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To: All Prospective Bidders

From: Patricia A. Peshka, Purchasing Agent

Date: March 20, 2018

Re: **RFP2018-296 Limited Scope Zoning Code Rewrite**

Addendum #2

Please be advised that the information attached comprises Addendum #2.

Staff will not provide direct individual responses to phone calls, emails or other inquiries related to this proposal, instead, interested firms are asked to submit their questions either via email or regular mail to Planning Director William J. DePasquale, Jr., AICP, at william.depasquale@warwickri.com or 51 Draper Avenue, Warwick, Rhode Island 02889.

The bid opening will be on Monday, March 26, 2018 at 11 AM in the City Council Chambers, 2nd Floor, Warwick City Hall.

Thank you for your interest in this project.

On March 19, 2018 at 11:30 a.m. a non-mandatory pre-bid conference was held relative to RFP 2018-296, Limited Scope Zoning Code Rewrite. As a result of questions posed by prospective bidders, the City offers the following clarifications and direction:

1. Revision of Proposal and Contract Form Table (p.7)

<u>Item</u>	<u>Description</u>	<u>Bid</u>
1.	Project Bid – Lump Sum Contract	\$
2.	<u>Cost Estimate:</u>	
a.	Hourly rate of labor costs by person/position, inclusive of mark-up for fringe benefits, overhead, and profit.	\$
b.	Other direct expenses, such as transportation, housing, printing, etc.	\$
c.	Cost (per meeting) to attend optional 4 th City Council Meeting	\$
d.	Cost (per meeting) to attend additional City Council Meetings & other meetings not identified within the RFP.	\$

2. **Revision of language Section C. Required Submittals, Page 19, bulleted item #9**, to now read: “Provide a cost estimate of professional fees to undertake each task in the Scope of Services. The cost estimate should include an hourly rate of labor costs by person/position, (inclusive of any mark up for fringe benefits, overhead, and profit), and cost estimate for other direct expenses such as transportation, housing, printing, etc.”
3. The total amount budgeted for this project is \$50,000.
4. A question was asked relative to the City’s vision of the extent of the role the City Solicitor will play in development of the Limited Zoning Code Rewrite. As the Solicitor’s role is expected to be limited largely to a review of the final draft, it would be very beneficial if bidders have their own in-house or third-party legal counsel to assist in development of the rewrite, particularly as they pertain to the issues of medical marijuana, wind/solar power, LED signage, and AirB&Bs.
5. LED signs are presently prohibited, but many variance requests have been granted, particularly in recent years. The intent of new language would be to allow some LEDs that meet strict performance standards. Further, while LED signage is a particular focus of the rewrite, the City also intends that language should incorporate standards relative to the aesthetics and scale of signs throughout the City.

6. As noted within the RFP, Section II Scope of Services, "A. Project Timeline and Public Outreach (Pages 13 -14)," it is expected that public workshops and public hearings, including those before the Planning Board and City Council, will be held. As it is expected that the general public may have only certain areas of concern or interest as they pertain to the rewrite, the vision for the public informational workshops would be to have stations broken up into areas addressing specific topics/sections, so that the public can receive one-on-one interaction with consultants/staff on issues of particular concern to them.
7. Relative to project timeline and deliverables, it is the City's intent to have a contract awarded prior to the beginning of the new fiscal year, which starts on July 1, 2018. Once a consultant is awarded the bid, Planning Department staff will meet with the consultants to further refine the project schedule.
8. Relative to the extent to which Planning Department staff will be available, as reflected in Section D, "Project Requirements" (page 11), staff will be very involved in this process. Planning staff will provide underline/strikeout revisions for the Consultant's review/edits ("Planning Assist"). In other circumstances, such as Item #14, Landscaping Screening, the Consultant will be asked to review and critique standards and language that the City has developed ("Consultant Peer Review"). Staff will be available to assist at meetings and public workshops and will work closely with the Consultant as the process moves forward.

(Prior to the bid opening, questions should be submitted in writing, via email or U.S. mail, as described on page 4 of the RFP.)