



Solicitation Information
7 May 2012

RFP # 7449700

TITLE: Village Development Guidance and Training

Submission Deadline: 7 June 2012 @ 11:00 AM (EDT)

Pre-Proposal Meeting: No

Questions concerning this solicitation must be received by the Division of Purchases at questions@purchasing.ri.gov no later than **23 May 2012 @ 12:00 Noon** (Eastern Time). Please reference the RFP / LOI number on all correspondence. Answers to questions received, if any, will be posted on the internet, as an addendum to the solicitation, at www.purchasing.ri.gov.

SURETY REQUIRED: No

BOND REQUIRED: No

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Assistant Director for Special Projects

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov.

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1. INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Environmental Management is soliciting proposals from qualified firms to provide technical assistance for growth centers and village development guidance and training, as described elsewhere herein, and in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at <http://www.purchasing.ri.gov/>

Land Use 2025 established a vision for Rhode Island as a “constellation of community centers connected by infrastructure corridors and framed by greenspace”. The plan called for an urban-rural approach where more intensive development would be encouraged within an urban services boundary. Carefully planned compact development would be achieved in rural and suburban towns to protect natural resources, maintain quality of life and promote sustainable economic growth. It was envisioned “that farmland and forests will surround centers that are infused with greenways and greenspace.” *Land Use 2025* established a bold vision that was well supported by a very diverse group of stakeholders.

The land area outside of the urban services boundary (USB) is currently sparsely developed with an impervious cover of approximately four percent compared to the impervious cover inside the USB of 25%. It has been well documented that water quality and aquatic habitat will become adversely impacted above an impervious cover of 10% and severely degraded above 25%. In addition to supporting healthy watersheds, the area outside the USB contains most of the sources for Rhode Island's drinking water, some of the best farmland, un-fragmented forest, recreational opportunities and important habitat. These valuable natural resources and the quality of life they support will be irreversibly destroyed by continued suburban sprawl and poorly planned growth. Moreover, sprawling development patterns can't be effectively served by mass transit and encourage more vehicle miles driven per capita than compact mixed use growth.

Since *Land Use 2025* was completed over six years ago, it is time to assess what's been done to implement village growth in areas outside of the USB. Important questions need to be carefully addressed such as: what has worked, what hasn't and what else needs to be initiated to achieve compact mixed use development outside the USB? Moreover, are there State policies, regulations, or programs that need to be revised to encourage village development patterns? Therefore, the purpose of this project is to thoroughly assess the status of village growth, document lessons learned, recommend incentives to encourage villages, and develop reasonable alternatives to address issues that are currently impeding village development. A guidance manual and training program will be developed for local officials to make them aware of how they can successfully encourage villages in their communities.

SECTION 2. INSTRUCTIONS AND NOTIFICATIONS TO BIDDERS:

- ❖ All respondents MUST register online at the RIVIP's Internet website @ www.purchasing.ri.gov. Proposals must be in accordance with the guidelines outlined in this request and the state's general conditions of purchasing which can be accessed through the website.

A fully completed and *signed RIVIP Bidder Certification Cover Sheet – All three pages* should accompany response submitted. Failure to make a complete submission inclusive of this three-page document **may result in disqualification**.

- ❖ Should there be a need for technical assistance in registering, and/or downloading any document, call the RIVIP HELP DESK@ (401)574-8100. Office Hours: Monday thru Friday, 8:30 AM – 4:00 PM.

All costs associated with developing or submitting documents in response to this request and/or in providing oral or written clarification of its content shall be borne by the respondent. The State assumes no responsibility for these costs.

- ❖ All pricing submitted will be considered to be ***firm and fixed*** unless otherwise indicated herein.
- ❖ Submission in response to this solicitation are considered to be irrevocable for a period of not less than sixty (60) days following the established due date and may not be withdrawn without the express written permission of the State Purchasing Agent.
- ❖ Responses misdirected to the other State locations or which otherwise are not received by the State Division of Purchases by the established due date for any cause will be determined to be late and may not be considered. The office clock, for the purpose of registering the arrival of a document, is in the reception area of the Department of Administration (DOA), Division of Purchases, One Capitol Hill, Providence, Rhode Island.
- ❖ Potential offerors are advised to review all sections of this Request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- ❖ Proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- ❖ Respondents are advised that all materials submitted to the State for consideration will be considered to be public records as defined in Title 38, Chapter 2 of Rhode Island General Laws, without exception, and will be released for inspection immediately upon request once an award is made.
- ❖ During the life of the contract, the State reserves the right to solicit separately for selected initiatives within this scope of work.

