



City of Central Falls

RFP 2021-0007 REQUEST FOR SITE VISION PLANNING CONSULTANT SERVICES

Issue Date: Friday March 19, 2021

The submission deadline for responses is April 2nd, 2021 at 1:00 pm.

General Information:

The City of Central Falls seeks proposals from qualified consulting firms and/or teams to provide professional services to assist the City in the development of a Vision Plan for the site of the former OSRAM SYLVANIA manufacturing facility. The redevelopment of this 12-acre site, vacant since 2014, has long been identified as a key project to catalyze economic growth in the City of Central Falls. It is the City's goal that the process will result in the sale of the property to a developer intending to execute a concept from the Vision Plan. The project is funded through grants from the United States Economic Development Administration (EDA) and Rhode Island Commerce Corporation.

Scope of Work:

I. Analysis

- Review of existing documents and any available environmental data related to the site and surrounding area
- Collect and share information related to comparable projects
- Professional market analysis of regional real estate and demographic trends, including the assessment of needs

II. Outreach and Public Input

- Produce documents and materials for use in outreach and the public input process which may include charts, graphs, maps and other data as needed to support the communication of existing conditions and site limitations to the appropriate audiences
- Create and analyze results from a community survey
- Direct and/or conduct interviews with individual stakeholders
- Public Meeting
- Expert focus groups

III. Vision Plan Draft Development

- Draft written report compiling results of document review, market analysis and public input
- The Vision Plan must include written goals, plans, objectives, and policy statements that articulate a clear vision and "road map" and model for the site's future
- Propose three (3) recommended development concepts/strategies based on the stated goals and results of analysis and input, including draft site plans and/or image(s)
- Convene meeting with City and key stakeholders to review draft

IV. Vision Plan Final Report

- Deliver final written Vision Plan Report including final site plans and image(s) for agreed-upon development concept(s) and/or strategy(ies)
- Present final report to City leaders.
- A digital copy of the Vision Plan and presentation shall be submitted to the City in PDF and original editable (i.e. .docx or .indd) format.

V. Development Proposals

- Assist the City and the current property owner in developing a joint Request for Proposals to develop the site based on the Vision Plan

VI. Selection

- Provide professional analysis of economic feasibility of proposals received
- If required, (i.e., no acceptable bids received) identify site preparation work or alternate development strategies needed and develop a plan for implementation (provide as alternate task in bid)

VII. Communication

- The City will appoint a Project Manager to which all communication from the selected firm shall be directed.
- City staff will work with selected firm to identify and provide information or resources needed to complete the Plan.
- A standing bi-weekly check in phone call shall be established.

Site information:

Proposal Process:

1. Instructions

Respondents to this solicitation must submit a sealed response no later than 1:00pm on April 2nd, 2021 at the office of the Purchasing Agent, City Hall, Central Falls, Rhode Island. The sealed bids will be publicly opened and read at 4:30 PM on April 5th, 2021 in the City Hall Council Chambers. An official authorized to bind the Respondent to the provisions of its response must sign the Response Form. The City will review all responses and reserves the right to accept or reject any and all responses.

Response must be submitted in a sealed envelope and addressed to:

City of Central Falls
Purchasing Department
580 Broad St.
Central Falls, RI 02863

Lower left corner of envelope must contain the following identification: SEALED RESPONSE, Historic Preservation Request for Proposals, 2021-0007 REQUEST FOR SITE VISION PLANNING CONSULTANT SERVICES All responses must be received by 1:00 P.M. in the Office of the Purchasing Agent on April 2nd, 2021.

NO RESPONSES WILL BE ACCEPTED AFTER 1:00 P.M.

It is the responsibility of bidder to check the Central Falls purchasing webpage for any addendums.

2. Selection Process

Responses will be reviewed by the Department of Planning and Economic Development and the Department of Parks and Recreation. The City reserves the right to contact Respondents with requests for clarification or additional information, or to arrange other follow up activities it deems appropriate. Selection of the qualified contractors will be made expeditiously. The City will use the following evaluation matrix in selecting a vendor. The City reserves the right to objectively and subjectively score each application based upon its own determinations and judgments and Respondents acknowledge this fact as well as waive their right to appeal any scoring or determination in submitting their response.

