



Patricia A. Peshka
Purchasing Agent

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Mayor

City of Warwick
Purchasing Division
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The following notice is to appear on the City of Warwick's website Monday, March 5, 2018. The website address is <http://www.warwickri.gov/bids>.

**CITY OF WARWICK
PROPOSALS REQUESTED FOR**

RFP2018-296 Limited Scope Zoning Code Rewrite

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Monday, March 5, 2018.

A **non-mandatory** pre-bid conference will be held on Tuesday, March 13, 2018, Warwick City Hall Council Chambers, 2nd Floor, beginning at 11:30 AM.

Sealed proposals will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until 11:00 AM, Monday, March 26, 2018. The proposals will be opened publicly commencing at 11:00 AM on the same day in the City Hall Council Chambers, 2nd Floor.

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 401-738-2013 at least 48 hours in advance of the proposal opening date.

Original Signature on File

Patricia A. Peshka
Purchasing Agent

PLEASE COMPLETE THIS PAGE & SUBMIT 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: _____
RFP2018-296

_____ Purchasing Agent

PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR PROPOSAL

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 statues, 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**

RFP2018-296 Limited Scope Zoning Code Rewrite

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 one (1) original and seven (7) complete sets (1 identified original + 7 printed copies), plus two (2) electronic thumb drive format of the proposal. Proposals should be typed and submitted on 8.5"x11" inch paper bound securely; maps included can be 11"x17" in a sealed envelope, which should read: *YOUR COMPANY NAME* plainly marked on the exterior of the envelope as well as "RFP2018-296 Limited Scope Zoning Code Rewrite."

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.

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

Negligence on the part of the bidder in preparing the proposal confers no rights for the withdrawal of the proposal after it is open.

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 available on www.warwickri.gov 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. It is the vendor's responsibility to provide the City of Warwick with an updated certificate of insurance upon expiration of the original certificate.

For a bid to be 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 may be required to provide to the Purchasing Agent a **Certificate of Good Standing** from **The Rhode Island Secretary of State** dated no more than thirty (30) days prior to the date upon which the bid approval was made. **Please note that no other State's Certificate of Good Standing will be accepted.**

The successful bidder will provide said **Certificate of Insurance** and **State of Rhode Island's Certificate of Good Standing** (if required) within ten (10) calendar days after notification or the City reserves the right to rescind said award.

Prices to be held firm two (2) years from date of award. Term contracts may be extended for one (1) additional term upon mutual agreement unless otherwise stated.

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 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 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 successful bidder must comply with all Rhode Island Laws applicable the public works projects, including, but not limited to provisions of Chapter 13 of Title 37 of the Rhode Island General Laws, pertaining to prevailing wage rates, and all other applicable local, state and federal laws.

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.

PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR PROPOSAL

CITY OF WARWICK

PROPOSAL AND CONTRACT FORM

TITLE OF SPECIFICATION: RFP2018-296 Limited Scope Zoning Code Rewrite

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.

<u>Item</u>	<u>Description</u>	<u>Bid</u>
1	Project bid – Lump Sum Contract	\$
2	<u>Cost Estimate:</u>	
a	Labor costs by person/position	\$
b	Mark-up for fringe benefits	\$
c	Overhead	\$
d	Profit	\$
e	Other direct expenses, such as transportation, housing, printing, etc.	\$
f	Cost to attend optional 4 th City Council Meeting	\$
g	Cost to additional City Council Meetings & other meetings not identified with the RFP	\$

Additional Meetings:

Staff level meetings will be held during the business day; Planning Board, City Council and public meetings will be held after business hours. Additional meetings, beyond what is identified here, may be required.

It is expected that legal review will be ongoing throughout the rewrite process and that the Consultant, along with City Staff, will keep the City Attorney informed with updated information; however, separate meetings with legal counsel may be required.

REQUEST FOR PROPOSALS

“Limited Scope Zoning Code Rewrite”



City of Warwick, Rhode Island

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I. PROJECT DESCRIPTION

A. Purpose

The City of Warwick is inviting qualified planning and zoning consultants, and multi-disciplinary firms, individuals and/or teams to submit a written proposal in response to this Request for Proposals (RFP) to provide professional services for the purpose of performing a **limited scope zoning code rewrite** of the City of Warwick Zoning Ordinance.

