with consultant services being secured before July 2014 and the actual activity beginning in the winter of 2014.

The most recent 5-Year Update (approved by the State in 2008) is based on the comprehensive plan prepared and adopted by the town in 2001. A public opinion survey was conducted in 1999 and 2007 with the results reflected in that update. The town did complete a new survey during 2013. The questions and results are available to the consultants for review. A major goal of the 2008 update was to create a document that was concise, yet complete, and of a size that facilitated document review. This is a continued theme for this re-write. The town wishes to have a very concise document, with numerous maps and pictures to reduce the overall amount of text. The town wants this to be a document that is easily read and utilized.

Since the 2008 update was completed, the town has made several map amendments as well as major plan amendments. The major plan amendments include many of the projects listed below and have an impact on the scope of the comprehensive plan. There are also other major projects that are in process but are critical to consider and address in the re-write of this plan. The following provides a summary list of the major projects:

1. Post Road Corridor Plan/Growth Center
 - i. Zoning amendments and Reynolds Farm development
2. Hazard Mitigation Plan
3. Harbor Management Plan
4. Emergency Operations Plan
5. Amendments to the Quonset Element
6. Transfer of Development Rights and Villages Study Phases I – III
 - i. Adoption of Compact Village District zoning
7. Route 2/102 Intersection consensus building project
8. Wastewater Facilities Plan
 - i. Construction of sewers on Post Road Phase I
 - ii. Bidding of sewer project for Post Road Phase II

- iii. Vote on sewer referendum for sewers during the spring of 2014 for:
 1. Wickford Village commercial district
 2. Post Road North phase I and II
9. Wickford Junction Transit Oriented Development project
 - i. Wastewater Analysis
 - ii. TOD ordinance and adoption
 - iii. Transit analysis
 - iv. Wickford Junction Market analysis
 - v. Fiscal impact analysis
10. Wickford Junction Multimodal Transportation Safety and Efficiency Assessment
11. Town wide Market Analysis
12. Healthy Places by Design project and report
13. Wickford Village commercial district expansion
14. Frenchtown Commons
15. Sea Level Rise and Climate Change Adaptation Phases I and II
16. Implementation of the Affordable Housing Plan
17. Quonset Development Corporation Process changes
18. Town-wide Build out analysis and water use analysis
19. Water use reduction strategies

Many of these projects had corresponding amendments completed to the North Kingstown zoning ordinance and land development and subdivision regulations. In addition, numerous developments have been approved or are under review for development in the town's village and growth center areas.

Town Overview & Project Context

The Town of North Kingstown is located 22 miles south of Providence with over 30 miles of coastline along Narragansett Bay. The Town covers 54 square miles of the State and has a population of 26,486 people based on the 2010 US Census. The Town operates under a home rule charter and has a Council/Town Manager form of government with a 5 member Town Council headed by a Council President.

The community considers the mainstay of its character the historic villages that have developed since the founding of North Kingstown in 1674. Chief among the villages is historic Wickford which today serves as a tourist attraction, as well as a vibrant coastal residential and commercial community. North Kingstown offers both its residents and tourists visiting the area a variety of opportunities for recreation, historic sightseeing, shopping and other leisure activities. In addition to the historic village centers, the town also has several public recreation parks, cultural centers and marine related activity centers as well as several nodes of retail and commercial establishments that provide for both local and tourist's needs.

All of these amenities have increased the popularity of North Kingstown and consequently, the Town experienced high growth in residential development from the 1990s thru the early part of the 2000s. Much of this growth occurred in the southwestern portion of North Kingstown. That pressure led to an increase in the demand for Town services and facilities at the time. In addition, the pressure on the remaining vacant land in Town increased as well. Since that time, growth has slowed consistent with the downturn in the economy. New proposed growth in town over the past few years has been

centered and directed towards the existing villages and planned growth centers. These trends in growth need to be addressed as planning for the future of the Town moves forward.

Also central to the town is the Quonset Business Park which is operated by the Quonset Development Corporation (QDC). The vision for the Quonset Business Park calls for mixed industrial, commercial, limited service/retail and waterfront uses. The QDC has completed improvements to the freight rail system, internal roadways, a bike path and a limited access highway from Route 4.

