



**Solicitation Information
December 19, 2012**

Addendum #3

RFP # 7458306

**Title: Sustainable Rhode Island: A Regional Plan for Sustainable Development
Submission Deadline: January 17, 2013 at 11:00 AM (EST)**

- **Below is the second group of responses to vendor questions. Questions 9 through 40 were asked at the pre-bid meeting, followed by the responses to vendor questions submitted via email.**
- **The State will respond to additional questions submitted right before the deadline, and will post the answers accordingly.**
- **Please continue to monitor the website for additional response and/or information.**

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Addendum #3, RFP # 7458306
Sustainable Rhode Island: A Regional Plan for Sustainable Development

Vendor Questions RFP #7458306

Questions 9 through 40 were asked at the pre-bid meeting.

9. Do you have an additional sign sheet?
Additional sign in sheets were circulated.
10. Earlier RFP process through EDC – Who was selected?
No, the consultant has not been selected.
11. Will the Power Point be available for viewing and posted on website?
Yes, we will put the PowerPoint on the website
12. Do you anticipate a vendor interview process?
We reserve the right to ask for interviews.
13. Concerning assumptions in the contract, under the performance and the metrics aspect, is it safe to assume that the reporting of end results as far as Rhode Islanders and stakeholders, is there any top down initiative or agenda that might dictate some of the metrics the consultant would have to provide as a reporting?
No.
14. Will the vendor questions deadline be extended?
For now we will leave the deadline where it is because we want everyone to get their questions in. Based on what we receive, then we will make the decision whether to open up the question period again.
15. The RFP indicates that the AI needs to be adopted by one of the entitlement communities. What is the selection process for that entitlement community?
The HUD requirement is that the AI needs to be adopted by at least one of the six entitlement communities. We have had conversations with all of our six entitlement communities and they are all on board with this process. But the AI adoption process would be their local adoption process through their local government channels.
16. So all six?
For HUD to consider it a regional AI it just needs to be one, but our six entitlement communities have all indicated that they are interested in that process.
17. As far as the questions that are submitted and the answers, will that also be posted on the website?
Yes.
18. What is the role that you anticipate for Statewide Planning personnel in the outreach effort, facilitation or on the ground with the consultant?
We expect Statewide Planning personnel to be fully involved in all of those aspects.
19. You indicate in each task the estimates for the budget, is there flexibility between the tasks or as long as the overall stays within the budget?

There is some small amount of flexibility, but overall HUD would prefer to see it stay within those estimates.

20. Can you talk a little bit about the equity committee? It's been in place for a while. How many members are on it? What was the selection of the members like?

Right now we have approximately 20 members on the Social Equity Advisory Committee. We worked with some of our local non-profits and PolicyLink to create a nomination process. We solicited nominations; they were reviewed by a group of people who had been working on the social equity aspect of the grant prior to that. Right now we have about 10 organizations and 10 residents. We are continuing that outreach. We are still trying to get more residents from southern Rhode Island and the East Bay. We want the SEAC to be geographically and demographically diverse. The SEAC has been around since the end of October. The SEAC had its first meeting on November 8th and then we had a joint retreat with the grant Consortium and the state's Commission for Health Advocacy and Equity on November 15th. That is all the work that has been done with the SEAC to date.
21. The RFP calls for servicing the SEAC and a specific number would be relevant. How many people do you expect to be on it?

We don't anticipate more than 30 people to be on the SEAC. There are currently 20. We anticipate it being up to 15 residents and up to 15 organizations. See the answer to Question 38 for more detail on the SEAC.
22. How frequently does the SEAC meet?

They have met twice; the frequency of their meetings has not yet been established.
23. Page 3 – Prime Vendor – Do we expect to disassemble proposals to award to multiple vendors?

We don't necessarily expect that, but we have reserved the right.
24. Can vendors submit proposals for parts of the project?

That is not an option. The responses need to address all of the tasks; it cannot be an individual submission covering one element.
25. Page limits – how many pages per element?

Ten pages per element. That will be clarified in the first batch of question responses to be posted to the website on 12/12/12.
26. Will the economic development, housing and performance measures committees be involved in the process? It's not explicit in the RFP.

Yes, these committees will be fully involved in the process.
27. Public participation – 10 public forums; Please clarify these requirements?

As stated in the RFP the Division of Planning expects that there will be at least ten public forums during the grant period. There additionally will be various meetings of the consortium, committees, and the SEAC which the

consultants will likely need to attend. We are looking for consultants to propose creative approaches which best meet the needs of the state and the consultant.