B. Community Background

The City of Warwick is the second largest City within the State of Rhode Island with a population of 82,672 at the 2010 census. Warwick is a stable, middle-class, suburban community located approximately 10 miles south of the state's capital, Providence, RI. The City of Warwick is also the host City for T.F. Green International Airport, City Centre Warwick (CCW) and a regional retail corridor. The City of Warwick's population has decreased from its peak in the 1980s but the number of households has increased as a result of smaller household sizes, more seniors, fewer children, and changing household compositions and preferences. Residential land use covers about 66.9 percent of the City's land area with Commercial/Industrial comprising 17.4%, Open Space 9.6%, Transportation 5.7%, Municipal .05% and Mixed Use at 0.3%. Driving this community's vision is a state-approved, well-designed Comprehensive Plan entitled "*21st Century Warwick: A City of Livable Neighborhoods CITY OF WARWICK COMPREHENSIVE PLAN 2013–2033*," which details our approach in executing our vision for this community.

C. Project Overview

The purpose of this project is to perform a **limited scope rewrite** of the City's zoning code to address contemporary issues in: *land use, signage (LED), sustainable systems and medical marijuana* while *deleting legally inconsistent statutes, updating definitions and provisions within the code, and adding performance criteria and aesthetics/design requirements* that are consistent with the City's Comprehensive Plan.

The selected consultant will be responsible to draft all amendments as well as format draft and final changes to the existing Zoning ordinance (including tables) using compatible software programs (City and Muni Code) as well as provide all other document production.

The City of Warwick 's current Zoning Code dates from the 1970's and has been amended from time to time since, but does not always reflect contemporary land use issues, performance standards or best planning practices. The Code needs to be to be revised to more effectively address these dynamic changes as well as to implement the actions of the Comprehensive Plan, approved in 2014. A copy of the current zoning code can be found at https://library.municode.com/ri/warwick/codes/code_of_ordinances?nodeId=PTIICOOR_APZO.

D. Project Requirements

1. Verify that the new zoning code meets the requirements of Rhode Island State Statutes. Delete legally inconsistent statutes and consider amendments to other municipal documents such as the land development regulations to assure compatibility with the new zoning code.	C
2. Review Table I Use regulations and recommend amendments including revisions and deletions of outmoded uses along with adding up-to-date land uses to the table (Planning Assist) .	PA
3. Responsible for drafting a solar and wind energy ordinance that is assimilated within the format of the existing zoning ordinance. The ordinance must address permitted and non-permitted uses as well as performance requirements by size of the facility for each of the City's zoning districts.	C
4. Responsible for drafting a medical marijuana growing facilities ordinance including performance standards.	C
5. Responsible for updating the sign ordinance to require minimum aesthetic/design requirements as well as drafting a new LED sign section that includes detailed performance standards along with a tiered approval process based on location and sign size. (Planning Assist)	PA
6. Add design standards for signs . (Planning Assist)	PA
7. Amend ordinance regarding drive thru windows to include minimum setback requirements, screening and additional design and performance standards for stacking, reader board and ordering for all commercial parcels abutting residential districts and the CCW. (Planning Assist) .	PA
8. Draft an Air B&B ordinance.	C
9. Draft (Add) LAND DEVELOPMENT PROJECT definition and process to the zoning code. (Planning Assist) .	PA
10. Draft (add) language that requires the Zoning Board to integrate Planning Department stipulations regarding performance standards, landscaping, building design/type and size, structure style, materials, and other similar pertinent recommendations that will be considered mitigating measures for the Zoning Board's consideration of dimensional, Special Use and true variance approvals. (Planning Assist) .	PA
<i>Draft Additional language that provides the Administrative Officer/Planning Board design review of any land development project, dimensional variance, zone change or Special Use permit that is inconsistent with the Comprehensive Plan.</i>	
<i>a. Allows the Administrative Officer/Planning Board to maintain design control to promote variation in the appearance of homes, height, design, and location, including differences in color and architecture for houses. Consider incorporating anti-monotony design standards into the City's zoning ordinance to advance these goals.</i>	
<i>b. Allows Administrative Officer/Planning Board to require landscaping and hardscape improvements, walkways, public open space, bike racks and pedestrian amenities (e.g., benches, covered entryways), screening, lighting and other similar improvements for all land development projects as well as for projects that require a zone change or Special Use permit.</i>	
11. Amend/strengthen in-law provisions to allow ZBR only limited dimensional variation (greater requests to be sent to the City Council). (Planning Assist) .	PA
12. Update language and add specific performance criteria for more than one (1) actual use on a commercial property . (Planning Assist) .	PA
13. Refine telecommunications process (Planning Assist) .	PA
14. Landscaping screening (Consultant Peer Review)	CPR
15. Update Parking - shared entrances, interior circulation connection, minimum parking requirement field (by walking distance) (Planning Assist) .	PA
16. Other items that maybe advanced by staff and elected officials.	PA

