

PATRICIA A. PESHKA
PURCHASING AGENT



SCOTT AVEDISIAN
MAYOR

CITY OF WARWICK
PURCHASING DIVISION
3275 POST ROAD
WARWICK, RHODE ISLAND 02886
TEL (401) 738-2000 EXT. 6240
FAX (401) 737-2364

The following notice is to appear on the City of Warwick's website Thursday, October 8, 2015. The website address is <http://www.warwickri.gov/bids>.

**CITY OF WARWICK
PROPOSALS REQUESTED FOR**

**RFP #2016-165 Professional Consultant Services to Develop
a Comprehensive Design Manual for City Centre Warwick**

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Thursday, October 8, 2015. Our offices will be closed on Monday, October 12, 2015.

Sealed proposals will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until 10:00 A.M., Monday, November 9, 2015. The proposals will be opened publicly commencing at 10:00 A.M. on the same day in the Lower Level Conference Room, Warwick City Hall.

Awards shall be made on the basis of the lowest evaluated or responsive proposal price. Please note that no proposals can be accepted via email or fax.

Individuals requesting interpreter services for the hearing impaired must notify the Purchasing Division at 401-738-2000, extension 6241 at least 48 hours in advance of the proposal opening date.

Original Signature on File

Patricia A. Peshka
Purchasing Agent

PLEASE SUBMIT THIS PAGE WITH YOUR PROPOSAL

Acknowledgement of Addendum (if applicable)

Addendum Number

Signature of Bidder

COMPANY NAME: _____

COMPANY ADDRESS: _____

COMPANY ADDRESS: _____

BIDDER'S SIGNATURE: _____

BIDDER'S NAME (PRINT): _____

TITLE: _____ TEL. NO.: _____

EMAIL ADDRESS: _____*

*Please include your email address. Future proposals will be emailed, unless otherwise noted.

=====

II. AWARD AND CONTRACT:

The CITY OF WARWICK, acting as duly authorized through its Purchasing Agent/Finance Director/Mayor (delete if inapplicable), accepts the above proposal and hereby enters into a contract with the above party to pay the proposal price upon completion of the project or receipt of the goods unless another payment schedule is contained in the specifications. All terms of the specifications, both substantive and procedural, are made terms of this contract.

DATE: _____

RFP #2016-165

Purchasing Agent

CERTIFICATION & WARRANT FORM*

**This form must be completed and submitted with sealed bid.
Failure to do so will result in automatic rejection.**

Any and all bids shall contain a certification and warrant that they comply with all relevant and pertinent statutes, laws, ordinances and regulations, in particular, but not limited to Chapter 16- Conflicts of Interest, of the Code of Ordinances of the City of Warwick. Any proven violation of this warranty and representation by a bidder at the time of the bid or during the course of the contract, included, but not limited to negligent acts, either directly or indirectly through agents and/or sub-contractors, shall render the bidder's contract terminated and the bidder shall be required to reimburse the City for any and all costs incurred by the City, including reasonable attorney fees, to prosecute and/or enforce this provision.

Signature

Date

Company Name

Address

Address

***This form cannot be altered in any way**

**CITY OF WARWICK
NOTICE TO BIDDERS**

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If you received this document from our homepage or from a source other than the City of Warwick Purchasing Division, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Division cannot be responsible to provide addenda if we do not have you on record as a plan holder.

Proposals received prior to the time of the opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a proposal not properly addressed and identified. No proposals shall be accepted via facsimile or email.

The opening of proposals shall be in the order established by the posted agenda and the agenda shall continue uninterrupted until completion.

Once an item has been reached and any proposals on that item has been opened, no other proposals on that item will be accepted and any such proposal shall be deemed late.

The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap for any position for which the employee or applicant is qualified and that in the event of non-compliance the City may declare the contractor in breach and take any necessary legal recourse including termination or cancellation of the contract.

A bidder filing a proposal thereby certifies that no officer, agent, or employee of the City has a pecuniary interest in the proposal or has participated in contract negotiations on the part of the City, that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same call for proposals, and that the bidder is competing solely in his own behalf without connection with, or obligation to, any undisclosed person or firm.

All proposals should be submitted with (1) original and five (5) hard copies of their proposal AND one (1) digital copy (preferably color pdf) on a flash drive and in a sealed envelope, which should read: *YOUR COMPANY NAME* plainly marked on the exterior of the envelope as well as “RFP #2016-165 Professional Consultant Services to Develop a Comprehensive Design Manual for City Centre Warwick.”

