

THE  
**CITY OF CRANSTON**

SPECIFICATION

FOR

**Request for Qualifications / Proposal for City of Cranston  
Comprehensive Plan- 10 year Update**

MAY 2023

DIVISION OF CONTRACT & PURCHASE  
CITY HALL  
CRANSTON, RHODE ISLAND

Mark J. Marchesi  
Purchasing Agent

Kenneth J. Hopkins  
Mayor

**CITY OF CRANSTON  
INVITATION TO BID**

**Request for Qualifications / Proposal for City of Cranston  
Comprehensive Plan- 10 year Update**

Sealed bids, in duplicate, plainly marked, "Sealed Bid" with the above title will be received until **4:30 p.m.**, prevailing time, Tuesday June 6, 2023 at the office of the Purchasing Agent, Room 202, City Hall, Cranston, R.I. At **5:30 p.m.** they will be opened publicly at a meeting of the Board of Contract and Purchase, Third Floor, City Hall.

Copies of specifications must be obtained at the above office on and after May 10, 2023 between the hours of 8:30 a.m. and 4:30 p.m.

**A pre-bid meeting will be held on Tuesday , May 23, 2023 beginning at 10:00am at 3<sup>rd</sup> floor Council Chambers, 869 Park Avenue, Cranston, RI. 02910.**

This will be an evaluated bid with a weighted scale.

No bid may be withdrawn for a period of sixty (60) days subsequent to the opening thereof without permission of the Board of Contract & Purchase.

The city reserves the right to reject any or all bids, waive any informalities in the bidding, or accept the bid deemed to be in the best interest of the City.

For interpreter services for the hearing impaired, call 780-3135 or TDD 785-2036 seventy-two hours in advance of the meeting.

Mark Marchesi  
Purchasing Agent

## GENERAL TERMS AND CONDITIONS

### 1. RECEIPT AND OPENING OF PROPOSALS:

Sealed Bids (Proposals) will be accepted and time stamped upon receipt in the office of the Purchasing Agent, City Hall, Cranston, Rhode Island, until the time indicated on the attached Advertisement for Bids, for the commodities, equipment or services listed in the specifications, and will then be publicly opened and read at a meeting of the Board of Contract and Purchase.

### 2. FORM OF BID:

Proposals shall be submitted in duplicate, on form provided, with supplemental information, drawings, warranties and other required documentation, literature and material to be provided, with the bid, on the bidders own form.

### 3. SUBMISSION OF BIDS:

- a. Envelopes containing bids must be sealed and addressed to the Office of the Purchasing Agent, City Hall, 869 Park Avenue, Cranston, R.I., 02910, and must be marked with the name and address of the bidder, date and hour of opening, and name of item in bid call.
- b. The Purchasing Agent will decide when the specified time has arrived to open bids, and no bid received thereafter will be considered.
- c. Any bidder may withdraw his bid by written request at any time prior to the advertised time for opening. Telephonic bids, amendments, or withdrawals will not be accepted.
- d. Unless otherwise specified, no bid may be withdrawn for a period of sixty (60) days from time of bid opening.
- e. Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened.
- f. Proposals received prior to the time 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.
- g. 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 bid will deviate from Specifications.

### 4. 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 I, as amended.

### 5. 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.

6. QUALIFICATION OF BIDDERS:

The owner may make such investigations as it deems necessary to determine the ability of the bidder to perform the work. The bidder shall furnish the city with all such information and data for the purpose as may be requested.

7. ADDENDA AND INTERPRETATIONS:

No interpretation on the meaning of the Plans, Specifications or other Contract Document will be made to any bidder orally. Every request for such interpretations should be in writing, addressed to the Purchasing Agent, Room 202, 869 Park Avenue, Cranston, R.I., 02910, and to be given consideration must be received at least seven (7) days prior to the date fixed for the opening of the bids.

All questions pertaining to the specifications or proposal procedure should be first directed to the Purchasing Agent. Where information from the Purchasing Agent differs from information from any other source, the information from the Purchasing Agent prevails. The city is not responsible for information obtained from any other source.

8. AWARD OF BIDS:

The City reserves the right to award in whole or in part.

9. DELIVERY:

**All bids are to be FOB various locations within the City of Cranston, delivery to be supplied with the Purchase Order. No extra charges for delivery, handling or other services will be honored. Only inside delivery and set-up, where required, will be accepted. TAILGATE DELIVERIES WILL BE REFUSED. The vendor must notify the City of Cranston 24 hours prior to delivery. All claims for damage in transit shall be the responsibility of the successful bidder. The city will not make payment on damaged goods, they must be replaced or adjustments made at the option of the city. Only the Division of Contract and Purchase represents the City of Cranston in these matters and that division, or its appointed representative or agent, shall be the only entity to negotiate any settlements. Deliveries must be made during normal working hours.**

10. HOLD HARMLESS:

The contractor shall be responsible for his work and every part thereof, and for all materials, tools, appliances, and property of every description used in connection therewith. The contractor agrees to indemnify and save harmless the City of Cranston, its employees and agents, against loss or expense by reason of the liability imposed by law upon the contractor, all sub-contractors, or owner for damage because of bodily injuries, including person or persons or on account of damage to property arising out of or in consequence of the performance of this work whether such injuries to persons or damage to property are due or claimed to be due to any negligence, including gross negligence, of a sub-contractor, the owner, the general contractor, his or their employees or agents, or any other person.