28. Opened ended number of meetings with a fixed price contract – please provide guidance on how many meetings.
Please see the answer to Question 27.
29. In regards to public participation, can someone propose a more intensive public participation process?
Yes, we strongly encourage proposals that go beyond the minimum laid out in the RFP and proposals that include innovative and unique public participation methods.
30. Is February 2015 for project completion set in stone? Will the Economic Development Analysis and Assessment be completed in February given that you don't have a contract yet? Given the extension of the submission deadline do you anticipate a contract still being awarded in February?
The grant period ends in February 2015. The Economic Development Analysis and Assessment will be complete in February 2013. The State's goal is to award this contract in February 2013.
31. SF330 Form, is this for primes and for subs?
Both, there are two parts to the form. The first part is for the prime. The instructions state that if you have any partners then you fill out the part II for each of the partners.
32. Performance measures are specifically explicit in Economic Development and Growth Centers and are also referenced again in the overall. Do you anticipate them being one integrated set of measures or are there some measures that would just go to Economic Development and Growth Centers?
There will be performance measures for each topical area: Housing, Economic Development, and Growth Centers. Performance Measures are also required to be developed for Transportation 2030, Land Use 2025 and Water 2030. The performance measures should be included in each new topical area, however there should also be one performance measures dashboard where a resident or state agency can go to see all the performance measures in one place.
33. Policy Link and Kerwan Institute what is the work they are doing for you; how will they be engaged throughout the process?
Policy Link has been helping us with the Social Equity portion of the grant. They are creating an Equity Profile for Rhode Island which is a collection of indicators documenting where Rhode Island falls with certain economic, social and educational indicators. That report will be complete early in 2013. The Kerwan Institute will be providing Opportunity Mapping. We're looking for those products to help infuse social equity throughout the grant.
34. Will Policy Link and Kerwan be involved throughout the whole process?

We anticipate Policy Link being involved for most if not all of the process. They are providing technical assistance to us under a grant they received from HUD.

35. Can you describe the community engagement that has been done so far?
We have reached out to community organizations, local housing authorities, universities, regional planning commissions, trying to get the word out to different organizations to get people involved.
36. How should a contractor budget their time for the formal review process for the various elements?
The Economic Development Plan and Housing Plan are state guide plan elements which must be reviewed and adopted by the State Planning Council. Vendors should include the formal review process in their calculations of the budget for those elements. The Growth Centers and Integrated RPSD must also be reviewed and endorsed by the State Planning Council. Vendors should include the formal review process in their calculations of the budget for those elements.
37. List of organizations outreached to date?
This is a partial list.
- Aquidneck Island Planning Commission
 - CommunityWorks Rhode Island
 - Direct Action for Rights and Equality
 - Fuerza Laboral
 - NAACP Providence
 - Narragansett Bay Watershed Counts
 - Neighborworks Blackstone Valley
 - New Roots Providence
 - Providence Sustainability Task Force
 - Rhode Island Department of Labor and Training
 - Rhode Island Kids Count
 - Socio-Economic Development Center for Southeast Asians
 - State Commission on Health Advocacy and Equity
 - Unitarian Universalists of RI
 - University of Rhode Island, Office of Community, Equity and Diversity
 - Washington County Regional Planning Council
 - Roger Williams University
 - Lucy's Hearth
 - Warm Shelter
 - Welcome House of South County RI
 - All public housing authorities in RI
 - Blackstone Valley Tourism Council
 - RiverzEdge
 - YWCA of Woonsocket

- Greater Providence YMCA
- Sustainable Communities Institute (Rhode Island College)
- Green & Healthy Homes Initiative
- Providence Plan
- RI Economic Development Foundation
- RI Public Expenditures Council
- Interaction Institute for Social Change
- MAPC
- International Institute
- RI Food Policy Council/Southside Community Land Trust
- Rhode Island Foundation
- Van Buren Charitable Foundation
- RIEMA
- Newport County Chamber of Commerce
- Groundwork Providence
- DOA - Office of Human Resources, Outreach and Diversity
- HousingWorks RI
- African Alliance
- Roger Williams University
- RI State Council of the Arts
- RI Nursery & Landscape Association
- Environmental Justice League of RI
- RI Community Food Bank
- English for Action
- Environment Council of RI

38. Element 2, social equity; having items to support the SEAC: particularly stipends and transportation; should this be included in vendor's cost proposal? Have the stipends already been assigned to SEAC members?
 Yes, these items should be included in vendor cost proposals. The stipends have not yet been assigned but we anticipate them being in the range of \$500 per six months with up to 15 paid members.
39. Rhode Island Parks and Recreation and tourism, etc. how will they be involved?
 We anticipate there will be direct contact with these offices.
40. Page 21, two additional committees regarding growth centers; have they been assembled and have they met?
 Both of these committees have been assembled by the Rhode Island Department of Environmental Management. These committees have already met.
41. Could the submission deadline of January 3rd, 2013 be postponed for an additional three or four weeks? With release of the RFP the day before Thanksgiving, and the due date just after New Year's, several work weeks within the preparation period will be curtailed. With the complexity of the project it will benefit all concerned to have additional time to prepare the proposal.