PA- Planning Assist –Planning Staff shall assist in drafting the statute

CPR- Consultant Peer Review – Drafted by the City reviewed by consultant

C – Consultant

E. Comprehensive Plan Consistency

The Comprehensive Plan shall be used to guide the partial Zoning Code re-write, but revisions to the City's Comprehensive Plan may need to occur, as appropriate, to address and acknowledge new standards developed during the Zoning Code rewrite process and to assure continued consistency between the Plan and Zoning Code as required by state statute. In the event that a change is necessary, the Consultant shall provide draft recommended Comprehensive Plan wording to address any changes necessary to ensure that the new Zoning Code and Comprehensive Plan are consistent with one another.

F. Consultant Qualifications

Successful Consultants shall have experience with composing municipal Zoning ordinances as well as understanding varied state statutes that guide zoning and planning. Successful Consultants shall also have detailed knowledge and expertise in: regulating LED signage, medical marijuana growing facility regulation, creating solar/wind energy ordinance, Air B&B ordinances and regulating long-term, rent-by-the room single family residential occupancy strategies. Consultants shall have experience in working with Rhode Island municipalities and have a good working familiarity with Rhode Island State Statutes.

1. Due to the limited scope of this project, the City's Planning Staff will assist in project completion as well as guide consultant responsibility and expertise so as to maximize project efficiency. For this request the City will consider a qualified consultant to be one (1) that has experience in drafting legally defensible regulations regarding medical marijuana, Air B&B ordinances, solar/wind regulations and LED signage as these areas of the Zoning update are areas of needed expertise. The Consultant will have direct and full responsibility for drafting these sections in cooperation with Planning staff.

Consultants without such expertise and experience in these areas will NOT meet the minimum qualifications for this solicitation.

It is also expected that the Consultant should have an understanding of the City's Comprehensive Plan, City Centre Master Plan, and land development regulations as well as other City plans and policies as identified by the City, and all relevant and applicable local, state and federal laws. Consultants will demonstrate particular experience with the drafting and approving, through a local authority, of Zoning amendments that comply with State law with particular focus on contemporary land use issues as well as establishing performance criteria for special use permits.

G. Responsibilities of Staff and Other City Resources

The following data will be made available by the City of Warwick staff:

1. The City of Warwick will provide present zoning ordinance information and maps.
2. Existing City plans will be made available upon

request:

Warwick Sewer Service Area Plan

Warwick Neighborhood Master Plans

City of Warwick Municipal Code

City of Warwick Comprehensive Plan

CCW Master Plan

Land Development Regulations

3. Upon request, the City's GIS Coordinator can provide GIS support and data for the project. The City of Warwick intends to work with the selected Consultant.
4. Staff will assist in project management and administration. Staff will attend all meetings with the Consultant and will act as liaison between the Public and the Consultant.
5. Staff will help coordinate and schedule all meetings involving the Consultant. City staff and Consultant will mail all agendas, meeting minutes and meeting information packets.
6. Consultant will document all meetings and public hearings relevant to the ordinance rewriting process, taking detailed minutes when necessary.

II. SCOPE OF SERVICES

The Consultant or team of consultants (collectively "Consultant") shall provide full professional services as described below to assist the City of Warwick Planning Department, City Attorney, City Councilors and others involved with the partial rewrite of the City of Warwick Zoning Code.

