

## **REQUEST FOR PROPOSAL FOR ON-CALL PLANNING AND GRANT WRITING CONSULTING SERVICES**

The Town of Tiverton (hereinafter referred to as the “Town”) is requesting Proposals from qualified public entity or private firms (hereinafter referred to as “Proposer”) for on-call Planning and Grant Writing Consulting Services. Prior to submitting a Proposal, Proposers are advised to carefully read the instructions below.

### **I. GENERAL INFORMATION**

The Town of Tiverton is a municipality in the State of Rhode Island, which operates under the council/manager form of government. The Town of Tiverton is located on the eastern shore of Narragansett Bay, across the Sakonnet River from Aquidneck Island. Together with the adjacent town of Little Compton, the area is disconnected from the rest of the state of Rhode Island. The northern portion of the town is located on Mount Hope Bay.

Much of the town is located along a granite ridge which runs in a north-south direction, rising approximately 170 feet in elevation from the bay. A large section of exposed granite can be observed at the highway cut for Route 24, near the Main Road interchange. According to the United States Census Bureau, Tiverton has a total area of 36.3 square miles (94.1 km<sup>2</sup>), of which 29.4 square miles (76.0 km<sup>2</sup>) is land and 18.0 km<sup>2</sup> (7.0 sq mi; 19.16%) is water. There are approximately 15,260 people, 6,077 households, and 4,405 families residing in the town, of which approximately 29.6% had children under the age of 18 living with them. The population density was 519.8 people per square mile (200.7/km<sup>2</sup>). There were 6,474 housing units at an average density of 220.5 per square mile (85.1/km<sup>2</sup>). The age distribution of the population of Tiverton is approximately 22.1% under the age of 18, 5.9% from 18–24, 29.0% from 25–44, 26.6% from 45–64, and 16.5% 65 years older. The median age is approximately 41 years. For every 100 females there are approximately 94.9 males. For every 100 females age 18 and over, there are approximately 92.6 males aged 18 or more. The median income for a household in the town is approximately \$49,977, and the median income for a family is approximately \$58,917. The per capita income for the town is approximately \$22,866. About 2.9% of families and 4.5% of the population are below the poverty line, including 2.7% of those under age 18 and 9.1% of those age 65 or over.

### **II. QUALIFICATIONS AND APPLICATION PROCEDURE**

A successful Proposer, shall have at least five years of prior experience on planning, plan review or grant writing projects. All Proposers responding to this Request for Proposal (RFP) will be evaluated on the basis of their expertise, prior experience, demonstrated competence, ability to meet the project schedules, adequate staffing, reference check, project understanding, cost and responsiveness to the needs and concerns of the Town of Tiverton.

1. It is the responsibility of each Proposer to review, evaluate, and, where necessary, request any clarification prior to submission of a Proposal. If clarification or interpretation of this solicitation is considered necessary by the Town, a written addendum shall be issued and the information will be posted on the Town’s website at [www.tiverton.ri.gov](http://www.tiverton.ri.gov). Any

interpretation of, or correction to, this solicitation will be made by addendum issued by the Town. It is the responsibility of each Proposer to periodically check the Town's website to ensure that it has received and reviewed any and all addenda to this solicitation. The Town will not be responsible for any other explanations, corrections to, or interpretations of the documents, including any oral information.

2. This Request For Proposal shall be governed by the following schedule:

Release of RFP \_\_\_\_\_

Deadline for Written Questions \_\_\_\_\_

Responses to Questions Posted on Web \_\_\_\_\_

Proposals are Due \_\_\_\_\_

Interviews (if held) \_\_\_\_\_

Approval of Contract TBD

\*\*All dates are subject to change at the discretion of the Town.

3. Proposal Format Guidelines: Interested entities or contractors are to provide the Town of Tiverton with a thorough Proposal using the following guidelines: Proposal should be typed and should contain no more than 20 typed pages using a 12-point font size, including transmittal letter and resumes of key people, but excluding Index/Table of Contents, tables, charts, graphic exhibits and pricing forms. Each Proposal will adhere to the following order and content of sections. Proposal should be straightforward, concise and provide "layman" explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer. Proposals which appear unrealistic in terms of technical commitments, lack of technical competence or are indicative of failure to comprehend the complexity and risk of this contract may be rejected.
4. Proposers shall provide at least three (3) references that received similar services from your firm. The Town of Tiverton reserves the right to contact any of the organizations or individuals listed. Information provided shall include: · Client name · Project description · Project start and end dates · Client project manager name, telephone number, and e-mail address.
5. Pricing instructions should be clearly defined to ensure fees proposed can be compared and evaluated. Proposals shall be valid for a minimum of 180 days following submission.
6. Complete written Proposals must be submitted in sealed envelopes marked and received no later than \_\_\_\_\_ to 343 Highland Rd, Tiverton, RI 02878.