The RFP response deadline has been extended to January 17, 2013 at 2:00pm.

42. Are the standard forms and professional certifications required from subs?
Please refer to the answer to Question 31.
43. For the electronic version that is to be included as part of the submittal, is PDF format acceptable?
Microsoft Word/Excel format is preferable for the electronic copy.
However if your proposal is created in a software program other than Microsoft Word/Excel a PDF copy is acceptable.
44. Does the 30-page limit for supplemental information include resumes and past work samples, or 30-pages for each?
The 30 page limit is for the entire set of supplemental materials including resumes and past work examples and not portions thereof.
45. In the RFP it indicates that we should keep the approach to each task to 10 pages should that be each element?
Please refer to the answer for Question 1 in the first batch of questions posted.
46. If we submit some items only electronically (i.e. samples of related work products) will all reviewers receive copies of them?
Additional supplemental information cannot be provided electronically.
All items must be included in the proposal submission.
47. Attachments B, C & D are not in the RFP- can you please send over?
Attachment B is part of the RFP PDF. Instructions for downloading attachments C and D are located on the state purchasing website.
48. Are we limited to how we bill? I.e., time and materials or lump sum projects?
This is a lump sum project. However, you are required to fill out the spreadsheet detailing your cost breakdown by element.
49. Who are the members of the Consortium? Has this group already convened?
The Consortium includes:
The Division of Planning, RI Dept. of Transportation, RI Dept. of Health, RI Dept. of Environmental Management, Rhode Island Housing, RI Economic Development Corporation, City of Providence, City of East Providence, City of Warwick, City of Cranston, City of Newport, City of Pawtucket
Town of Westerly, Town of North Kingstown, Town of Burrillville
Rhode Island Public Transit Authority, Rhode Island Legal Services
RI LISC, GrowSmart RI
The Consortium has been meeting monthly since the grant was awarded in February 2012.

50. On Page 16 of the RFP, it suggests that an assessment of RI's economic development assets and challenges will be complete in January 2013- given that this contract has not yet been awarded, is that still the schedule?
This work will be completed by February 8, 2013.
51. Are the amounts for each of the Elements capped? Or is there flexibility amongst the elements as long as we remain under \$1,355,200?
Please refer to the answer to Question 19.
52. Will the Social equity Advisory Committee be convening prior to this contract being executed?
Please refer to the answers to Questions 20, 21 and 22.
53. Who has been assigned to serve on the Social Equity Advisory Committee?
Please refer to the answers to Questions 20, 21 and 22.
54. Can you please describe the scope of the work that Policy Link and Kirwan Institute will be conducting? Are either of these firms eligible to be on teams for this RFP?
Please refer to the answers to Questions 33 and 34. Both PolicyLink and Kirwan are eligible to be on teams for responses.
55. In Element 2 there are a number of responsibilities identified, such as dispersing stipends, providing transportation and food, etc. for the SEAC members. Is there a separate budget for these costs or should they be incorporated into the cost proposal for this RFP response?
Please refer to the answer to Question 38.
56. On page 21 of the RFP it indicates that RI state staff will convene two committees to assist the consultant team in the development of the growth centers strategy. Have these committees already been identified? Have they convened? What type of support can the consultant team anticipate from them? Will this be cost neutral assistance to the consultant team's budget?
Please refer to the answer to Question 40. These committees will be integral to the growth centers work. These committee members do not receive stipends.
57. On page 39 of the RFP, it is indicated that the Statewide Planning Program has conducted a survey of technical assistance and capacity needs of state and municipal planners. Will the results of this survey be made available prior to the proposal due date?
The draft results of the survey have been posted on the purchasing website.
58. There are various discussions about the existing plans that have been completed related to land use, water, and transportation. Does the State

anticipate that new strategies will be identified for these plans or should the consultant team plan to focus only on integrating existing strategies into the plan? Specifically, the prioritization that is mentioned on page 43- will new strategies from these three plans be entertained?

No new strategies are to be developed for these three plans; however performance measures will be developed for these three plans. The prioritization will use the existing strategies of the three plans.

59. Are the project milestones listed on page 50 of the RFP still realistic? Should the responses be based on these dates?

We anticipate that the project kick off will be in late February or early March 2013. We anticipate that the rest of the project milestones remain the same. Responses should be based on those dates.