Criteria	Maximum Possible Points
A. Demonstrated understanding of the project scope	20
B. Team Organization, Project Lead, Management and Technical approach to the project	20
C. Qualifications, demonstrated previous experience and familiarity with Parks and	20

**Recreational subject matter and standards
to complete the project**

D. Project Schedule/Timeline	15
E. Cost	20
F. References	5
Total	100

3. Response Contents

The following are the elements that should be included in responses to the solicitation. Please provide responses in the order presented in this section.

- a) **Cover Letter/Statement of Qualifications.** The cover letter should introduce the Respondent and address their interest for the project. The cover letter should include a narrative describing the Respondent: the type of services provided, the location of its operations, the number and location of employees, etc. The cover letter should describe major upcoming projects in the next eight (8) months.
- b) **Response Form.** The response form must be included, filled out completely, and signed by the Respondent.
- c) **Project Description.** A description of the Respondent's proposed approach to completing the project.
- d) **Project Budget.** A detailed budget for the project that includes the following:

Detailed costs of professional services with the hourly rate to be charged for each service and a detailed listing of all covered and reimbursable expenses for the following.

- 1. Proposed hourly rate of principal consultant on the project.
- 2. Proposed hourly rate of the field surveyor and/or assistants on the project.
- 3. Proposed number of hours by principal consultant, field surveyors and assistants to complete the project.
- 4. Proposed cost of materials required for the project including, but not limited to, film, processing and printing costs, CDs, etc.
- 5. Travel costs to the City of Central Falls for research/field surveying as well as City Staff meetings and presentations.

e) Proposed Timeline:

The consultant shall provide a timeline that will include completion of the Master Plan in 2021.

4. Form of Response

Responses shall be submitted with one Original and Four (4) hard copies and a digital copy on a compact disc (CD) or universal serial bus (USB) drive, with supplemental

information, drawings, warranties and other required documentation, literature and material to be provided, with the response.

5. Submission of Response

- a) Envelopes containing bids must be sealed and addressed to the Purchasing Agent, City Hall, 580 Broad Street, Central Falls, RI 02863 and must be marked with the name and address of the Respondent, date and hour of opening, and name of solicitation.
- b) The Purchasing Agent will indicate in the advertisement when the responses will be opened, and no response received thereafter will be considered.
- c) Any Respondent may withdraw their response by written request at any time prior to the advertised time for opening. Telephone responses, amendments, or withdrawals will not be accepted.
- d) Unless otherwise specified, no response may be withdrawn for a period of thirty (30) days from time of opening.
- e) Negligence on the part of the Respondent in preparing the response confers no rights for the withdrawal of the response after it has been opened.
- f) Responses received prior to the time of opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a response not properly addressed and identified.
- g) Any deviation from the specifications must be noted in writing and attached as a part of the response. The Respondent shall indicate the item or part with the deviation and indicate how the response will deviate from specifications.
- h) This solicitation document shall be made a part of any contract by and between the City of Central Falls and the Respondent.

6. Rhode Island Sales Tax

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 1, as amended.

7. Federal Excise Taxes

The City is exempt from the payment of any excise tax or federal transportation taxes. The price bid must be exclusive of taxes and will be so construed.

8. Qualifications of Respondents

The City may make such investigations as it deems necessary to determine the ability of the Respondent to perform the work. The Respondent shall furnish the City with all such information and data for the purpose as may be requested. The City reserves the right to pre-qualify vendors on the basis of cost alone, accept or reject any or all qualifications, and to act in its best interest including, but not limited to, directly negotiating with any vendor who submits qualifications in response to this solicitation and to award a contract based upon the results of those negotiations alone. Qualifications found to be technically or

substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The City may, at its sole option, elect to require presentation(s) by vendors clearly in consideration for placement on the pre-qualified list of vendors. The City also reserves the right to waive any formalities.

9. Addenda and Interpretations

No interpretation on the meaning of the plans, specifications or other contract document will be made to any Respondent orally. Every request for such interpretations should be in writing addressed to the City of Central Falls, Office of the Purchasing Agent, 580 Broad Street, Central Falls, RI 02863 if mailed or to Jahaira Rodriguez at jrodriguez@centralfallsri.us if submitted electronically and to be given consideration must be received at least seven (7) days prior to the date fixed for the opening of the responses.