The industrial and commerce park complex contains approximately 3,200 acres of land; approximately 300 acres remain available for project development. Currently one of out every 50 jobs in Rhode Island is located at Quonset. Overall the park area is served by a limited access highway, an airport, rail, and deep-water piers and is thus suitable for a wide diversity of manufacturing and port activities. One hundred sixty eight companies provide more than (8,800 jobs) in the business park. The complex also includes an 18-hole golf course and marina owned and operated by the Town of North Kingstown.

In 2010, the Town and the QDC entered into a Memorandum of Agreement to create a unified development process for all future developments at the Business Park. The review process for projects inside the park has become more streamlined, allowing for a quicker turnaround time for potential tenants.

The Quonset Business Park District (QBPD) was established as a new zoning designation in 2011. This district was envisioned as a mixed use center for economic activity, which may be supported by residential use and recreational opportunities. It is the intent of this district to facilitate the development of these uses through a unique relationship between the Town and QDC. The QBPD is a performance-based development district that will focus on facilitating economic development that recognizes, is protective of, and is consistent with the overall community planning objectives of the Town.

In addition, the town proposed several changes to the Quonset Element of the comprehensive plan. These changes included modifications required for consistency with the newly drafted memorandum of agreement. The changes also included a reorganization to reduce the occurrence of duplicative language and amendments to several policy statements such as those related to potentially expanding operations at the maritime port and the airport. These amendments are still under review by the RI Statewide Planning Program.

The Rhode Island Airport Corporation has recently undertaken the task of updating the master plan for the Quonset State Airport. The primary goal of the study is to define facility needs and evaluate development alternatives in order to provide a useful plan for airport development during the 20-year planning period. RIAC has also created the Rhode Island Airport Land Use Compatibility Guidebook to provide the town with the background information and the tools necessary to comply with our obligation under RI General Laws to establish and enforce appropriate airport land use compatibility zoning. The town plans to incorporate airport zoning into our local zoning within the next year.

Affordable housing has been an important focus of the work of the Planning Department over the past few years. During the last several years the Planning Department and the Planning Commission have

worked closely with developers who allocate 20 to 25 percent of their residential development projects as affordable units. Currently, approximately 7 percent (753 units) of North Kingstown's 10,953 total housing units are designated affordable to low- and moderate-income households. This figure is 3% shy of the state's 10% affordable housing requirement. There are 46 additional affordable housing units under construction as part of the Crossroads Rhode Island's Kingstown Crossing project. Belleville House, the site of the former St. Bernard's Church has is currently constructing 40 units of affordable senior housing. Lastly, North Cove housing, a 38-unit affordable housing development, was completed with construction in 2013.

While much of the historic development has occurred within the town's villages, extensive strip-mall development has occurred along US Route 1 also know as Post Road. In the past several years, efforts have been made to enhance and revitalize Post Road as North Kingstown's main commercial district. The town adopted Post Road Corridor Zoning and a Transfer of Development Rights (TDR) Program which were the first steps in developing a new village growth center consistent with the State Guide Plan Element Land Use 2025 as a means of encouraging high-density development along Post Road. The town's first sewers are under construction along the southern end of Post Road. The Post Road Corridor serves as one of North Kingstown's designated receiving zones under the TDR Program, and the Wickford Junction Transit Oriented Development (TOD) area was recently added to the TDR receiving area. The town recently adopted a TOD ordinance which targets the area around the Wickford Junction commuter rail station. The TOD district is established as a mixed use, transit-oriented, economic development center. Due to the available transit infrastructure within and around the district, development within this district will be designed to provide a mix of commercial and residential uses at higher densities than what is permitted in most of the other zoning districts in the Town.

