

**Town of Lincoln Planning Department
Comprehensive Plan Update
Request for Proposals
RFP #2023-05**

The Town of Lincoln is seeking competitive proposals from qualified individuals or firms (hereby referred to as “Consultant” or “Consulting Team”) to assist the Town with a complete update to the Lincoln Comprehensive Plan (the Plan) which was last updated in 2003 and approved by the State in 2004. The updated Plan will be prepared following the guidance provided from the Rhode Island Comprehensive Planning and Land Use Regulation Act (the Act) which requires all comprehensive plans to be in conformance with the Act in order to receive State approval. The Plan will include and be based on input of and oversight by the Town Administration, Planning Department, Planning Board, the Lincoln community, as well as review and approval by Rhode Island Statewide Planning and adoption by the Lincoln Town Council. The Plan will articulate the Town vision and policies regarding future land uses as well as provide guidance to the Town on how to appropriately implement new development and redevelopment within the community while meeting the enhanced service demands that come with new growth.

Respondents must demonstrate a minimum of five (5) years of relevant planning experience. Experience with economic development, housing, natural resource planning, historic preservation, traffic engineering/planning, land use planning, zoning, parks and open space planning, facilities planning, infrastructure planning, and tourism planning is also expected. Respondents must also demonstrate a working knowledge of all state and federal laws as well as Rhode Island Statewide Planning’s policies and procedures as they relate to approval and adoption of Comprehensive Plans.

Any respondent taking exception to or questioning any of the provisions, procedures, conditions or specifications herein stated should make such exceptions known to the Town Planner, Joshua Berry, (jberry@lincolnri.org) in writing, by 4:30 pm on March 10, 2023. Addendum will be posted on website below by 4:30 pm on March 15, 2023. Bids must be received no later than 10:00 am on March 20, 2023.

Any change or interpretation made as a result thereof will be published in an addendum on the Town’s website. Should a bidder still not be satisfied, they may, in the bid, set out and stipulate the exception, with enough explanation to be understood by the Town and, within the stipulation, the INCREASE or DECREASE in the bid price because of the exception shall be stated. The Town may, at its discretion, accept or reject any or all exceptions proposed by bidders.

Federal Excise Taxes and/or Rhode Island Use Taxes are not to be included in the bid. The Town will execute exemption certificates if furnished by the chosen Consultant upon their invoice submission for payment of services.

The invitation to bid will be available online at <https://www.lincolnri.gov/Bids.aspx> or at the Purchasing Office, Lincoln Town Hall, 100 Old River Road, Lincoln, RI 02865 between the

hours of 8:30 a.m. and 4:30 p.m. Five (5) copies and one (1) electronic copy of the submitted bids are to be placed in a sealed envelope and clearly marked **Town of Lincoln Comprehensive Plan Update** and be addressed to John Ward, Finance Director, c/o Town of Lincoln, 100 Old River Road, P.O. Box 100, Lincoln, RI 02865. No proposals will be accepted after the date and time specified. The Town of Lincoln reserves the right to accept or reject, without prejudice, any or all proposals or to waive any irregularities therein, or to accept the proposal deemed to be in the best interest of the town of Lincoln. Individuals requesting interpreter service for the hearing impaired must request such service 72 hours in advance of this scheduled opening.

John Ward – Finance Director

PROJECT OVERVIEW

The Town of Lincoln is seeking competitive proposals from qualified individuals or firms (hereby referred to as “Consultant” or “Consulting Team”) to assist the Town with a complete update to the Lincoln Comprehensive Plan (the Plan) which was last updated in 2003 and approved by the State in 2004. The updated Plan will be prepared following the guidance provided from the Rhode Island Comprehensive Planning and Land Use Regulation Act (the Act) which requires all comprehensive plans to be in conformance with the Act in order to receive State approval. The Plan will include and be based on input of and oversight by the Town Administration, Planning Department, Planning Board, the Lincoln community, as well as review and approval by Rhode Island Statewide Planning and adoption by the Lincoln Town Council. The Plan will articulate the Town vision and policies regarding future land uses as well as provide guidance to the Town on how to appropriately implement new development and redevelopment within the community while meeting the enhanced service demands that come with new growth.