All questions regarding the submittal should be addressed to Dan Geagan, Principal Planner and/or Trish Reynolds, Senior Planner, (401) 738-2000, extension 6289.

All proposals should be written in ink or typed. If there is a correction with whiteout, the bidder must initial the change.

Any deviation from the specifications must be noted in writing and attached as part of the bid proposal. The bidder shall indicate the item or part with the deviation and indicate how the proposal will deviate from specifications.

The IRS Form W-9 attached should be completed and submitted with the proposal if the bidder falls under IRS requirements to file this form.

The successful bidder must provide the City of Warwick with an original certificate of insurance for Professional Liability in a minimum amount of \$1 million, naming the **City of Warwick as the additional insured** and so stated on the certificate with the proposal name and proposal number. It is the vendor’s responsibility to provide the City of Warwick with an updated Certificate of Insurance upon expiration of the original certificate.

Per Section 56-5(f), Post-Bid Award Requirement. When a bid is awarded to a corporation, limited liability company or other legal entity, prior to commencing work under the awarded bid, that corporation, company or legal entity shall provide to the Purchasing Agent a Certificate of Good Standing dated no more than thirty (30) days prior to the date upon which the bid award was made.

The successful bidder will provide said Certificate of Insurance and Certificate of Good Standing within ten (10) calendar days after notification of award or the City reserves the right to rescind said award.

Certificates may be mailed to City of Warwick, Purchasing Division, 3275 Post Rd., Warwick, RI 02886 or emailed to bids@warwickri.com.

The successful bidder must comply with all Rhode Island Labor Laws, Chapter 37-12-13, and all other applicable Local, State and Federal Laws.

The contractor shall keep himself informed of and comply with all laws, ordinances and regulations of the federal, state and municipal governments which may apply and be in force during the life of the contract, in any manner which may affect himself/employees or the conduct of the work or the materials used or employed in the work. Before submitting

proposals, prospective bidders shall examine the terms, covenants and conditions of all codes, permits and laws, which may apply. By submitting a proposal, the bidder agrees to comply with all pertinent laws/regulations if awarded a contract.

The City is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph I, as amended.

The contractor must carry sufficient liability insurance and agree to indemnify the city against all claims of any nature, which might arise as a result of his operations or conduct of work.

The Purchasing Agent reserves the right to reject any and all proposals, to waive any minor deviations or informalities in the proposals received, and to accept the proposal deemed most favorable to the interest of the City.

The City reserves the right to terminate the contract or any part of the contract in the best interests of the City, upon 30-day notice to the contractor. The City shall incur no liability for materials or services not yet ordered if it terminates in the best interests of the City. If the City terminates in the interests of the City after an order for materials or services have been placed, the contractor shall be entitled to compensation upon submission of invoices and proper proof of claim, in that proportion which its services and products were satisfactorily rendered or provided, as well as expenses necessarily incurred in the performance of work up to time of termination.

No extra charges for delivery, handling or other services will be honored. All claims for damage in transit shall be the responsibility of the successful bidder. Deliveries must be made during normal working hours unless otherwise agreed upon.

All costs directly or indirectly related to the preparation of a response to this solicitation, or any presentation or communication to supplement and/or clarify any response to this solicitation which may be required or requested by the City of Warwick shall be the sole responsibility of and shall be borne by the respondent.

If the respondent is awarded a contract in accordance with this solicitation and the respondents proposal or response and if the respondent fails or refuses to satisfy fully all of the respondents obligations thereunder, the City of Warwick shall be entitled to recover from the respondent any losses, damages or costs incurred by the City as a result of such failure or refusal.

The City reserves the right to award in part or full and to increase or decrease quantities in the best interest of the City.

Any quantity reference in the proposal specifications are estimates only, and do not represent a commitment on the part of the City of Warwick to any level of billing

activity. It is understood and agreed that the agreement shall cover the actual quantities ordered during the contract period.

The City reserves the right to rescind award for non-compliance to proposal specifications.

The successful bidder must adhere to all City, State and Federal Laws, where applicable.

The City of Warwick, Rhode Island
Proposals Requested For
Professional Consultant Services to Develop a Comprehensive Design Manual for
City Centre Warwick
www.citycentrewarwick.com

INTRODUCTION

The City of Warwick Planning Department, (in partnership with the Rhode Island Division of Statewide Planning and the U.S. Department of Transportation, Federal Highway Administration), is seeking proposals from qualified design firms to develop a comprehensive design manual (“the manual”) for *City Centre Warwick* (“CCW”)-(formerly known as the *Warwick Station Development District*) that will function as a supplemental planning tool in combination with the *City Centre Warwick Master Plan: A Transit Oriented Development* and the City of Warwick Zoning Ordinance (Section 507).