There are other areas of town that could potentially support an increase in mixed-use density. Many of these potential areas include North Kingstown's six existing village centers – Wickford, Saundertown, Allenton, Hamilton, Lafayette, and Davisville – all identified in the North Kingstown Comprehensive Plan. The villages of Hamilton, Allenton, and Lafayette are the next areas that the town is looking to designate as a new mixed use zoning district, compact village district adopted in 2012, for higher density village development. In addition to Wickford Junction, there is also another emerging village center around the western Rt. 2 and Rt. 102 intersections in the vicinity of the former Bald Hill Nursery. This property was proposed to be rezoned to a compact mixed use village district in 2012, and the public hearings for the rezoning process began in April of 2014. All of these areas should serve as the primary means to manage and direct growth, protect undeveloped land, and achieve the key vision and objectives of the North Kingstown Comprehensive Plan 2008, as well as State Guide Plan elements Transportation 2030 and Land Use 2025.

Scope of Services

Technical Information

The objective of the comprehensive plan re-write is to create a concise, user-friendly planning document that addresses the requirements of the RI Comprehensive Planning and Land Use Act. The town would like to reduce the overall amount of text and incorporate more maps, pictures and schematics into the plan. In addition to the required content, the themes of growth centers, compact village development, land preservation, climate change, natural hazards, low impact design and energy efficiency are to be incorporated into the plan. One way the plan can be made more concise is through the consolidation of

existing plan goals, objectives and actions and improved organization of the document. Familiarity with the requirements of the Rhode Island Comprehensive Planning and Land Use Act is required. The statewide planning program has developed a Comprehensive Plan Review Submission Requirements form that must be submitted as part of this project as well.

The consultant should determine whether there is any data within the plan that is no longer necessary to the Plan or required for state approval. It may be the case that data contained previously within the Plan is now irrelevant or is no longer required for State approval, and therefore should be removed rather than updated.

The consultant should highlight all of the data that must be updated in order to receive State approval. Additionally, the consultant will provide any additional outreach, policy formation and/or data that will be necessary in order to receive state approval that is not currently found within the Plan.

The plan shall be consistent with the State Guide Plan and shall demonstrate support for implementation of the various state guide plan elements such as Land use 2025, Transportation 2030, RI Water 2030 and the State Airport Systems Plan among others. The scope of the project shall include the identification of opportunities to improve and bring consistency with the state documents on such things as local land use practices, transportation, water supply management and airport planning objectives.

The plan will demonstrate coordination with all of the adjacent communities of South Kingstown, Exeter, East Greenwich, Warwick and Jamestown as well as of the various state agencies. The consultant shall also be familiar with the general goals and policies of the Rhode Map Rhode Island process, as that process will be updating the State of Rhode Island Land Use Plan, Housing, and Economic Development Plans.

A new Inventory and Analysis of Existing Conditions should be created that would serve as a Technical Report and database for the comprehensive plan itself. Included would be the incorporation of the 2010 Census, environmental data, housing data updates and technical information regarding targeted open space and conservation areas, etc. The selected consultant will utilize the data compiled from the Rhode Map RI project in their assessment. The most current demographic, socio-economic, land use, building and other data available shall be utilized to describe and assess the existing local conditions and provide estimates of future conditions for the town. Based on this information, a needs analysis will be provided for each plan element.

A town-wide build out was completed in 2009, and is currently being updated for use in the proposed reduction in size of the Town's water service area.

The town hired the consulting firm of 4Ward Planning to complete a number of economic studies for the town. These included a regional market analysis for Wickford Junction, a town-wide market analysis, and a fiscal impact analysis report for Wickford Junction. These reports analyze the market needs of the town, the net impacts resulting from the potential full build out of Wickford Junction, and policies that should be changed or adopted in order to meet market demands. The selected consultant for the comprehensive plan re-write should review these reports and explain, and make recommendations within the comprehensive plan the fiscal impacts of different development styles and patterns.

The Town will be working with their existing GIS to prepare the required maps for the Comprehensive Community Plan. The consultant hired under this RFP will provide guidance and the creation of GIS maps for the project, with assistance from the Town as to what revisions will be necessary to the existing maps, as well as what new maps must be created, in order to receive state approval. As stated above, the consultant will be expected to use the interim guidance received by the town from the RI Division of Planning when making recommendations for revisions.

The Plan and process should also include numerous recommendations for amendments to the Zoning Ordinance based upon existing studies and input received from the public process of developing a new comprehensive plan. The consultant will also be required to create an implementation program, with responsible departments, boards or commission, and other stakeholders should be created as part of this re-write.