The Plan will guide decisions affecting the Town’s physical development and redevelopment and must reflect the desired vision for Lincoln as determined by its citizens, homeowners and renters, business owners and leaders, developers, landowners, appointed and elected Town officials and other stakeholders. It is required that all of the above stakeholders will have the opportunity to participate in Plan development and then be able to utilize the Plan as a guiding document to help the Town advance economically and socially while maintaining its unique strengths and character.

It is the intent of the Town to comply with Rhode Island Statewide Planning’s review criteria as detailed below and adopted standards as expressed in RIGL Section §45-22.2. The Consultant will be expected to assist the Town in meeting these minimum state requirements and to build upon the vision expressed in the 2003 Lincoln Comprehensive Plan. The 2003 Lincoln Comprehensive Plan is available for review at the following URL:
<https://www.lincolnri.gov/181/Planning>.

Review Criteria:

1. The intent and goals of the Act as stated in §45-22.2-3 (b)(1) and (c)(1) through (10) have been met.
 - a. In general, the intent and goals of the Act are reflected in 1) the required procedures for formulating and adopting the plan; 2) the required content; and 3) “consistency with overall state goals, objectives, standards, applicable performance measures, and policies.”
2. The Plan is internally consistent and complete as required by §45-22.2-6.
3. The Plan is consistent with, and embodies, the goals and policies of any State Guide Plan element or published regulatory document of a State agency.
 - a. The Plan is not contradictory to any existing State Law.

- b. The Plan is not contradictory to the goals and policies to demonstrate the municipality's contribution toward achieving the goals and policies of the State.
 - c. The Plan contains sufficient goals and policies to demonstrate the municipality's contribution toward achieving the goals and policies of the State.
- 4. Municipal planning activities have been coordinated according to the provisions of Section 45-22.2-7.
 - a. The Plan covers the total land and inland water area within the municipality's jurisdiction.
 - b. The Plan demonstrates consistency with the comprehensive plans of contiguous municipalities and other municipalities as appropriate.
- 5. The Plan has been officially adopted and submitted for review in accordance with §45-22.2-8 and other applicable procedures.
 - a. The procedures outlined in RIGL section 45-22.2-8 have been followed.
- 6. The Plan complies with the rules and regulations adopted by the State Planning Council.
 - a. The municipality has complied with the Rules and Standards of the State Planning Council.
- 7. Adequate, uniform, and valid data have been used in preparing the Plan.
 - a. All data must be reasonably recent.
 - b. All data must be consistently applied throughout the plan. Different figures cannot be given for the same piece of data.
 - c. Calculations for important data must be shown in the plan. All calculations must be logical and replicable.
 - d. All maps must be clear, accurate, and meet minimum cartographic standards.
- 8. RIGL §45-55-8.1 Qualification Based Selection of Architects and Engineers shall apply to this project.

SCOPE OF WORK

The following recommended scope of work is meant to provide a guideline. Responses to this RFP may suggest alternative approaches or tasks in addition to those identified within this RFP. Proposal creativity in content, goals, policies and implementation strategies is encouraged.

The Consultant will provide a broad range of planning services necessary for the completion of the Plan. Interested parties may want to involve a multi-disciplinary team (Consulting Team) either through their own firm or by sub consulting or cooperating with other individuals or firms. The Consultant or Consulting Team must provide knowledge, skills and abilities necessary to undertake the basic and unique aspects of the scope of work paying particular attention to:

Basic Comprehensive Planning – The Consultant or Consulting Team must be experienced and skilled in the preparation of basic elements of the comprehensive plans as specified in Rhode Island State Statutes and accepted professional practice with particular attention to community trends, engaging local officials and the public in visioning, policy building and action/strategy development. State requirements for comprehensive plans should be addressed in the proposals.

Housing – The Consultant or Consulting Team should be experienced in anticipating the future housing needs of the Lincoln community including housing maintenance, affordability, accessory dwelling units, ratios of owner vs. renter occupancy and housing design and diversity. The Consultant or Consulting Team will be expected to identify appropriate areas where existing density should be preserved as well as identify areas where additional density may be appropriate.