- ❖ This project is subject to Chapter 37-14.1 of the RIGL and the regulations promulgated thereunder, which require that ten percent of the dollar value of work performed on the project be performed by minority business enterprises. For further information, contact the State MBE Administrator at (401) 574-8253 or cnewton@gw.doa.state.ri.us Visit the website <http://www.mbe.ri.gov>
- ❖ Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI
- ❖ Equal Employment Opportunity (RIGL 28-5.1) § 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email raymond1@gw.doa.state.ri.us
- ❖ Subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

Note: This is a Request for Proposals (RFP), not an invitation for BID: *responses will be evaluated on the basis of the relative merits of the proposal, in addition to price.* All respondents are advised to review all sections of this Request and to follow instructions carefully as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Compensation and Payment Terms

Compensation will be based upon the deliverables list according to the technical/cost proposal. The successful respondent will submit an invoice based on RIDEM approved deliverables.

Performance Evaluation

Proposals must include a project plan including a statement of scope (both what is in-scope and any exceptions which the vendor proposes are out of scope), identification of all roles and responsibilities for the project, proposed staffing plan (with named individuals), a schedule, and detailed budget along with any other related documentation the vendor feels is relevant to the project plan.

RIDEM will review and accept invoices for payment processing in a timely manner conditional upon satisfactory completion and acceptance of (1) all evaluation requirements and (2) complete, accurate submission of scheduled deliverables.

SECTION 3. INSTRUCTIONS FOR PROPOSAL CONTENT & FORMAT

NOTE: TECHNICAL AND COST PROPOSAL documents will not be submitted separately but are to be combined into one complete submission; Proposal format will include:

- 1) Technical Proposal information presented first based on elements described below***
- 2) Itemized Cost Proposal documentation.***

Consistent with the Scope of Work (SOW) described in Section 5 of this proposal the Technical Proposal content must include, at a minimum, the following information for RIDEM to review:

BACKGROUND AND PREVIOUS EXPERIENCE:

- ❖ **A Completed and signed three-page RIVIP bidder certification cover form.**
Form is downloadable from www.purchasing.ri.gov.

A Completed and signed W-9 Taxpayer Certification Form, downloadable from www.purchasing.ri.gov

- ❖ **Company Introduction:** Respondents are to include a complete description and other relevant information documenting organizational structure and the agency's expertise and length of experience relative to the service requested.
- ❖ **Relevant Experience:** Respondents are to describe their prior experience in reference to the scope of work and include a comprehensive listing of similar projects undertaken or similar clients served, including a brief description of the projects.
- ❖ **Existing Workload:** Respondents should describe their capacity to add this project to their existing workload within the timeline expressed.

ORGANIZATION AND STAFFING:

- ❖ **Staff Qualifications:** Respondents are to include an overview of experienced personnel presently on staff, prior experience and/or qualification of key personnel to be assigned to the project. Staff assignments and concentration of effort for each staff member are to be addressed. Respondents must demonstrate that staff has appropriate knowledge and depth of experience to execute the tasks.
- ❖ **Sub-Consultants:** As applicable, disclosure of any sub-consultant agencies' organizational structure and business background as well as the type of work they will perform must be documented in response to this RFP. The qualifications of subcontractors to perform tasks must be documented. Full disclosure of the proposed team to be assigned to this project is required in the Technical Proposal.

PROJECT WORK PLAN:

- ❖ **Executive Summary:** The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide State evaluators with a broad understanding of the offeror's technical approach and ability.
- ❖ **Project Approach:** Respondents shall describe the offeror's understanding of the State's requirement including the approach and methodology to be used and intended results. Offeror shall provide a detailed technical synopsis of their proposed services and justification for the approach based on the SOW requested by RIDEM, including any technical or personnel issues that will or may be confronted at each stage of the project. Proposals that depart from or materially alter the terms, requirements or SOW as defined by this RFP will be rejected and considered non-responsive.
- ❖ **Work Plan:** Proposals must include a project plan including a statement of scope (both what is in-scope and any exceptions which the vendor proposes are out of scope), identification of all roles and responsibilities for the project, proposed staffing plan and any other related documentation the vendor feels is relevant to the project plan. The workplan description shall include a detailed proposed project schedule (by task and subtask), milestones that will be employed to administer the project, the assignment of staff members to each task and concentration of effort for each, and the attributable deliverables for each task.
- ❖ Project plans must include a deliverables based work breakdown structure identifying all top level deliverables, all work to be completed by vendor, and any work the vendor assumes the state will be completing.
- ❖ **Project Manager:** Vendor must provide a project manager to serve as the main interface with the RI DEM. Project must be managed by a person of adequate expertise. The project manager must have experience with projects that are comparable in scope.
- ❖ **Reporting Requirements:** Any reports generated will be submitted both in hard copy and electronically for ease of review. The successful respondent will be prepared to discuss and review findings in a coordinated team meeting environment should this be required.
- ❖ **Supplemental Information:** Respondents are encouraged to submit any other information deemed useful to provide RIDEM with sufficient relevant information to evaluate the consultant's qualifications and approach to the project.

COST PROPOSAL

The cost proposal will reflect completion of the project, itemized by task. Each task will correspond to a deliverable identified in the work plan provided by the vendor as part of the proposal package.

- ❖ Cost proposal prices submitted will be considered **firm and fixed**.

- ❖ Cost proposal must provide a detailed cost estimate, list key personnel who will be assigned to perform each task, level of effort (hours) and corresponding hourly rates. The cost proposal should also identify all non-personnel costs associated with execution of the Scope of Work.
- ❖ Funding expected to be available for this project is \$100,000.

Note: Failure to fully disclose costs could result in disqualification.

PRE-PROPOSAL QUESTIONS AND PROPOSAL SUBMISSION

E-mailed questions may be submitted in accordance with the terms described on page one of this solicitation.

SUBMISSION REQUIREMENTS

All document pages are to be numbered in consecutive order.

Proposals must be delivered to the Department of Administration / Division of Purchases no later than the date & time listed on page one of this solicitation. Responses **(an original plus SEVEN (7) copies and one electronic copy)** should be mailed or hand-delivered in a sealed envelope marked “**RFP # 7449700“Village Development Guidance and Training”** to:

**RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855**

NOTE: Proposals received after the above-referenced due date and time may not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and may not be considered. Proposals faxed or emailed to the Division of Purchases will not be considered. The official time clock is located in the reception area of the Division of Purchases

Proposals should include the following:

1. A completed and signed three-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov
2. A Cost Proposal reflecting the fee structure proposed for this scope of services.
3. A *separate* Technical Proposal describing the qualifications and background of the applicant and experience with similar programs, as well as the work plan or approach proposed for this requirement.
4. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at www.purchasing.ri.gov.

5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CDRom, Diskette, flash drive). Microsoft Word / Excel OR PDF format is preferable. Only one electronic copy is requested. This CD or diskette should be included in the proposal marked “original”.

SECTION 4. EVALUATION AND SELECTION

The State will establish a Technical Review Committee that will evaluate and score combined Technical/Cost proposals utilizing the following criteria to produce a final ranking and recommendation for selection.

SELECTION CRITERIA:

The following criteria will be used to evaluate and score proposals:

1.
 - (25 points) Must be able to demonstrate through examples of previous work a thorough understanding and knowledge of rural/suburban village development in Rhode Island. Examples of previous work such as village ordinances, design guidelines, incentives to encourage villages must be provided.
 - (25 points) Demonstrated ability to understand and apply applicable Rhode Island Land Use Statutes to prepare mixed use development, transfer of development rights and other ordinances to meet the objectives of this project.
 - (25 points) Demonstrated ability to prepare a high quality training manual of guidelines and training course for local decision makers. Examples of previous work in RI municipalities are preferred and must be provided.
 - (25 points) Past performance as reflected by the evaluation of private persons and officials of other government entities that have retained the services of the firm with respect to such factors as control of costs, quality of work, and an ability to meet deadlines.

Total Points: 100 points

Offeror must score a minimum of 70 points (of the maximum 100) to be considered further.

2. Ability to perform the services as reflected by workload and the availability of adequate personnel, equipment, and facilities to perform the services expeditiously. Include a list of hours or percentage of time that all staff or sub consultants will spend on the project by task. Must demonstrate ability to complete project by 9-1-2013.