Public Participation

The plan shall demonstrate utilization of a public participation component. A public outreach and visioning process is necessary to insure public participation. This is a critical component as the plan needs to reflect a broad vision of the community's future. It is important to educate and involve the public throughout the project. This public input process shall include the establishment of a comprehensive plan citizens advisory committee to assist in the plan creation. This committee shall include citizens and special interest groups such as the North Kingstown Chamber of Commerce, neighborhood organizations, town boards and commissions, and other stakeholders.

The North Kingstown Planning Commission as well as the North Kingstown Town Council will be key participants in the process. Public presentations and hearings before both of these local bodies will be necessary throughout the process, culminating with plan adoption. The consultant will act as the primary facilitator at the public meetings and will prepare any materials that may be necessary for the conducting of the workshop.

Elements

Draft elements, goals, objectives and actions shall be reviewed by the Planning Commission and comprehensive plan committee. In addition, town staff will be available as needed to discuss and review the plan.

The consultant should also prepare an analysis of zoning and identify inconsistencies with the comprehensive plan text and future land use map.

The following elements are already included in the existing comprehensive plan for the town:

1. Land Use
2. Circulation
3. Economic Development
4. Housing
5. Community Services and Facilities
6. Natural and Cultural Resources
7. Open Space, Conservation and Recreation
8. Post Road Corridor

9. Quonset Business Park

A review of the existing comprehensive plan elements with the goal of condensing and rewriting these sections as appropriate based on public input, the public survey, and projects that implement the Comprehensive Plan such as the Post Road Corridor Plan, the Transit Oriented Development project, the village study, the Affordable Housing Plan, Helathy Places by Design, and the Quonset Master Plan (2008). Such review could include an assessment of existing goals, objectives, and actions for amendment or refinement with the goal of clearly articulating the town's vision.

New goals, objectives and actions shall be created for each element. Any accomplishments that can be omitted and/or which lead to amended objectives for future development should be identified. Any objectives that were not accomplished and have become obsolete should be omitted or amended. New objectives within each element should be identified.

In addition to these existing elements, the issue of natural hazards and climate change shall also be incorporated into the various elements identified above. The town is currently working with the University of Rhode Island Coastal Resources Center and RI Sea Grant on how to achieve this. The results of their work shall be utilized in this project.

Deliverables

The consultant shall prepare informational handouts, draft reports and any necessary maps and graphics as necessary throughout the process. These materials shall be made available to the public through posting on the town's web site as well as at the local library.

The consultant shall also coordinate reviews with the Statewide Planning Program as well as the other state agencies and adjacent communities throughout the process. This coordination shall be initiated at the beginning of this process and emphasized as major plan milestones are completed.

The consultant shall also prepare the appropriate number of copies of the final plan for submission to the Statewide Planning Program in the format required. This final plan shall incorporate any recommended changes identified by the Town Council at the public hearing. In addition, the consultant shall work with statewide planning to make any recommended changes or correct deficiencies or areas of non-compliance as necessary.

Upon approval by the state, the consultant shall provide an electronic copy of the final plan including all maps and graphic representations for posting on the municipal web site.

Per the Rhode Island Comprehensive Planning and Land Use Regulation Act, the Town of North Kingstown's Comprehensive Community Plan must be fully revised, re-adopted and State approved.

Submittal Requirements

The proposal shall include cover sheet, table of contents, resumes, and index sheets. Resumes included with the proposals shall not exceed two single-sided printed page per person listed in the table of organization. The proposal shall include the following minimum:

1. **Transmittal Letter** – The transmittal shall include the legal name of your firm, address, contact person, telephone number, and email address.
2. **Scope of Work** – Provide a detailed narrative of the project including a description of the proposed work plan to complete the required final design services. Include a discussion of deliverables and project milestones. Consultants are encouraged to explain, in detail, their understanding of the scope of work and to identify any supplemental tasks deemed necessary that may enhance the project or reduce the costs. Identify the decision, products, data and corollary information the consultant expects from the town to ensure successful completion of the project by the consultant. The level of assistance and information required from the town staff by the consultant shall be clearly stated. Optional tasks, not specifically mentioned in this Request for Proposals (RFP), may be added. Optional tasks should be clearly identified and budgeted separately from other tasks.
3. **Project Team** – Include a table of organization for the project indicating the proposed principal-in-charge, project manager, and key project staff including sub-consultants that will be assigned to the project. Provide a narrative description of the qualifications and experience of each key person along with their proposed project responsibilities. A resume must be included for each person shown on the table of organization. List the names, addresses, telephone number, and email address of any anticipated sub-consultants.
4. **Project Schedule** – Include a detailed schedule for the completion of the services required for the contract. Provide a timeline chart outlining the number of days required to complete each task as outlines in this RFP. Show critical path elements of the project and discuss any constraints to meeting the town’s desired deadline.
5. **Work Plan** – The consultant should include a detailed discussion of the tasks they will perform in this section and specifically list all deliverables by task. Alternative course of action and tasks envisioned by the consultant to achieve the primary objectives of the project are welcomed and will be reviewed by town staff.
6. **Statement of Qualifications** – Include descriptions of relevant example projects completed within the past five years that are comparable to scope to the proposed project. Identify key staff, including sub-consultants and their responsibilities in the example projects and how they will be utilized on the Town’s proposed project. Consultants are encouraged to reference a web-link that would evidence work completed on a similar scope.
7. **References** – Provide three (3) references including the name of the project referenced, contract time span and dollar amount, contact person names and contact information.
8. **Minority Business Enterprise (MBE) Requirement** – The project is subject to Chapter 37-14.1 of the Rhode Island General Laws, and regulations promulgated and which require that ten percent (10%) of the work performed on the project be performed by minority business enterprises. The consultant needs to identify: the firm or firms selected to meet this requirement, the tasks to be undertaken, and the dollar value of the participation meeting the ten percent (10%) requirement. A listing of MBE firms is available at www.mbe.ri.gov.
9. **Fee for Services** – Bid proposals should provide a firm fixed price (including expenses) for the work required of the Contractor, as described above. The consultant shall provide a clear breakdown of

the overall fee for providing the services outlined in this RFP. Include a break-out showing the classifications of the persons working on each task, their billing rate, the total hours projected that they will work on each task, as well as all other incidental charges that make up your overall fee. Provide subtotals by each task listed above.

10. Submission Deadline – Please submit six (6) hard copies and one (1) electronic copy to the following:

Office of the Purchasing Agent
Attn : Kendra Stringer
Town Hall
80 Boston Neck Road
North Kingstown, RI 02852-5762

Electronic Copy: kstringer@northkingstown.org
In the Subject Line please specify that it is a bid and the bid's name

by May 30, 2014 at 11:00 AM, at which time the bids will publicly be opened and read aloud. No proposals will be accepted after the 11:00 AM deadline.

Information for Bidders

1. Receipt and Opening of Proposals

Sealed proposals must be submitted in SEALED ENVELOPES, addressed to the Office of the Purchasing Agent Attn : Kendra Stringer, to the address listed above and clearly marked with the name of the item bid, and the date and time of opening. Proposals will be received by the Purchasing Agent up to the specified time as noted on the Request for Proposals, and publicly opened and read aloud at the specified time.

Proposals submitted for a specified item must not be combined under the same cover with any other bid item.

It is the vendor's responsibility to see that their proposal is delivered within the specified time frame and at the place prescribed. Proposals received prior to the time of opening will be securely kept unopened. No responsibility will be attached to any officer or person for the premature opening of a proposal not properly addressed and identified.

Any proposal received after the time and date specified shall not be considered, by messenger or by mail, even if it is determined by the Town that such non-arrival before the time set for opening was due solely to delay in the mails for which the vendor is not responsible. Conditional or qualified proposals will not be accepted.

2. Preparation of Proposal

Each proposal must be submitted on the prescribed form. All blank spaces for prices must be filled in ink or typewritten, both in words and figures. All answers that are hand written must be neat and legible. Erasures or other changes must be explained or noted over the signature of the vendor.

The Town may consider any proposal not prepared and submitted in accordance with the provisions hereof and reserves the right to reject any or all proposals in whole or in part, toward any item, group of items, or total bid; to waive any technical defect or formality in same, or to accept any proposal deemed to be in the best interest of the Town.