A. Project Timeline and Public Outreach

The Consultant shall propose a timeline and method for Public Outreach. This is a limited rewrite of the zoning ordinance, and as such, there shall be at a minimum one (1) community-wide open house, one (1) Planning Board meeting, the requisite City Council meetings as well as a dedicated website established for the proposed updates. The proposal shall include the timeline that identifies key points at which key materials will be available and presented to the public, Planning Board and City Council. This section needs to incorporate the following elements:

1. Shall provide information for the City's website and host a web page devoted solely to the City's Zoning Code Rewrite that will provide detailed information and documents and will provide a forum for the public to record comments.
2. At least one (1) public open house - Input for draft Zoning Changes - Consultant shall collect and categorize all comments and respond.
3. At least one (1) Planning Board hearing (Consultant shall collect and categorize all comments and respond) prior to the City Council Public Hearings.
4. At least three (3) City Council hearings for public input, revisions & final adoption. (add price for optional fourth).

The Consultant shall be responsible for producing meeting materials, visual presentations, or any other resources or material necessary to engage the public. The Consultant shall provide technical capabilities for graphically communicating needed information. The Consultant will also be required to provide information for the City's website or host a webpage devoted solely to the City's Partial Zoning Code Rewrite. As City staff may deem appropriate, the consultant will provide materials including text, photographs, maps, renderings, and other images for the website. The website will contain handouts and plan documents as distributed at the various meetings that will explain the project's process and progress, and provide a forum for the public to record comments and suggestions throughout the project. It is expected that the Consultant will keep the website up-to-date with current information and documents throughout the rewrite process.

Deliverables:

1. Following selection, the Consultant shall provide the City with a final Project Timeline and identify points of Public Outreach as described above.
2. The Consultant shall implement its City-approved final Project Timeline and Outreach Plan. The Consultant, in discussion with the City's Zoning Code Rewrite Project Manager, shall be responsible for arranging and facilitating all public meetings/presentations. The Consultant shall be responsible for producing meeting materials, visual presentations, and/or any other resources or material necessary to engage the public.
3. The Consultant shall provide information for the City's website and host a web page devoted solely to the City's Zoning Code Rewrite that will provide detailed information and documents and will provide a forum for the public to record comments.

B. Project Orientation

At the outset of the project, the Consultant shall meet with City Planning staff for a project orientation meeting in order to provide an understanding of project goals, staff involvement, and project schedule as well as provide project management by specific tasks as contained within "**Section I.D. Project Requirements**". The Consultant shall communicate its strategy in addressing each issue as directed by the City in accordance with "**Section I.D. Project Requirements**".

As mentioned earlier, this project has a limited scope of work and will require shared responsibilities on some items while others will be fully borne by the consultant. The project orientation will be designed to foster and develop a common understanding of the project scope.

Deliverables:

1. The Consultant, in consultation with the City's Partial Zoning Code Rewrite Project Manager, shall draft an allocation of tasks by Project Orientation items as a guide to developing an issue assessment matrix.
2. The Consultant, in consultation with the City's Partial Zoning Code Rewrite Project Manager, shall arrange and facilitate periodic project update meetings. The Consultant shall be responsible for preparing materials as well as arranging and facilitating all public meetings/presentations.

C. Issue Assessment Matrix

The Consultant shall implement its approach for gathering information to meet the “**Section I,D. Project Requirements**”. The Consultant shall work with City staff, City Council representative(s), legal staff and stakeholders concerning “**Section I,D. Project Requirements**” articles to determine how and who will draft the suggested additions, deletions and changes, including the drafting implementation procedures. The Consultant shall prepare a draft identification matrix summarizing this implementation and the parties responsible for the draft. This final draft matrix assignment shall be subject to approval by the City (project manager).

Deliverables:

1. One (1) original copy of the technical analysis and evaluation report and matrix addressing “**Section I,D. Project Requirements**” include discussion of new Zoning language, approaches and solutions to items defined therein, with particular reference to outcomes and process to be specified in the Zoning Code rewrite.
2. Summary of deletions, additions and alterations that are required to comply with new state statute.
3. List of targeted ***WZO Table I Use Regulations*** to be altered or augmented.
4. Specific new language and methodology addressing LED signage, medical marijuana growing facilities, solar and wind energy, and Air B&Bs.
5. Electronic (PDF) and MS Word file of the Issue Assessment Matrix.
6. Present Issue Assessment Matrix to stakeholders as necessary.