The manual is intended to serve as the master reference document for guiding site planning, streetscape and architectural design, building form, infrastructure development/redevelopment, signage, and appurtenances as well as transportation/pedestrian connectivity within CCW.

The manual shall address all aspects and standards of building and site design. The Consultant is expected to unite the goals and objectives of CCW with “complete streets” fundamentals that encourage balanced multimodal travel options within and around CCW for all users, emphasizing walkability, safety, attractiveness and pedestrian interaction with ground level businesses within CCW.

It is expected that the manual shall contain easily understood and illustrated guidelines that address multiple building types, vertical and horizontal elements, rooftops, streets and sidewalks with an emphasis on multimodal transit options and pedestrian connectivity. The manual shall clearly articulate techniques and provide pictorial/illustrative examples of specific design concepts and methods of implementation. The manual shall include visually-rich illustrative graphics, including (but not limited to) 3-D modeling and pictorial comparisons (*i.e., preferred vs. typical*), illustrative concept plans, roadway/pedestrian designs and cross sections.

This project is being funded by a Rhode Island Statewide Planning Challenge Grant, and in accordance with the terms of this request for proposals and the State of Rhode Island’s General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases home page at <http://www.purchasing.ri.gov>.

Mandatory RI DBE Certification Requirement: The contract award under this solicitation will have an assigned 7% Disadvantaged Business Enterprise (DBE) Goal. Evaluation will include a review of the proposed RI certified DBE firm(s) and proposed task assignment(s) to be performed. DBE certifications must be approved at the time of technical proposal submission to ensure DBE compliance and availability.

I. SCOPE OF WORK

TASK I: INTRODUCTION

A. Preliminary Meeting(s) and Site Visits

1. Familiarization site visit(s) to the City Centre Warwick and InterLink. Consultant should be prepared to participate in a kickoff meeting with project Steering Committee within fourteen (14) days of contract award, at which time the Consultant shall present a draft scope of work and project schedule. After review of schedule, the selected Consultant shall prepare a final work plan and schedule within seven (7) days of kickoff meeting.
2. Meet with the Steering Committee and/or Planning Director/Department to refine the scope of work and to assess the available documentary materials (maps, existing guidelines and manuals, public information, other examples of successful design principles, manuals, etc.).
3. After consultation with Planning Department finalize work plan, scope and schedule.

B. Initial Stakeholder Engagement

1. Meetings and/or teleconferences with representatives from the Rhode Island Airport Corporation, Rhode Island Department of Transportation (RIDOT), Commerce RI, and other stakeholders as identified in the preliminary meeting.
2. All public outreach, meetings and feedback received shall be documented by Consultant and kept as an appendix. Details such as how feedback was received (meeting/email/written, verbal, etc.) time and date shall be kept and organized chronologically. General meeting minutes shall be kept for all meetings. *This applies to all tasks for the duration of the project.*

C. Document and Data Collection

1. Obtain photographs that reflect appropriate designs and provide examples of new development(s) and retrofit of existing buildings which clearly illustrate these design standards. Present examples of sample manual layout and design.
2. Assess design principles and manuals from other communities and Federal Agencies (FHWA, FTA, HUD, EPA, etc.) that represent of successful Transit Oriented Development's (TOD) and similar urban streetscapes that are applicable to the CCW and review them with Planning Department.

D. Other

1. Other tasks as deemed necessary and agreed upon by City and Consultant.

TASK II: DRAFT DESIGN MANUAL

- A. Complete a preliminary draft of the Design Manual, including guidelines, standards, text, graphics and illustrations. (Mapping (<http://www.edc.uri.edu/rigis> - all mapping data to be provided in RIGIS compatible shapefiles) to depict key street networks, pedestrian corridors, etc.).
- B. Meet with Planning Department/Steering Committee to discuss revisions and amendments to draft and revise as needed.
- C. Other tasks as deemed necessary and agreed upon by City and Consultant.

TASK III: OUTREACH

- A. Consultant shall hold a public meeting (meeting space provided by City) to solicit comment on the draft design manual. Consultant shall invite all property owners in CCW via direct mail. (Property owners mailing addresses to be provided by City).
- B. Consultant to compile a record of all comments received and provide record to Steering Committee.
- C. Meet with Steering Committee/Planning Department to review comments and make revisions as needed.