10. Indemnification and Hold Harmless

The Respondent shall protect, defend, and indemnify the City, including its officers, agents and employees, and hold them free and harmless from all liability, penalties, costs, losses, damages, expenses, causes of action, claims or judgments, including attorney's fees, resulting from injury to, or death of, any person or damage to property of any kind, which injury, death or damage arises out of, or is in any way connected with, the performance of the work under any contract made as part of this solicitation. It shall apply to any acts or omissions of Respondent's agents, employees, subcontractors or suppliers. The Respondent also shall hold the City harmless from any and all claims or liens for labor, services, or materials furnished to the Respondent in connection with the performance of the Respondent's obligation under any contract between the Respondent and City. This section shall not be applicable to injury, death or damage to property arising from the sole negligence or sole willful misconduct of the City, its officers, agents or employees.

11. Property lost, damaged or destroyed.

Any property or work to be provided by Respondent will remain at the Respondent's risk until written acceptance by the City and the Respondent will replace, at Respondent's expense, all property or work lost, damaged or destroyed by any cause whatsoever.

12. Evidence of Insurance

A policy of auto, general liability and property damage insurance shall be attached hereto, covering any and all work performed under a contract between the City and Respondent, naming the City as an additional insured shall be made part of any contract between the City and Respondent in an amount of not less than \$1,000,000 for projects in excess of \$500,000. A policy of professional liability or errors and omissions insurance covering any and all work performed under any contract between the City and Respondent naming said Respondent shall be attached hereto. A copy of workers compensation insurance policy shall be attached, if required by Rhode Island law for this response and covering all work to be performed under any contract between the City and Respondent naming the Respondent as insured shall be attached hereto. The City, upon award of response, will request verification from the insurance company to ensure that the agent has properly notified the company and that coverage has been bound.

13. MBE/WBE Requirement

The Respondent shall include a plan for meeting the City's requirement that a minimum of 25% of the value of the response will be completed by State-of-Rhode-Island-certified Minority Business Enterprises (MBE) and/or Women Business Enterprises (WBE). Additionally, preference shall be given to Central Falls based sub-contractors and the hiring of employees who reside in the city of Central Falls.

14. General Conditions, Terms and Limitations

The issuance of this solicitation, the submission of a response by any Respondent, or acceptance of such response by the City do not individually or collectively obligate the City in any manner. The City reserves the right (1) to amend, modify, or withdraw this solicitation, (2) to revise any requirements of the solicitation, (3) to require supplemental statements or information from any Respondent, (4) to accept or reject any or all responses, (5) to extend the deadline for submission of responses, (6) to negotiate or hold discussions with any Respondent and to waive defects and allow corrections of deficient responses, and (7) to cancel this solicitation, in whole or in part, if the City deems it in their best interest to do so. The City may exercise these rights at any time without notice and without liability to any Respondent for their expenses incurred in the preparation of the responses. The City does not assume any liability for any pre-contractual activity and/or costs incurred by the Respondents to this solicitation and reserves all its rights in law and equity with respect to this solicitation.

All submissions become the property of the City. The City shall be entitled to retain and use for the project without compensation to any Respondent any information submitted, including, but not limited to, any concept, element, or idea (including financial structures) disclosed in or evident in the submission or meetings or interviews with Respondents. The City believes the information in this solicitation is accurate, but the City makes no warranties to such accuracy and assumes no responsibility for errors or omissions contained herein.

The City shall be the sole decision maker of whether a response complies with the requirements of the solicitation and whether responses have merit. Nothing contained in this solicitation shall limit the City in its selection of entities to be invited to respond to future solicitations for this project or future projects, nor limit the City's discretion in any way in making streetscape improvements. Submission of a response to this solicitation by any Respondent constitutes Respondent's permission and consent to inquiries by the City concerning the Respondent and its ability to undertake the project, including checking references, credit checks, and similar investigations.

It is the policy of the City to comply with all municipal and state laws, policies, orders, rules and regulations, which prohibit unlawful discrimination.

City of Central Falls
REQUEST FOR PARKS AND RECREATIONAL CONSULTANT SERVICES

APPENDIX A

Response Form

CONSULTANT SERVICES Response Form

TO: THE CITY OF CENTRAL FALLS

From: _____

References:

The following references are provided:

Business	Contact Name	Address	Phone	Email

The undersigned agrees that, if they are selected:

- The undersigned has not entered into any collusion with any person in respect to this proposal or any other proposal or the submitting of a response to this bid.
- The undersigned has reviewed the existing conditions of the site and the believes the below response is sufficient to complete the scope of work
- The undersigned will act in good faith to complete projects as part of this effort in an expeditious manner.
- The undersigned has had no judgements against it in the past two (2) years. If the undersigned has judgements, please elaborate here: _____

This proposal includes Addendum(s) _____

Signature

Date

Name

Phone Number

Email