5 points

3. Cost – calculated as (lowest responsive cost proposal ÷ this cost proposal) x 45 points

45 points

Total available points from 1 through 3 = 150 points

Notwithstanding the above, the State reserves the right to award on the basis of cost alone, to accept or reject any, or all, options, bids, proposals and to act in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The Technical Review Committee will present written findings, including the results of all evaluations, to the State's Architect/Engineer and Consultant Services Selection Committee, which may recommend up to three finalists to the Director of the Department of Administration, who will make the final selection for this requirement.

Upon final selection approval, all respondents will be notified by the State, via a posting on the Division of Purchases website, that a final selection has been made.

Notwithstanding the above, the State reserves the right to accept or reject any or all options, bids, proposals, to award on the basis of cost alone, and to act in its best interest.

At any point during the review process, any proposal found to be substantially non-responsive will be dropped from further consideration.

The State may, at its sole option, elect to require presentation(s) by respondents clearly in consideration for award. Other submissions, certifications, or affirmations may be required, as appropriate.

The State reserves the right to make an award or multiple awards or to reject any or all proposals based on what it considers to be in its best interest.

SECTION 5. SCOPE OF WORK

Task 1: Advisory Committee Meetings

Meet with a broad-based project advisory committee to review and give feedback on the consultant's work products during the duration of the project. Monthly meetings are anticipated

Task 2: Assess village development in Rhode Island.

A. Identify rural and suburban communities that have adopted or are in the process of adopting village zoning and towns where a village has been developed. Also determine towns that have not considered village growth to determine why. At a minimum, towns to be assessed include: Exeter, Burrillville, North Smithfield, Richmond, North Kingstown, South Kingstown and Tiverton.

B. Interview community planners, local officials and developers to get their opinions regarding village development. Communities to be assessed will be determined from the results of Task 3A. The objective is to determine what's working and what's not and key lessons to be learned from their experiences. Below are examples of questions to be asked. The final questions will be developed in conjunction with the project advisory committee described above.

- Why was a village ordinance or development proposed?
- Was a village initially supported by the public, elected officials, town officials, and local developers?
- If there was not public or political support for a village initially, what process or methods were used to convince the local stakeholders that village growth was beneficial?
- Were the process and/or methods from above successful? If not, why?
- What specific problems were encountered in getting a village ordinance and/or development adopted?
- Was affordable housing considered as important to the village ? If not why?
- Were the problems identified above adequately solved and if so, how?
- What specific tasks did the town staff and officials do by themselves to encourage a village or village ordinance and what tasks did they rely on help from consultants?
- If they had help from consultants do the town staff and officials believe they could have done the work themselves if they had some guidance?
- If yes to above, what specific guidance would the town staff and officials need?
- What specifically would they have done differently to make the process go smoother or faster?
- Were there any State statutes, regulations or policies that impeded the development of a village? If yes, what were they and what changes would be needed to assist in moving village growth forward?

Task 3: Assess successful village development from other States.

A. Document successful village development case studies from other States. Select at least three communities where a new village was developed and three that had success in an existing village. Priority will be given to any village development that protected open space by the transfer of development rights or similar technique.

B. For each village project describe what worked well that led to the success of the village, particularly addressing the issues identified by Rhode Island communities from Task 2.

Task 4: Review statutes, regulations or policies that impede village development.

Based on the interviews conducted and input from the project advisory committee, determine if any existing State statutes, State or local regulations or policies significantly hinder village growth. Recommend specific revisions that would eliminate any impediments to village growth. Recommend any changes to the aforementioned that may be necessary to encourage village growth. Moreover, recommend any changes or new initiatives to the aforementioned that would provide incentives for village development.

Task 5 Review techniques to preserve open space as a trade off for allowing density in villages.

The transfer of development rights (TDR) has a lot of potential to preserve open space as a tradeoff for allowing density in a village. However, TDR is a complicated technique that depends on many factors to be successful. The intent of this task is to review TDR as a tool to preserve open space, determine the factors that would be needed to encourage TDR to be successful in village development, but also assess other tools that could be used as an alternative to accomplish the same objective.