TASK IV: APPROVAL AND ADOPTION

Presentation

- A. Present Design Manual to Warwick Planning Board at a public hearing/meeting. Complete any revisions that may be necessary after Planning Board review. (Up to two (2) meetings, if necessary).
- B. Present Design Manual to Warwick City Council at a Public Hearing (Up to two (2) meetings if necessary).
- C. Other tasks as deemed necessary and agreed upon by City and Consultant.

TASK V: FINAL DOCUMENTS

- A. Incorporate required amendments as legislated.

Final Deliverables:

25 color hard copies of final, approved manual.

-Any/All mapping data in GIS, shapefile format in accordance with RIGIS data standards.

Camera-Ready digital copies shall be provided in two versions of the document:

- High resolution digital pdf copy, editable in Adobe In-Design
- High resolution jpegs of all illustrations, sketches, etc.
- Hard copies of all presentation boards produced during project
- Digital copies of all powerpoint presentations produced for the project
- Copies of any other data or materials produced for this project

OTHER TASKS

As deemed necessary during product development – and as agreed upon by City and Consultant. The City will consider shifting task resources as needed to achieve plan completion – with the approval of Steering Committee and Planning Director required for any resource reallocation.

II. DESIGN MANUAL: REQUIRED CONTENT AND FORMAT

A. INTRODUCTION/EXECUTIVE SUMMARY:

The Introduction will summarize and unite background, vision, project intent and guiding TOD principles with the CCW Master Plan.

B. GUIDELINE MATRIX:

The Guideline Matrix should be a stand-alone, quick reference guide to the design manual, formatted as an 11" x 17" matrix (or similar) summarizing key design standards.

C. DEVELOPMENT STANDARDS AND DETAILS:

The manual shall establish design guidelines, principles and development standards for the Intermodal and Gateway zoning districts, including standards and details addressed discretely for all use categories and building types that are allowed in the districts such as mixed-use commercial storefront, hospitality, office, entertainment, service and residential. Each building type shall include a building elevation illustration in context with its location to street edge and the pedestrian environment.

1.0 STRUCTURE AND BUILDING DESIGN

1.1 Building Form, Design, Height, Massing, Proportion, Ingress/Egress:

New buildings shall reflect the scale, massing, and building rhythm as determined by guiding design principles contained in the Master Plan. The design standards shall also address and direct renovations to existing buildings to be done in a manner consistent with these principles. The design guidelines shall address: differences in structure height; the orientation of ingress/egress to the building(s) and street; and shall illustrate how different building uses are reflected in the building design.

1.2 Façade Design, Building Edges, Walls, Fenestration:

The Consultant shall provide standards and guiding illustrations for building walls (front, rear, side and party walls), windows, doors (common entries and location of main entrances), balconies, canopies and the relationship of the building to the sidewalk, street-edge and parking areas. Materials, finishes, façade rhythm, and placement of fenestration shall be addressed for new buildings and building rehabilitation as it affects both the building and the created streetscape. The pedestrian experience in relation to the ground floor of buildings shall be addressed. Appropriate standards for transparency and visual access to interior commercial and activity areas shall be provided.

1.3 Roof Form, Design and Shielding of Rooftop Mechanical Equipment:

The Consultant shall provide standards, techniques and illustrations for roof design and for screening HVAC and other equipment located on rooftops that can be seen by passersby on the street, the skywalk and other or future buildings. These standards should, at a minimum, address parapets, cornices and roof pitches, roof decks, green roofs and materials.

1.4 Building, Site and Street Lighting:

The Consultant shall include standards and guiding illustrations for location, design and types of lighting that are appropriate, while addressing issues related to differing building/structure heights and use, and any screening that may be necessary. Particular attention shall be paid to treatment of residential areas in close proximity to commercial activity. All aspects of site and building illumination shall be addressed including lighting on public infrastructure. Street lighting shall be compatible with the lighting selected for the Coronado Road Infrastructure enhancements and the Post Road ornamental lighting.

1.5 Signage/Signage Lighting:

Signage guidelines shall be consistent with the need to create an attractive live/work environment balancing the needs of business identity with the vision of the Master Plan. The Consultant shall provide a comprehensive set of sign guidelines by sign type which is intended to minimize negative visual impacts and establish a uniformity of signage within the district. This section must be presented as a distinct component of the design manual that addresses all types of signage, presented in an easy-to-read but inclusive sign comparative with illustrations and/or photographs of what is encouraged and discouraged and shall have the sections apportioned by sign type and land use.