In the event more than one item is requested and/or listed on the Proposal Form, vendors may bid on any or all items. The Town reserves the right to make award on an item for item basis or aggregately, whichever may be in the best interest of the Town.

3. Telegraphic Modification

Telephonic, telegraphic or oral bids, amendments or withdrawals will not be accepted.

4. Withdrawal of Proposals

Proposals may be withdrawn personally or by written request at any time prior to the time specified for the opening. Proposals may be modified in the same manner. Negligence on the part of the vendor in preparing the proposals confers no right of withdrawal or modifications of his proposal after such proposal has been opened.

5. Qualifications of the Vendor

The Town reserves the right to request each vendor to present evidence that he is normally engaged in purveying the type of product or equipment bid on. No proposals shall be considered from vendors who are unable to show that they are normally engaged in purveying the type of product or equipment specified in the proposal.

To receive full consideration, the vendor must submit literature and necessary details, when applicable, on the material or service he proposes to furnish in order that the Town may have full information available when analyzing the proposals.

6. Obligations of the Vendor

At the time of opening of the proposals, each vendor will be presumed to have inspected the Specifications and Contract Documents (including all addenda) which has been sent to the address given by such vendor. The failure or omission of any bidder to receive or examine any form, instrument, or document shall in no way relieve any vendor from any obligation in respect to his proposal.

Any exception or deviations from the provisions contained in this Specification must be explained in detail and attached to proposal. If such deviations do not depart from the intent of this notice and are in the best interest of the Town, the proposal will receive careful consideration.

7. "Or Equal" Bidding

The Town intends to permit liberal scope in bidding and specifically does not intend to limit bidding to anyone make or model. Whenever a material, article, or piece of equipment is identified by reference to manufacturers' or vendors' names, trade names, catalogue numbers, etc., it is intended merely to establish a standard; and any proposed material, article, or equipment of other manufacturers and vendors which will perform adequately the duties imposed by the general design

will be considered equally acceptable provided it is in the opinion of the Town to be of equal substance and function.

8. Prices

Vendors shall state the proposed price in a manner as designated in the Proposal Form. In the event that there is a discrepancy between unit prices and the extended totals, the unit prices shall govern. In the event that there is a discrepancy between the price written in words and written in figures, the prices written in words shall govern.

In the event a column headed “Vendor’s Offering” is not provided in the bid proposal, enter your offering, compliance or non-compliance in each space. DO NOT enter dollar amounts.

The Prices in this proposal shall be irrevocable for ninety (90) days, or until the proposal is awarded by the Town Council. After award by the Town Council, said prices shall then remain firm for the duration of the contract.

9. Tax Exemptions

The Town is exempt from payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30 Para. I, as amended. The Town is exempt from payment of Federal Excise Taxes. The prices bid must be exclusive of taxes and will be so construed. Exemption certificates will be completed as required by the successful bidder.

10. Contract Period and Term of Agreement

If financially advantageous of the Town of North Kingstown, these contracts may be renewed or extended, from time to time, when agreed to, in writing, by both parties.

11. Insurance

The Contractor shall assume responsibility and liability for all injuries to persons or damages to property, directly or indirectly due to, or arising out of, his operation under the contract and shall be responsible for the proper care and protection of all work performed until completion and final acceptance by the Town.

The Vendor shall also indemnify and save harmless the Town of North Kingstown against any and all claims of whatever kind and nature due to, or arising out of, his breach or failure to perform any of the terms, conditions, or covenants of the contract resulting from acceptance of his proposal.

The Contractor shall furnish the Purchasing Agent with certificates of insurance from companies acceptable to the Town of North Kingstown. All insurance companies listed on certificates must be licensed to do business in the State of Rhode Island. The Vendor shall provide a certificate of insurance as specified on the bid proposal form attached. Contracts of insurance (covering all operations under this contract) shall be kept in force until the vendor’s work is acceptable by the Town. Insurance requirements are not due at the submission of the proposal, but shall be submitted prior to the awarding or signing of a contract.