Economic Development – The Consultant or Consulting Team should have experience in providing strategies and programs for improving the economic vitality and business diversity of the Town and enhancing the Town’s ability to attract new business investment and promote job creation, including recommendations for promoting both local and regional businesses as appropriate. The consultant or Consulting Team should have experience with U.S. Treasury Qualified Opportunity Zones and be able to incorporate their economic development potential into the Plan.

Transportation Planning – The Consultant or Consulting Team should be experienced in assessing existing transportation systems (flows, capacities, volumes, deficiencies and needs), and developing capital improvement plans, transportation improvement plans, transportation policies and design guidelines and coordinating necessary efforts with other local and regional entities. The Transportation Element of the Plan should outline an inventory of the Town’s existing road types and establish policies, goals, and objectives that will create a more cohesive and multimodal transportation network for the Town. The transportation policies, goals, and objectives should incorporate a vision toward alternative transportation modes and sustainable, “green” development practices. The Transportation Element should also engage the local, state, and federal agencies and integrate their respective transportation systems including any long-range plans developed to meet the needs of the network as a whole.

Design – The Consultant or Consulting Team should be qualified, experienced, and skilled in urban, community, and regional design in order to provide practical design guidelines, possible schematic drawings for best practices, and/or regulatory standards for development activity desired by the community. The Consultant or Consulting Team should develop Plan elements that will lay the foundation for innovative land use regulations.

Demographic Characteristics and Trends – The Consultant or Consulting Team should be capable of projecting Town population, housing, and commercial development trends for a twenty (20) year period and able to provide related recommendation to the Town for accommodating the anticipated housing trends and economic development projections.

Implementation Strategies – The Consultant or Consulting Team must be knowledgeable and experienced in development and implementation strategies, which should include recommendations for capital improvements programming, design guidelines, updated development recommendations for zoning and subdivision regulations, administrative procedures, development incentives and programs, and identification of potentially available funding.

Coordination of Existing Plans – The Consultant or Consulting Team must be able to articulate how all existing plans and studies (local and state) will be coordinated into the new Plan. The Consultant or Consulting Team should clearly describe how this will be implemented and how overall priorities will be set. The Consultant or Consulting Team should be able to evaluate the consistency among and between the plans and studies along with the Town’s current codes and regulations and make recommendations to bring current Town codes and regulations into conformance with the Plan.

Compatibility with Surrounding Municipalities – The Consultant or Consulting Team should be experienced in working on regional comprehensive plans. The Plan should address the compatibility between existing and proposed development and plans in contiguous portions of neighboring municipalities. Measures should be established to provide buffers or other transitional devices between disparate uses.

Public Participation – Public outreach will be a major component of this process. The Consultant or Consulting Team will meet at agreed-upon intervals with constituents that may include Town Council and Planning Board liaisons, Town staff, and other stakeholders in the community. The Consultant or Consulting Team will provide marketing materials, which the Town will utilize to inform and engage interested groups and the general public as the Plan moves forward. The Consultant or Consulting Team may be asked to utilize various social media avenues to assist with the collecting of public comment as might be necessary throughout this process. The Consultant or Consulting Team may create a project specific website, linked to the Town’s website, which can be utilized to collect public comment, disseminate information and organize meetings and public outreach events.

Implementation Programming – The selected Consultant or Consulting Team must prepare a prioritized action/implementation program with general cost estimates and identification of potential funding sources. Rather than just producing a general list of available funding sources to the Town, the final Plan shall correlate probable funding sources with specific Plan recommendations. The Town is particularly interested in the development of an exceptionally strong implementation strategy that is visionary, fiscally responsible and feasible.

Project Mapping – The Consultant or Consulting Team should be experienced and skilled in mapping and illustration to graphically depict the major elements of the Plan. The Future Land

Use Map will need to be updated and mapped at a parcel level and incorporated into the Town's GIS system. The Consultant or Consulting Team will work with the Town of Lincoln's GIS technician and other Planning and Town staff to develop these images and data layers. All report maps will be produced in scales that will reproduce to fit both 8 ½" x 11" and 11" x 17" pages and be suitable for posting on the Town's website.