Consultant shall provide standards and guiding illustrations for all sign types, including, but not limited to: freestanding, monument, awning, overhang, wall/window signs, offsite, group and directional, roof, balconies, street, etc. The size, type, location, material, proportion and lighting shall be addressed for all signage, including signage within a mixed-use, multi-story building. The guidelines shall address the use of digital/electronic signage in CCW and list the types of signs that should be prohibited with suggestions as to uniform sign design standards that may be considered as a future zoning amendment.

1.6 Interim and Existing Buildings:

CCW contains many viable existing, nonconforming uses and buildings. The zoning ordinance allows for limited additions to these existing structures as transitional uses. To this end, the manual shall include a specific section that addresses physical building improvements, signage, appurtenances and general landscape beautification as interim measures designed to improve the appearance of the properties to reduce negative visual impacts that might discourage nearby property investments, but without being overly burdensome on existing businesses owners, property owners and/or tenants.

2.0 SITE DESIGN

2.1 Design of Streets and On- and Off-Street Parking Areas:

Currently, land use patterns in CCW are auto-centric, limiting transportation choices by making walking, bicycling, and utilizing public transportation inconvenient and often, dangerous. The manual shall direct future public and private investment to improve the overall pedestrian experience.

Consultant shall utilize concepts so that streets are designed so that pedestrians, bicyclists, transit riders, motorists of all ages and abilities are able to move safely throughout CCW. Street design standards shall include appropriate materials, “wayfinding techniques” and visual clues, signage, lighting and landscaping to make it easier to cross the street, walk to shops, and walk or bicycle to work. The Consultant shall consider streetscape elements including, but not limited to brick pavers, site furnishings, lighting, signage, landscape and public art installations.

Standards must also be provided for the placement and design of on-site parking, including landscaping, ingress and egress points, relationship to buildings, and pedestrian safety. For parking structures, guidelines should be developed for façade treatment and interaction with public spaces.

Prior to beginning the manual, the Consultant shall meet with the City Engineering Department to look at all existing public streets and rights-of-way in CCW. Specific attention shall be given to existing right-of-way widths and existing street layouts as well as the Access Management Plan (www.citycentrewarwick.com).

2.2 Sidewalks, Streetscapes and Outdoor Dining and Entertainment:

Specific standards shall be provided for sidewalks in commercial, residential and mixed-use areas, which shall be crafted to foster inviting, pedestrian-friendly designs to support a lively and commercially viable area. Guidelines shall specify streetscape plantings types, tree-limbing, fencing design/type, materials, and street furniture; and types, colors, and location/placement of benches, bike racks, waste bins and other pedestrian and bicycle amenities for both public and private properties.

The Consultant shall provide design guidance for the establishment of outdoor dining and/or entertainment areas either located on private property or as a portion of public right-of-way, with attention to both the pedestrian experience and safety. The design guidelines shall include horizontal layout, barriers, materials, furniture and fixtures.

2.3 Landscape:

Consultant shall provide guidelines for landscaping and screening in order to provide for an attractive and well maintained development, and to specifically address any and all unique requirements of CCW that are not addressed in Section 505, Landscaping and Screening Requirements as well as Section 700, Parking

and Loading of the Zoning Ordinance. This section shall include Low Impact Design methods as a sustainable principle where feasible.

2.4 Walking Network/Key Pedestrian Corridors:

Guidelines will seek to coordinate walking network connections with intersections and traffic signals and making them accessible to people with mobility limitations. Guidelines will also seek to improve east/west connections across the rail corridor via the skywalk and the Coronado Road overpass. Guidelines shall be consistent with the infrastructure enhancements contained in the CCW Streetscape Master Plan.

Special attention shall be given to connecting existing and proposed residential areas with the Interlink and core of CCW.

These residential areas specifically include:

Jefferson Boulevard Crossing – Improve pedestrian environment in the vicinity of the Kilvert Street, Coronado and Thurber Road.

Former Leviton Property – Improve connections from former Leviton site to the Interlink.

Jefferson Blvd West existing residential neighborhoods – generally bounded by Dorrance Street, Graystone, Quimby and Jefferson Boulevard.

Thurber Street.

Hillsgrove North Residential Neighborhood – generally bounded by Kilvert Street, Post Road, Airway Road and Pell Avenue.

Any other corridor within CCW not yet mentioned.

Off-street Loading, Trash Receptacles and Utilities:

With a goal to create a walkable and lively pedestrian friendly environment, careful consideration shall be given to the placement and design of service, loading and unloading, and trash removal areas, as well as utility placement and aesthetics. Standards should be created to minimize conflicts among service vehicles, pedestrians and bicyclists and for properly shielding service and utility areas from public areas and the streetscape.