### **III. OTHER REQUIREMENTS**

The Town reserves the right to reject any Proposal for violation of the terms of this RFP. No questions other than written will be accepted, and no response other than written will be binding upon the Town. This RFP does not commit the Town to award a contract or to pay any costs incurred for any services. The Town, at its sole discretion, reserves the right to accept or reject

any or all Proposals received as a result of this RFP, to negotiate with any qualified source(s), or to cancel this RFP in part or in its entirety. The Town may waive any irregularity in any Proposal. If any proprietary information is contained in the Proposal, it should be clearly identified. Upon recommendation of contract award, Contractor will be required to submit the following documents with ten (10) days of Town notification, unless otherwise specified in the solicitation: Insurance - Town requires that licensees, lessees, and vendors have an approved Certificate of Insurance (not a declaration or policy) or proof of legal self-insurance on file with the Town for the issuance of a permit or contract. Within ten (10) consecutive calendar days of award of contract, successful Bidder must furnish the Town with the Certificates of Insurance proving coverage. W-9 – Current signed form W-9 (Taxpayer Identification Number & Certification) which includes Contractor’s legal business name(s). The responsive responsible proposer shall be determined based on evaluation of qualitative factors in addition to price. At any time during the evaluation process, the Town reserves the right to request clarifications or additional information from any or all Proposers regarding their Proposals.

#### **IV. SCOPE OF WORK**

The Scope of Work of an on-call Town Planning and/or Grant Writing Consultant may include, but is not limited to, the following, as requested by the Town Administrator/Planning Board:

- Revising, updating, or implementing the Town’s existing planning documents, including the Comprehensive Plan, to meet the requirements of RI General Laws and the RI Comprehensive Plan Standards Manual and to facilitate these processes for the Town and provide the Town with relevant supporting materials in an editable format.
- Facilitate participation by the Planning Board, to determine long term and short term planning goals for the Town, and obtain input on overall direction including assessment of Comprehensive Community Plan goals and policies.
- Incorporate community input garnered through public workshops, Board and Committee reviews and other outreach efforts.
- Achieve plan content consistency with State Guide Plan elements and the requirements of Rhode Island Comprehensive Planning Standards Manual.
- Schedule and conduct public workshops, Planning Board work sessions and public hearings as required and provide staff support for meetings as requested. The Town will coordinate attendance and the provision of technical assistance at workshops and work sessions with the RI Division of Planning and Town professional staff, as appropriate.
- Review Implementation items presented in the Town's Comprehensive Plan to determine the status of items contained therein.
- Serve as point of contact with the RI Office of Statewide Planning seeking comments and suggestions concerning draft work products, elements and other components of the Plan Update.
- Provide technical assistance and guidance to the Planning Board on all interim and final work products of the Board.
- Provide day-to-day logistical and overall project coordination and monitor and review the performance and progress of Town planning and grant writing projects.
- Provide grant writing services on behalf of the Town as requested. Facilitate development of narrative for grant applications.
- Provide management of grant proposal development, gather required information to fulfill all grant requirements and meet agreed upon project deadlines.
- Provide reports on applicable grant applications to the Town Council and Town Administrator.

In detailing how the Scope of Work requirement will be satisfied the Proposer should include:

1. An implementation plan that describes in detail (i) the methods, including controls by which your firm or entity manages planning and grant writing consultant projects; (ii) methodology for soliciting and documenting views of internal and external stakeholders; (iii) and any other project management or implementation strategies or techniques that the respondent intends to employ in carrying out the work.
2. Detailed description of efforts your firm or entity will undertake to achieve client satisfaction and to satisfy the requirements of the Scope of Work.
3. Detailed description of specific tasks you will require from Town staff. Explain what the respective roles of Town staff and your staff would be to complete the tasks specified in the Scope of Work.
4. Proposers are encouraged to provide additional innovative and/or creative approaches for providing the service that will maximize efficient, cost-effective operations or increased performance capabilities. In addition, the Town will consider Proposals that offer alternative service delivery means and methods for the services desired.

## **V. COSTS AND PAYMENT**

All Proposals must have a detailed schedule of compensation expected by the Proposer, as well as a detailed description of costs and other fees incurred by the Proposer. Payment for grant writing services may be made on a contingency basis, provided the grant conditions allow for such payment.