D. Draft Ordinance

1. Draft 1 Discussion - Internal

The Consultant shall prepare a discussion draft Zoning Code that is based on the final “**Section II C Issue Assessment Matrix**”. The discussion draft should be presented in distinct modules that will permit easy review. The modules may include: (a) definitions; (b) general provisions; (c) Table I - Use Table; (d) zoning district regulations and permitted uses; (e) dimensional and development standards; (f) performance zoning provisions; (g) special development standards; and (h) enforcement of WZO Sections 904 -906 inclusive of Zoning Board powers/dimensional special permit.

The Consultant may present an alternative approach to presenting the discussion draft for review and comment if acceptable by the City. The discussion draft shall include extensive use of strike out and underline language (from the existing ordinance), graphics, tables, matrices and other methods for facilitating easy use and understanding the changes proposed to the Code. The Consultant shall also provide a working zoning ordinance draft (including tables) that contains tabs showing the sections of the Zoning Code that will be changed, including a summary sheet.

The Zoning Code and its tables must be:

- Compatible with City digital format as well as with the codification services of “Municode”;
- Easy to read, understand and follow; and
- Be drafted in both Microsoft Word and Adobe In-Design formats.

After initial review and comments by City Staff, the draft shall be widely distributed to the public and elected officials for review and comment. The Consultant shall process and solicit input about the discussion draft from the general public, elected officials, stakeholders and others, which may include the Planning Board. The Consultant is expected to test the discussion draft standards to demonstrate how various proposed development standards would actually be implemented in various neighborhoods, corridors, commercial areas, and other parts of the City. This could be achieved through testing the proposed development standards on model site plans, using plans of actual projects being proposed by local developers, or through projects recently approved by the City. The testing period should identify effectiveness, appropriateness, practical problems, and other inadvertent impacts of the Code and/or other regulatory documents. The Consultant shall report and discuss the results with the City. The Consultant shall describe its approach to conducting the discussion draft Zoning Code evaluation, testing and revision process. Following discussion and review, the Consultant shall provide a *Revised Discussion Draft Zoning Code* for further review.

2. Draft 2 Open House - public

A revised draft approved by the City will then be presented to the public in an open house forum to collect public input. The Consultant, in consultation with the City’s Zoning Code Rewrite Project Manager shall be responsible for arranging and facilitating all public meetings. Upon completion of *Discussion Draft Open House*, the Consultant shall be required to collect, categorize and respond to all the public comments. After discussion with the City, the Consultant will update the Draft to include revisions deemed appropriate by the City.

Deliverables:

1. One (1) original copy and five (5) copies of BOTH *discussion drafts* Zoning Code (strike out underlined and tabbed).
2. Electronic (PDF)/ MS word/“Municode” compatible file of the discussion draft Zoning Code.
3. Meetings/presentations, etc. with the Project Manager, Council members, Planning Board, City staff, general public and others to review the discussion draft Zoning Code. The Consultant, in consultation with the City’s Zoning Code Rewrite Project Manager, shall be responsible for arranging and facilitating all meetings/presentations.
4. The Consultant shall work with the City to evaluate, test and revise the discussion draft Zoning Code.
The Consultant shall modify the discussion draft Zoning Code as needed.
5. Consultant shall organize and conduct an open house public hearing at which the ***Draft 2 – Open House*** Zoning Code is engaged by the public. The Consultant, in consultation with the City’s Project Manager, shall be responsible for arranging and facilitating all meetings/presentations.
6. The Consultant shall be required to collect, categorize and respond to all the public comments. After discussion with the City, the Consultant will update the Draft to include revisions deemed appropriate by the City.
7. One (1) original copy and five (5) copies of the *revised discussion draft* Zoning Code (strike out, underlined and tabbed with revisions).
8. Electronic (PDF)/ MS word/“Municode” compatible file of revised discussion draft Zoning Code.

E. Public Hearing Draft

1. Draft 3 Planning Board - public

After City staff and public consideration and evaluation of the *Open House Discussion Draft* Zoning Code, the Consultant shall prepare a *public hearing draft* Zoning Code for the Planning Board. In addition, the Consultant shall prepare an *executive summary* explaining the public hearing draft and changes from the current Zoning Code, including the rationale for such changes. The executive summary will be distributed to the general public and the media prior to the public hearing. This material shall be available two (2) months in advance of the Planning Board public hearing. The Planning Board will conduct a public hearing and issue its recommendation to the City Council.