Energy Efficiency and Environmental Considerations:

Consultant shall provide guidance and direction to incorporate sustainable practices to the maximum extent practical in all elements of the design standards. Such practices shall be practical and economically viable.

Materials and Colors:

Consultant shall identify materials and color as necessary in all relevant, above elements so as to maintain the proper aesthetic throughout the district.

SUPPORTING DOCUMENTS

The following documents must be reviewed and are all to be considered guiding documents for Design Manual development. Note: The “Warwick Station Development District” is now referred to as “City Centre Warwick”.

1. City Centre Warwick Master Plan
2. CCW Streetscape Master Plan
3. CCW Access Management Plan
4. CCW Logo Guide
5. CCW website www.citycentrewarwick.com
6. Warwick Zoning Ordinance (Section 507)

III. PROPOSAL CONTENT FORMAT & SUBMISSION REQUIREMENTS

It is required that the Consultant be familiar with the vision, goals and objectives contained within the CCW Master Plan and associated documents listed above as a condition of submitting a response to this RFP.

PROPOSALS SHOULD CONSIST OF THE FOLLOWING MINIMUM REQUIREMENTS:

In addition to the Proposal and Contract Form included in this Request for Proposals (RFP), all bidders shall submit (1) original and five (5) hard copies of their proposal AND one (1) digital copy (preferably color pdf) on a flash drive. Submissions should follow the outline below and include, at a minimum, staff experience, including resumes which must be submitted of each associate or individual working under the terms of the contract, a list must be submitted of any sub-consultants that the company proposes to use including resumes of key personnel, examples of recent work must be submitted that is similar in nature to the work described under this RFP.

The documents shall be submitted by the deadline to the Purchasing Division at Warwick City Hall, 3275 Post Road, Warwick, RI 02886. All questions regarding the submittal should be addressed to Dan Geagan, Principal Planner and/or Trish Reynolds, Senior Planner, (401) 738-2000, extension 6289.

BACKGROUND AND PREVIOUS EXPERIENCE:

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.

Qualifications:

Respondents shall have technical and practical experience in urban design, (re)development, historic preservation, transportation engineering, including intermodal transportation, transit-oriented development, and growth center development. Proposals that do not meet these minimum requirements listed below may be rejected.

Consultant(s)/Team shall have, at a minimum:

- Certified/Licensed Civil Engineer(s) with a specific training, certification and

- experience in transportation and smart streets design.
- Licensed/Certified Architect(s) with technical experience in urban design, development of design guidelines/standards and transit oriented development.
 - Certified Planner(s) from the American Institute of Certified Planners with experience in TOD or similar mixed use planning practices.
 - Certified/Licensed Landscape Architect(s) with specific training/experience in urban street design.

Relevant Experience:

Respondents are to describe their prior experience to be able to successfully complete all the tasks described in the scope of work including but not limited to: innovative development design, infrastructure needs analysis, mixed use and TOD ordinance preparation, traffic analysis and public outreach and education. 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:

Project Manager:

The Consultant shall identify a project manager to serve as the main interface with the City. The Project Manager shall have experience with the integration of design and engineering on similar projects. The project must be managed by a person of adequate expertise relative to the scope of work. The Consultant must demonstrate that the project manager has experience with projects that are comparable in size and scope. It is expected that the project manager shall be well versed in the project vision and shall efficiently instruct and guide team members. Should a team of Consultants bid on this project, the project team “leader” must be identified in the proposal. Describe how team leader will ensure that all team members follow the aforementioned project goal and vision.

Staff Qualifications:

Respondents are to include an overview of experienced personnel presently on staff, prior experience and/or qualifications 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, including experience with all tasks described in the scope of work to execute the tasks and the deliverables. Statement of qualifications and experience, listing similar projects completed with particular emphasis on knowledge and experience in developing design guidelines incorporating transportation, transit oriented development and land use planning. Include samples of similar work in the emphasis area with references and project descriptions.

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.

Include detailed illustration examples.

PROJECT WORK PLAN:**Executive Summary:**

A statement of interest in the project along with a narrative describing how the Consultant proposes to complete the project. The Executive Summary is intended to highlight the contents of the Work Plan and to provide evaluators with a broad understanding of the Consultant's technical approach and ability.