The limits of insurance shall be no less that the following sample Certificate of Insurance attached (R) Required, (NR) Not Required:

1. (R) Commercial General Liability – Occurrence Form \$1,000,000 / \$1,000,000 (R)
2. (R) Automobile Liability - \$1,000,000
With both of the above naming the Town as additional insured.
3. (R) Worker’s Compensation (if legally allowed and available).
4. (NR) Professional Liability - \$1,000,000
5. (NR) Asbestos Liability - \$1,000,000

The Vendor shall secure, pay for and maintain insurance as necessary to protect himself against loss of owned or rented capital equipment and tools, with provision for waiver of subrogation against the Owner.

The Vendor shall require similar insurance in the above amounts to be taken out and maintained by each sub-contractor. The Vendor shall be fully responsible for the acts and omissions of his sub-contractors and of persons employed either directly or indirectly by him. Nothing contained in the contract shall create any contractual relation between any sub-contractor and the Town of North Kingstown.

12. Laws, Ordinances and Codes

All applicable Federal and State Laws, Ordinances and Codes of the Town of North Kingstown and regulations of all authorities having jurisdiction over this Project shall apply to this contract the same as though written herein in full.

The Town of North Kingstown will not award the Contract to any Contractor who is, at the time, ineligible under the provisions of any applicable regulations issued by the Secretary of Labor, United State Department of Labor, or is not qualified under applicable Ordinances of the Town of North Kingstown, or the laws of the State of Rhode Island. If the successful bidder is a corporation NOT authorized to do business in the State of Rhode Island, it shall qualify to do business in the State of Rhode Island, immediately after the award of the contract.

Evaluation Criteria / Selection Process

Proposals will be evaluated according to the following evaluation criteria:

1. Qualifications and previous related work experience of key project personnel in working with municipalities on projects of a similar scope.
2. Demonstrated understanding of project goals, thoroughness of work plan, and frankness of response to proposed task listing and timeline deliverables.
3. Qualifications and demonstrated experience of principals and/or subcontractors in leading community discussions and in producing graphic diagrams, site plans, renderings and concepts.
4. Overall responsiveness of proposal to submittal requirements.
5. Cost reasonableness and clarity of fee proposal.

The Town of North Kingstown reserves the right to waive informalities or irregularities in proposals received where such is merely a matter of form and not substance. In addition, the town reserves the

right to hold oral interviews with those consultants with the highest scores. Finally, by submitting a proposal package, the consultant hereby authorizes the town or its authorized representatives to contact references and make such further investigation as may be in the best interest of the town.

The consultant or sub-consultants shall identify any groups, individual or organization that they may have worked for or organization that they may have worked for or currently work for, that has an ownership, lease, development related or similar interests in the Town of North Kingstown. The Town reserves the right to reject any proposal or proposer who it feels has a conflict of interest.

Resources Available to the Consultant

It is expected that the consultant will review the following materials listed below to familiarize themselves with this project. Those that are available from the Town of North Kingstown's website <http://www.northkingstown.org/planningdept/default.asp> are marked with an asterisk (*).

- North Kingstown Comprehensive Plan, 2008*
- North Kingstown Zoning Ordinance*
- North Kingstown Subdivision and Land Development Regulations*
- North Kingstown Affordable Housing Plan*
- Post Road Corridor Plan*
- Village Studies I – III*
- Wickford Village Plan*
- Groundwater Protection Plan*
- Harbor Management Plan*
- Hazard Mitigation Plan*
- Allen Harbor Calf Pasture Point Master Plan*
- Wastewater Management Plan*
- Wickford Junction Fiscal Impact Analysis*
- North Kingstown Market Analysis*
- Land Use and other GIS mapping and pictometry

Questions

Requests for information should be in email form only and directed to Rebecca P. Lamond, Principal Planner at blamond@northkingstown.org with a copy to Jonathan Reiner, Planning Director at jreiner@northkingstown.org .

Additional Pre-Contract Requirements

As part of the Town of North Kingstown and State of Rhode Island’s regulations, the selected consultant will be required to comply with the following:

1. Equal Opportunity Policy

The Town of North Kingstown, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

As a requirement of this State of Rhode Island grant, the chosen consultant will be required to provide their company affirmative action policy.