Deliverables Planning Board:

1. Consultant to attend Planning Board public hearing at which the proposed Zoning Code is considered. The Consultant, in consultation with the City's Project Manager, shall be responsible for arranging and facilitating all meetings/presentations.
2. Original copy and ten (10) copies of the public hearing draft Zoning Code and executive summary.
3. Original copy and ten (10) copies summary of alterations that are required to comply with new state statues (can be combined with the executive summary).
4. Electronic (PDF)/ MS word/"Municode" compatible file of the final public hearing draft of the Zoning Code.

2. Draft 4 City Council – public

After the Planning Board hearing, the Consultant shall prepare a *Post-Public Planning Board Hearing draft* Zoning Code. In addition, the Consultant shall prepare an executive summary explaining the public hearing draft and changes from the current Zoning Code, including the rationale for such changes. This material shall be available two (2) months in advance of the City Council Public hearing.

The Consultant shall present the public hearing draft of the proposed Zoning Code at a public hearing of the City Council to explain its contents, respond to questions and revise the Zoning Code as directed by the City Council. The revised Zoning Code, as recommended by the Planning Board, will serve as the drafts upon which the City Council takes final action to adopt them. The Consultant shall then be present for at least three public hearings (fourth optional) to present the revised Zoning Code, as recommended by the Planning Board, to the City Council or final adoption.

Deliverables City Council:

1. Consultant shall draft a revised, post-public Planning Board hearing draft of the proposed Zoning Code.
2. Consultant to attend the City Council meetings at which the proposed Zoning Code, as recommended by the Planning Board, is acted upon. (At least three public hearings – fourth optional).
3. One (1) original copy and fifteen (15) copies of the revised, post-public Planning Board hearing consensus draft of the Zoning Code Document **must be in strike out underlined form with tabs indicating the changes.**

4. One (1) original and fifteen (15) copies of the post-public planning board hearing draft Zoning Code and executive summary.
5. One (1) original and fifteen (15) copies of the summary of alterations that are required to comply with new state statutes (can be combined with the executive summary).
6. Electronic (PDF)/ MS word/“Municode” compatible file of the revised, post-public hearing consensus draft of the Zoning Code.

F. Final approved/ Zoning Code Implementation

After the City Council hearings, the Consultant shall prepare a Final Zoning revision document as approved by the City Council. The Consultant shall provide a final copy of the adopted Zoning Code in hard copy, modifiable electronic and web-friendly formats. The format must be entirely compatible with City Clerk requirements as well as “Municode” compatible Codification Services. All work and products described herein are the responsibility of the Consultant to complete to the satisfaction of the City.

Deliverables:

1. The Consultant shall provide all services to create Final Zoning revision document that is consistent with City Clerk requirements as well as “Municode” Codification Services compatible. The Consultant shall be responsible for all costs associated with having the final approved zoning statutes being integrated within the “Municode” Codification Services.
2. A reproducible hard copy of the adopted Zoning Code and ten (10) copies.
3. An electronic Microsoft Word and Adobe In-Design file of the adopted Zoning Code and all of its components in the commercial software form within which all components were originally prepared.

III. PROPOSAL FORMAT / SUBMITTALS

A. Proposal Organization and Format

To aid in the evaluation, it is desired that all proposals follow the same general format. The proposals are to be submitted in binders and have sections tabbed with proposal information as outlined in the categories/criteria “Required Submittals.”

Submit eight (8) complete sets (1 identified original + 7 printed copies) plus two (2) electronic thumb drive format of proposals. Proposals should be typed and submitted on 8.5”x11” inch paper bound securely; maps included can be 11”x17”.

B. General Submittal Information

The response to the RFP should be succinct but comprehensive and shall include suggested approaches related to the Consultant’s ability to achieve the City’s project objectives and scope of services. The Consultant may propose modifications to the suggested scope of services if it believes it will better achieve the project objectives.