Project Approach:

Respondents shall describe their understanding of the requirements of this RFP. Respondents shall provide a detailed technical synopsis of their proposed Scope of Work and services and justification for the approach based on the Scope of Work, 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 Scope of Work as defined by this RFP may be rejected and considered non-responsive.*

Work Plan and Schedule:

Proposals must include a statement of scope (both what is in-scope and any exceptions or additions which the vendor proposes), identification of all roles and responsibilities for the project, proposed staffing plan and any other related documentation the respondent feels is relevant to the work plan. The work plan 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. Explain team approach – how subs will be managed to ensure conformity with project scope and vision.

Work plans must include a deliverables based work breakdown structure identifying all top level deliverables, all work to be completed by the respondent and/or sub-consultants, and any work the respondent assumes the City of Warwick or others will be completing.

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 the City with sufficient relevant information to evaluate the consultant's qualifications and approach to the project.

REFERENCES:

Provide a minimum of five (5) client references with contact names(s) and telephone number(s) **of relevant and recent (last five (5) years) projects** and where they were performed including date of project completion as well as a list of personnel and staff dedicated to the project

COST PROPOSAL:

Project Budget which shall provide a not-to-exceed lump sum fee for professional services required to complete the Scope of Services. In addition to the lump sum fee, the consultant shall specify costs by activity of function tasks identified in the scope of work including a summary of non-labor costs and reimbursable expenses and inclusive ancillary costs. All grant funding will be provided as reimbursements. **There will be no funding advances under this grant program.**

IV. EVALUATION AND SELECTION

The proposals will be examined and evaluated based on the factors presented below. It is the responsibility of the Consultant to provide information, evidence or exhibits that clearly demonstrate the ability to satisfactorily respond to project requirements and the factors listed below. It is expected that the project manager shall be well versed in the aforementioned project vision and shall efficiently instruct and guide team members to achieve said vision. Should a team of Consultants bid on this project it is expected that the project team “leader” be identified in the proposal. Said team leader shall be responsible for ensuring that all team members follow the aforementioned project goal and vision.

Project Team/Firm Qualifications, Experience/Performance Record **Maximum 25 points**

Specialized experience is required in a series of work areas. Proposals must clearly demonstrate full knowledge, understanding, and experience in the methods, techniques, and guidelines required for the performance of the required work. All elements within this factor are of equal importance. The consultant(s) must provide specific examples of experience in the disciplines noted and described above (engineering, architecture, planning, landscape architecture). Past performance as measured by the submitted references with respect to such factors as control of costs, quality of work, and an ability to meet deadlines.

Personnel Qualifications and Availability **Maximum 20 points**

Specialized experience is required of the project personnel proposed to undertake the work assignments. Proposal must clearly demonstrate the capability, academic background, training, certifications and experience of the proposed personnel in the fields of architecture, engineering and urban design. The availability of the proposed staff is also of critical importance and must be demonstrated. Strong consideration shall be given to Bidders current workload and capacity to complete this project in a timely manner.

Project Understanding/Approach **Maximum 20 points**

In addition to the understanding of the Scope and approach, the consultant must demonstrate the following which will be considered in the selection:

- Demonstrated knowledge of current issues and state of the art practices and procedures in the relevant technical areas previously discussed.
- Demonstrated knowledge and experience in developing Master Plans and Design Guidelines for Transit Oriented Developments and/or Community Growth Centers.
- Demonstrated ability to integrate and utilize interdisciplinary study teams effectively on

assignments requiring a variety of skills and expertise from in-house resources and/or sub-consultants.

- Demonstrated ability to provide the necessary skills and expertise from in-house resources and/or sub-consultants in a timely manner.

Cost Evaluation

30 points

DBE Goal (7%)

5 points

MAXIMUM SCORE 100 POINTS

EVALUATION PROCEDURE:

- All proposals will be reviewed by a Steering Committee, which shall be considered the selection panel, and rated based upon the combination of factors regarding the proposal submitted and the evaluation criteria set forth in the proposal and Scope of Work.
- The City may conduct interviews with the top-ranked firms prior to making a selection of the **most qualified and responsive firm** in the best interests of the City.
- Based upon the results of this review process, a contract may be developed with the highest-rated Consultant. If an agreement cannot be reached, negotiations with other engineers/Consultants, in order of their review ranking, may be conducted until an agreement can be reached.
- The Warwick City Council may award all or portions of contract.

ADDITIONAL BID INFORMATION AS REQUIRED BY RI DIVISION OF PLANNING

Termination: If the successful bidder refuses or fails to perform the work, or any separable portion thereof, with such diligence as shall ensure its completion within the written contracted time frame, the City of Warwick may, upon a thirty (30) day written notice, terminate the right to proceed with the work or such portion of work which has been delayed. Any work completed to termination (if necessary) shall become the property of the City of Warwick and may be utilized by others to complete the project.