Developing the Town's Zoning and Subdivision Regulations – The Consultant or Consulting Team should have proven experience developing zoning and subdivision/land use provisions that reflect the goals and objectives of the new comprehensive plan. The Consultant or Consulting Team must show examples of where they have assisted other communities in successfully incorporating and utilizing specific innovative zoning type(s) and zoning techniques. The Consultant or Consulting Team should have familiarity with the existing local zoning and subdivision regulations, as well as, the State requirements as expressed in RIGL §45-23 and §45-24. The Consultant or Consulting Team will be expected to make specific recommendations to improve the zoning code and subdivision regulations consistent with the Comprehensive Plan's goals, policies, and objectives.

TIMEFRAME

The Town of Lincoln is targeting state approval of the Plan during or before early 2025. This would require that the Town hire the consultant or Consulting Team during 2023. The Consultant or Consulting Team will have approximately twelve (12) months to complete the public outreach process and finalize revisions to the Plan identified within the scope of work. The Town intends to regularly submit draft chapters of the Plan for review by both RI Statewide Planning Staff and the staff of other state agencies prior to the Town Council's approval. This will ensure the plan complies with state initiatives and reduce final review time and the number of revisions to address state comments.

The Lincoln Town Charter specifically addresses the preparation and adoption of a comprehensive plan in Chapter C, Article XV, Sec. 15-3 and 15-4.

The following is a *suggested* Plan adoption timeline that will be subject to revision:

Suggested Local Adoption and State Review Timing

Submit RFP for Consultant Hire	February 2023
Review Technical Proposals	March 2023
Hire Consultant and coordinate plan with staff	April 2023
Public Input and Plan Drafting	May 2023- May 2024
Finalize revisions to the Lincoln Comp Plan	May/June 2024
Planning Board Public Hearing	June/July 2024
Adoption by Planning Board	July/August 2024
Town Council Hearing	August/September 2024
Adoption by Town Council	September/October 2024
Public Notice and Comment Period – 45 days	November/December 2024
State Review Process – 30 days with full draft review	January 2025
Revisions to Address State Comments	February 2025

Final State Review and Letter – 30 days	February 2025 – March 2025
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The Town reserves the right to accept or reject any or all qualifications received as a result of this request, to negotiate with qualified sources or to cancel in party or in its entirety – the Request for Proposals, if it is in the best interest of the Town.

All questions pertaining to this RFP must be submitted by March 10, 2023, addressed in writing to:

Joshua Berry, AICP, Town Planner
Town of Lincoln
100 Old River Road, Lincoln, RI 02865
jberry@lincolnri.org
401.333.8433

PROPOSAL CONTENTS

Firm Background - A statement as to the Consultant’s or Consulting Team’s experience with providing this type of service; must have a minimum of five (5) years of experience.

- A listing of other municipalities with whom Consultant or Consulting Team has worked.
- A description of Consultant or Consulting Teams’ recent experience on similar Comprehensive Land Use or Community Plans. Please detail the project, time schedule, and methods used for accomplishing the project.
- A copy of the appropriate licenses required by Federal, State, and/or Town authorities.

Individual Background – Provide information about the person(s) assigned to the project including formal education and experience on similar projects. Provide assurance that the individual assigned will remain assigned to the project throughout its duration. Provide assurance that, in the event of unforeseen circumstances requiring replacement of the individual, the Town will have final approval of the replacement staff. Include resumes of relevant staff assigned to the project.

- An overview of the Consultant’s or Consulting Team’s current workload, or expected workload during the Plan adoption timeline, with staff commitments showing that staff will be available to complete the project tasks within the timeline.