A. Interview community planners, local officials and developers to get their opinions regarding TDR ordinances adopted in Rhode Island communities. The objective is to determine what's working and what's not and key lessons to be learned from their experiences. There haven't been any development rights transferred in Rhode Island yet, so what changes, other than an improved economy, will be necessary to encourage TDR to be used?

B. Review each TDR ordinance and compare to successful TDR programs from other parts of the country. Make recommendations on how Rhode Island TDR programs could be improved to encourage village development. This task must be coordinated with the TDR efforts work being done by the Washington County Regional Planning Council.

C. Assess other techniques, such as growth boundaries, mixed use conservation developments, or purchasing density (town uses funds to buy open space) that may be used to preserve open space as a trade off for density in villages.

Task 6 Guidance to improve village growth.

A. Prepare a training manual of guidelines, incentives and alternative approaches to encourage village development. The manual should contain illustrations, figures and tables to make it easy for local officials to comprehend. 150 color hard copies of the manual should be produced for distribution to communities.

For each issue identified that impeded village growth, document existing information or recommend practical alternatives that towns can use to address key issues. The list below should be considered at a minimum; the project advisory committee, informed by input from communities, is likely to revise or add to these topics.

- Public engagement/education techniques
- Criteria and metrics for selection of new village sites
- Determining appropriate local density
- Benefits of villages including economic, natural resource protection, community character, cultural assets, balanced housing, inter-modal transportation, public spaces
- Infrastructure issues including drinking water, waste water, stormwater, and traffic
- Model village ordinances: new village, infill, or re-development. Ordinances should be annotated with alternative approaches where appropriate.
- Model village design guidelines

B. Recommend alternative approaches to preserving open space as a tradeoff for density in a village. Prepare model ordinance(s) for each technique.

C. Recommend local incentives that can encourage village growth

- Financial
- Density
- Infrastructure
- Town institutional uses: schools, libraries, parks

Task 7 Develop a Training Program

Use the information developed in Task 7 to prepare a PowerPoint presentation and training class targeted to community planners and local officials.

Task 8 Deliver Training

Perform at least one training session to present the results of Tasks 6 and 7 to community planners, developers and other interested parties. Then conduct at least 4 customized trainings for towns that have expressed an interest in this topic. The customized training would be tailored to the individual needs and capacities of each town. The training will be coordinated by the Grow Smart RI Land Use Training Collaborative and The Narragansett Bay Research Reserve's Coastal Training Program.

SECTION 6. COST PROPSOAL AND TIMELINE

A. Cost Proposal

1. Bid proposals should provide a **firm fixed cost (including expenses)** for the work required of the Contractor, as described above. Bid proposals should also provide a cost breakdown for each task in Section 5, in the instance that time or cost constraints cause the state to proceed with a more limited scope project. Each bid should identify an hourly rate for each task and an estimate for the number of hours required to complete that task. Bid proposals shall include a proposed payment schedule that corresponds with completion of deliverables.
2. The contractor is responsible for incurring all expenses related to overhead, research, data collection, travel, etc. necessary to complete the scope of work including all tasks and deliverables described in Section 5. All anticipated expenses must be detailed in the cost proposal. A total budget of \$100,000 is estimated to be available for this project.

B. Timeline

1. Bid proposals shall include a schedule of all work necessary to complete tasks and deliverables as described in Section 5.

2. The project must be completed and accepted by DEM no later than 9-1-13. RIDEM has final approval on all work and performance.
3. Bid proposals shall include a reporting and meeting schedule, which demonstrates the ability to work on an interactive and timely basis with RI DEM and review committees.
4. Bid proposals shall discuss any potential difficulties, delays, or variances in carrying out the work.

COST PROPOSAL SUMMARY

Offerors should provide an estimate of the cost to complete each task and subtask specified in the Scope of Work. In addition a table summarizing the total costs of all tasks should be included. Bid prices are fixed and firm and all anticipated costs should be identified.

Persons or firms practicing Architectural and/or Engineering Services in the State of Rhode Island must possess a proper registration and Certificate of Authorization in accordance with Rhode Island General Laws.

The Board of Design Professionals can be contacted as follows:

Board for Design Professionals
1511 Pontiac Avenue (Bldg 68-2)
Cranston, RI 02920
Tel: 401-462-9530
Fax: 401-462-9532
Website: www.bdp.state.ri.us

A copy of the current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for the individual(s) who would perform the work must be included behind the front page of each copy of the Proposal.

END