The City of Warwick reserves the right to include additional terms and conditions during the process of contract negotiations. These terms and conditions shall be within the scope of the original RFP and contract document, and shall be limited to cost, definition, and administrative and legal requirements.

Sub-consultants: The consultant may use outside services of sub-consultants when specialized services are required beyond its in-house resources, subject to the approval of the City.

Proposals must be in accordance with the guidelines outlined in this request and the state's general conditions of purchasing which can be obtained at the Rhode Island Division of Purchases Home Page by Internet at <http://www.purchasing.ri.gov>.

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 City of Warwick 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 City of Warwick.

Responses misdirected to the other locations or which otherwise are not received by Purchasing Agent by the established due date for any cause will be determined to be late and may not be considered.

Respondents 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 may be rejected as being non-responsive.

Respondents are advised that all materials submitted to the City of Warwick 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 public bid opening.

During the life of the contract, the City of Warwick reserves the right to solicit separately for selected initiatives within this scope of work.

Interested parties are instructed to peruse the City's website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.

The detail of work is outlined in the section entitled "Scope of Work". Contingent on award of a contract, the work should begin immediately. The work shall be completed prior to the completion of the Cooperative Agreement between the City of Warwick and RI Division of Planning.

In accordance with Title 7, Chapter 1.2-1401 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact businesses in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401) 222-3040. This is a requirement only for the selected service provider (s).

Respondents will be responsible for determining the level of success of their activities through use of appropriate process and outcome measurements. Each activity must produce an identifiable deliverable or a measurable outcome.

Respondents are instructed to submit a Combined Technical/Cost Proposal response described in detail herein.

It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the Respondent's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

Utilization of Minority Business Enterprises as certified by the RI Minority Business Enterprise Compliance Office is a requirement. This project is subject to Chapter 37-14.1 of the Rhode Island General Laws, and regulations promulgated thereunder, which require that seven percent (7%) of the total dollar value of work performed on this project be performed by a minority business enterprise. Participation must be demonstrated at the time of bidding. A listing of MBE firms is available at www.mbe.ri.gov.

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 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.

Title VI – The Rhode Island Department of Administration, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d - 2000d-4 and 49 C.F.R. Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, 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, national origin, age, or disability in consideration for an award.

This proposed project contract has been assigned **a 7 % Disadvantaged Business Enterprise Goal**. In order to comply with this requirement, a detailed disclosure of RI certified firm(s) and proposed task assignment(s) to be performed must be included in the proposal submission along with a copy of current state certification letter. DBE certification must be approved at the time of technical proposal submission to ensure DBE compliance and availability. The total cost of the DBE work assigned must meet or exceed **7 % of the TOTAL contracted costs**. Be advised that this requirement will apply for the lifetime of the contract; Prime consultants will be responsible to **submit a monthly DBE Utilization Report documenting aggregated total contract costs** and total DBE participation to date. Two (2) copies of the DBE reporting documentation will be sent to the RIDOT Office of Businesses and Community Resources as well as a copy included with the pertinent monthly report and invoicing package to Statewide Planning.

Prior to execution of a contract, the procurement summary sheet must be approved by the State of Rhode Island Division of Planning.

Required Forms

All forms are available in the RFP

These forms will be reviewed for completeness and at the point of award will be made part of contract document.

- Title VI Assurances Certification
- DBE Utilization Plan
- Good Faith Effort Form (GFE)

All forms should be attached to the solicitation. Completed forms and copies should be submitted along with each

Technical Proposal (original & copies). Please note, for W-9 form only, one (1) unbound original copy is required at time of submission. Copies of W-9 need not be included in each copy of the proposal submissions.

CITY OF WARWICK

PROPOSAL AND CONTRACT FORM

TITLE OF SPECIFICATION: RFP #2016-165 Professional Consultant Services to
Develop a Comprehensive Design Manual for City Centre Warwick

I. PROPOSAL:

WHEREAS, the CITY OF WARWICK has duly asked for proposals for performance of services and/or supply of goods in accordance with the above-indicated specifications.

The person or entity below does irrevocably offer to perform the services and/or furnish the goods in accordance with the specifications, which are hereby incorporated by reference in exchange for the proposal price below;

This offer shall remain open and irrevocable until the CITY OF WARWICK has accepted this proposal or another proposal on the specifications or abandoned the project.

The bidder agrees that acceptance below by the CITY OF WARWICK shall transform the proposal into a contract. This proposal and contract shall be secured by Bonds, if required by the specifications.

Total Lump Sum \$ _____