Cost – Include a cost proposal based on the scope of work. Outline the effort required, overhead costs, and the cost of outside services. This will be a “professional services” contract for the duration of the project. A fixed fee is strongly preferred, but other reasonable proposals would be considered (i.e., hourly rate not to exceed, etc.). Open-ended contracts or hourly only contracts will not be considered. **Note: An agreed upon percentage of the total Consultant fee will be held back pending approval of the Plan by the State.**

BID PROPOSAL

TO: JOHN WARD, FINANCE DIRECTOR
TOWN OF LINCOLN
100 OLD RIVER ROAD
P.O. BOX 100
LINCOLN, RI 02865

WE, THE UNDERSIGNED, PROPOSE TO UNDERTAKE AND COMPLETE THE WORK
PER ATTACHED SPECIFICATIONS FOR THE PRICE(S) STATED BELOW:

Comprehensive Plan Update – RFP #2023-05

PRICE IN FIGURES: _____

PRICE IN WORDS: _____

ACKNOWLEDGEMENT OF ADDENDA: _____

DID YOU DEVIATE FROM THE SPECIFICATIONS IN ANY WAY: __YES __NO
(IF YES, YOU MUST SUBMIT DETAILED DESCRIPTIONS OF ALL DEVIATIONS)

BY: _____
(SIGNATURE)

(COMPANY NAME)

(PRINT NAME AND TITLE)

(ADDRESS)

(DATE)

(TELEPHONE)

References – Provide pertinent local references for similar projects/services, including name, agency, project, phone number and email address.

Additionally, please provide the following information:

1. A statement as to Consultant's or Consulting Team's experience with providing Labor on a contract that may be governed by the prevailing Wage provisions of the Davis-Bacon Act.
2. A certified statement that the Consultant or any member of the consulting Team is not debarred, suspended, or otherwise prohibited from practice by a Federal, State, or local agency.
3. A fully executed copy of a Non-Collusive Affidavit and Proof of Insurance letter for this Project from the Consultant's or Consulting Team's insurance company/agent.
4. A letter of Intent for Bonding from Consultant's or Consulting Team's bonding agent.

EVALUATION OF QUALIFICATIONS

Selection Criteria

Proposals will be examined and technically evaluated based on the factors presented below. It is the responsibility of the consultant or Consulting Team to provide information, evidence or exhibits which clearly demonstrate the ability to satisfactorily respond to the project requirements and the factors listed below:

A. Qualifications and Experience (Maximum 25 points)

Specialized formal education and experience is required of the Consultant or Consulting Team and proposals must clearly demonstrate full knowledge, understanding, and experience in the methods, techniques, and guidelines required for the performance of the required work. AICP certification is preferred.

B. Project Understanding (Maximum 25 points)

The Consultant or Consulting Team must demonstrate a comprehension of this project, as well as a thorough understanding of their role and function in developing a Plan that meets the needs of the Town.

1. Response to all elements requested in the RFP.
2. Clarity of the submittal.
3. Understanding of the project scope of work.
4. Creativity of the proposals within the Plan.
5. Familiarity with the Town of Lincoln.

C. Project Management (Maximum 30 points)

The Consultant or Consulting Team must have a demonstrated ability to effectively manage multifaceted projects. Examples from other projects must be provided. A list of references with similar projects must be provided and include client name and client contact (including telephone number).

D. Public Presentations and Outreach (Maximum 20 points)

Demonstrated ability to make effective public presentations and conduct successful community education and outreach. Examples from other projects must be provided.

E. Cost Evaluation – Important Independent Factor

Cost will be considered an as important, independent factor from the above evaluation factors. The cost proposal will be evaluated not only to determine whether it is reasonable, but also to determine the bidder's ability to complete the project. However, for similarly qualified firms, cost will likely be a determining factor in consultant selection.

Selection Committee/Interview

A selection committee will review and rank all proposals. The Town may choose to interview a shortlist of bidders.

RFP BID DEADLINE

The deadline for this request is March 20, 2023 at 10:00 am. Five (5) hard copies of the bid are to be submitted along with one (1) electronic copy. Submittals must be received by the Town of Lincoln, Purchasing Department, Lincoln Town Hall, 100 Old River Road, Lincoln, RI 02865. The Town reserves the right to waive any and all proposals or parts thereof, to waive any informality in same, to reject any or all proposals and to go on the open market when it is deemed to be in the best interest of the Town. The Town will not reimburse any consultant for any costs associated with responding to this RFP.