C. Required Submittals

A submitted proposal should include the following:

- A cover letter and executive summary providing the highlights and basic information included in the proposal.
- A description of your organization including general information about the firm and a description of the firm's capabilities and experience with projects of equal or greater scope to the project outlined in this RFP.
- Please specify the experience that your firm has in assisting Rhode Island municipalities in similar work, your firm's familiarity with Rhode Island State Statutes and your firm's experience in developing ordinances for the items listed in "**Section I,D. Project Requirements**"
- A description and resumes of the individuals on your team that will be directly involved with the project, their roles, and specific indication of the project manager.
- Describe your firm's approach to the project identifying concepts, techniques or tools that may be used to accomplish the tasks set forth in this RFP, as well as potentially beneficial services beyond those requested.
- Provide a detailed project time schedule with the date of initiation of work, and a project completion date.
- Provide a list of what is expected of the City, including proposed use of City staff, office space, equipment and materials/supplies.
- Provide a work plan that defines how you will produce the deliverables requested in this RFP.

This should include descriptions of the quality control procedures that will be used and any sub-consultants or associations with other firms that will be used and their respective responsibilities.

- Provide a cost estimate of professional fees to undertake each task in the Scope of Services. The cost estimate should include labor costs by person/position, any mark-up for fringe benefits, overhead, profit and other direct expenses such as transportation, housing, printing, etc.
- Provide samples of comparable work that your firm has completed as well as resumes of all staff that will be assigned to complete tasks related to this RFP. One (1) copy of each representative project sample is sufficient and will be returned upon request. If intending on engaging any subcontractors, please provide the same information for all subcontractors.

IV. ADMINISTRATIVE INFORMATION

A. Calendar of Events

March 5, 2018 – RFP Issued
March 13, 2018 – Pre-bid conference
March 26, 2018 – Bid opening
April 10, 2018 – Award Recommendation submitted
April 23, 2018 – Bid before City Council for consideration

Please Note: These dates are for planning purposes only. They represent the City's desired timeline for implementing this project. The timeline may be adjusted, however, as needs and circumstances dictate.

B. Inquiries and Clarification of Specifications

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.

Inquiries may also be made during a non-mandatory pre-bid meeting to be held at Warwick City Hall, Council Chambers, 2nd Fl., on Tuesday, March 13, 2018 at 11:30 AM.

C. Proposal Content

The evaluation and selection of a Consultant and the contract will be based on the information submitted in the Consultant's proposal plus references and any required interview and/or presentation. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a response.

D. Evaluation of Proposals

Proposals will be evaluated based upon the experience of the firm, ability to meet the F.1. Consultant Qualifications requirements, similar project accomplishments, project team, familiarity with Rhode Island law, the ability to complete the project in a timely manner, approach and project cost.

E. Proposer Qualifications

The City of Warwick may make such investigations as it deems necessary to determine the ability of the Proposer to perform the work, and the Proposer shall furnish to the City all such information and data for this purpose, as the City may request. The City reserves the right to reject any proposal if the evidence submitted by, or investigated of, such Proposer fails to satisfy the City, that such Proposer understands the full scope of work and is properly qualified to carry out the obligations of the contract and to complete the work contemplated herein.

F. Acceptance / Rejection of Proposals

1. The City reserves the right to accept or reject any or all statements of proposal submitted, in whole or in part, and to waive any informalities or technicalities which at the City's discretion are determined to be in the best interests of the City. Further, the City makes no representations that a contract will be awarded to any Proposer responding to this request. The City expressly reserves the right to reject any and all proposals responding to this invitation without indicating any reasons for such rejection(s). The City reserves the right to negotiate with any proposer it deems suitable to carry out this project.
2. The City reserves the right to postpone due dates for its own convenience and to withdraw this solicitation at any time without prior notice.

GH. Property

All documents, graphics, maps and exhibits produced by the successful proposer as part of this planning project shall be provided to the City, become the property of the City of Warwick, and are to be available for use by the City in any manner the City deems appropriate.

H. Consultant Interviews / Oral Presentations

Proposers who are deemed most eligible for an interview and oral presentation will be notified of the intended time, date, location and format as determined by the City.

I. Incurring Costs

This request for proposals does not commit the City to award a contract, pay any costs incurred in preparation of these applications, or to procure or contract for any services.