2. E-Verify Compliance

As a requirement of this State of Rhode Island grant, the chosen consultant will be required to comply with Rhode Island Executive Order 08-11 found at www.purchasing.ri.gov/everify.aspx

3. Property

All documents, graphic, maps and exhibits produced by the selected consultant, as part of this project shall become property of the Town of North Kingstown and are to be available for use by the town in any manner the town deems appropriate.

BIDDER QUALIFICATION STATEMENT

The bidder shall answer all questions set forth in the form below and attach same to the Proposal Form as required. Failure to answer these questions in full may be cause for rejection of the bidder's proposal. If more space is required, please attach additional sheets.

1. How many years has your organization been in business under your present name?

2. How many years experience in work of a similar type has your organization had?

3. List below the projects your organization has under way as of this date:

Contract Sum	Class of Work / Percentage Complete	Name/Address of Owner	Name & Phone # of Contact or Owner

4. List below a minimum of three(3) projects which your firm, as a firm, has performed in the past few (5) years which you feel will qualify you for this work..

Contract Sum	Class of Work	Name/Address of Owner	Name & Phone # of Contact or Owner

5. Have you ever failed to complete any work awarded to you? ___Yes ___No

If Yes, where and why?

6. Has any officer or partner of your organization ever been an officer or partner of some other organization that failed to complete a construction contract? ___Yes ___No: If Yes, state:

Name of Individual(s)	Name of Owner(s)	Reason(s)

7. Has any officer or partner of your organization ever failed to complete a contract handled in his own name? ___Yes ___No: If Yes, state:

Name of Individual(s)	Name of Owner(s)	Reason(s)

The undersigned hereby authorizes and requests any firm, person or corporation to furnish any information requested by the Owner or Architect in verification of the matters contained in the Bidder Qualification Statement.

Dated _____, 2014

(Name of Bidder)

By: _____

Title: _____

Town of North Kingstown, Rhode Island

PROPOSAL FORM

To: Town of North Kingstown
80 Boston Neck Road
North Kingstown RI 02852-5762

I, (We), the undersigned, agree to furnish to the Town of North Kingstown, Comprehensive Plan Re-Write according to the specifications, for a lump sum bid price of:

_____ \$ _____

(Price in words)

(Price in figures)

Warranty/Guarantee: _____

Terms: _____

Discount for Early Payment: _____

Company Name: _____

Address: _____

Telephone: _____

Email: _____

Signature: _____

(Please print name and title)

Date: _____

Bid Form

THE FOLLOWING IS THE ONLY CONTRACT THAT WILL BE AGREED TO BY THE TOWN OF NORTH
KINGSTOWN AND THE SUCCESSFUL PLANNING / ARCHITECTURAL / ENGINEERING FIRM

CONTRACT

CONTRACT FOR CONSULTANT SERVICES

AGREEMENT (To be signed at award of contract only)

Made as of the _____ day of _____ in the year of 2014

Between the Owner: Town of North Kingstown
80 Boston Neck Road
North Kingstown RI 02852-5762

And the Consultant:
(Name and Address)

For the following project: Comprehensive Plan Re-Write

A. The Owner and Consultant agree to perform services as set forth in the "Request for Proposals" for the above noted project, at an agreed upon amount of \$ _____.

OWNER

CONSULTANT

(Signature)

(Signature)

(Printed Name and Title)

(Printed Name and Title)

NOTE: The Town's Request for Proposal and vendor's response shall be affixed to and considered part of, this Contract.

Any disclaimers to our minimum insurance requirements will not be considered, and the Town shall consider the vendor's proposal "non-responsive".

The undersigned herewith acknowledges the receipt of the following Addenda:

<u>Addendum No.</u>	<u>Description</u>
_____	_____
_____	_____
_____	_____

The undersigned hereby certifies that he/she is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work.

(Date) (Print Name of General Bidder)

By: _____
(Signature of Principal)

(Print Name and Title of Principal)

(Business Address)

(City, State, Zip Code)

(Telephone Number)

(Corporation incorporated under the laws) Composed of

(_____) Officers,

(of the State of _____) Partners, of

(Partnership _____) Owner

(Individual _____) As Follows:

(President)

(Secretary)

(Vice President)

(Treasurer)