**Cranston Comprehensive Plan – 10 Year Update  
FINAL RFQ/P**

**SECTION 1.00 CITY OF CRANSTON RHODE ISLAND  
REQUEST FOR QUALIFICATIONS/PROPOSAL (RFQ/P)**

The City of Cranston, acting through its Department of Planning [DEPARTMENT], is requesting sealed proposals from firms specializing in Land Use Planning to assist the City in preparing a Comprehensive Plan for Cranston.

Qualified applicants interested in submitting a proposal may obtain a copy of the specifications and proposal format from the Office of the Purchasing Agent, Cranston City Hall, Room 202, 869 Park Avenue, Cranston, RI 02910 during regular office hours (8:30 AM to 4:30 PM). The RFQ/P will be available on **Wednesday May 10<sup>th</sup> 2023**. Sealed proposals will be received until 4:30 PM on Tuesday **June 6<sup>th</sup>, 2023**.

**SECTION 2.00 PROJECT DESCRIPTION/PURPOSE**

The City of Cranston is located on the western shore of the Providence River, just north of the head of Narragansett Bay. Cranston is directly south of the Capital City of Providence and north of the City of Warwick. Cranston is located in the southeastern part of Providence County. The City is governed by an elected mayor and city council and has an appointed City Plan Commission. In 2020, the U.S. Census American Community Survey estimated the City's population at 81,252 which ranks it as the second largest municipality in the state behind Providence. The City's 39 square miles of area are primarily drained by the Pocasset River and the Pawtuxet River.

Cranston is a network of places (urban, suburban, rural neighborhoods, and village centers). The development pattern of the City is distinctive in that it is densely developed in an urban fashion in the east and gradually transitions to a suburban nature and ultimately to a rural/suburban state as one heads west. In 2020, Cranston had 33,284 housing units of which 20,782 (62.4%) were single family units and 21,272 (67.7%) were owner occupied [American Community Survey]. Land use within the city is approximately 34% residential, 8% industrial, 4% commercial, 6% agricultural, 4 % recreational, 11 % transportation, 20% forested or vacant, with the remaining 13% classified as other uses.

The City completed Comprehensive Plans in 1992 and 2012. The latest Comprehensive Plan was fully approved and adopted in 2012 by the Cranston City Council and the RI Division of Statewide Planning in accordance with RIGL Chapter 45-22.2 Rhode Island Comprehensive Planning and Land Use Act. In recent years, the City has experienced increased development demand with the development of the City's remaining undeveloped land and by the redevelopment of the City's established residential and business areas. Faced with redevelopment demand, the tools of the new Comprehensive Plan are needed to allow reasonable growth in a rational manner.

In initiating the current Comprehensive Plan, the City has established a set of goals to provide overall guidance for the planning process. The City's goals in preparing a new Comprehensive Plan are:

- The plan is to be guided by, and consistent with, RIGL Chapter 45.22.2, the [RI Comprehensive Planning Standards Manual](#) and the [Comprehensive Planning Guidance Handbook Revised and Abridged](#) so that it can ultimately be approved by the RI Division of Statewide Planning;
- To encourage the involvement of all citizens in the formulation, review, and adoption, or amendment of the Comprehensive Plan;
- To promote orderly growth and development that recognizes the specific characteristics of the land, its suitability for use, the availability of existing and proposed public and/or private services

and facilities, and is consistent with available resources and the need to protect public health, including drinking water supply, drinking water safety, and environmental quality;

- To promote a positive economic climate which fosters quality job opportunities and overall economic wellbeing of the City;
- To promote the production and rehabilitation of year-round housing for all income ranges and to preserve government subsidized housing for persons and families of low and moderate income in a manner that: considers local, regional, and statewide needs; housing that achieves a balance of housing choices, for all income levels and age groups; recognizes the affordability of housing as the responsibility of the City and the state; takes into account growth management and the need to phase and pace development in areas of rapid growth; and facilitates economic growth in the state;
- To promote the ongoing protection of the natural, historic and cultural resources of the City and the state;
- To promote the ongoing preservation of the open space and recreational resources of the City and the state;
- To provide for the use of performance-based standards for redevelopment and to encourage the use of innovative development regulations and techniques that promote the suitable development of land while protecting our natural, cultural, historical, and recreational resources, and achieving a balanced pattern of land uses;
- To promote consistency of state actions and programs with the City's Comprehensive Plan, and provide for procedures to ensure that state goals and policies are reflected in the City's Comprehensive Plan;
- To ensure that adequate and uniform data are available to the City and to state government as the basis for comprehensive planning and land use regulation;
- To ensure that Cranston's land use decisions are consistent with the Comprehensive Plan of the City, and to ensure state land use regulations and decisions are consistent with state guide plans.

### **SECTION 3.00 SCHEDULE OF THE SELECTION PROCESS**

The RFQ/P will be available on Wednesday May 10<sup>th</sup>, 2023.

A pre-bid meeting will be held at 10:00 AM on Tuesday May 23<sup>rd</sup>, 2023, at Cranston City Hall, 3<sup>rd</sup> floor Council Chambers, 869 Park Avenue, Cranston, RI 02910.

Proposals are to be submitted to Office of the Purchasing Agent, Cranston City Hall, 869 Park Avenue, Cranston, RI 02910 by 4:30 PM June 6<sup>th</sup>, 2023.

Interviews of the 3 top ranked proposals will be held within 2 weeks of submission.

Notice of award will be announced by July 5<sup>th</sup>, 2023.

A contract will be negotiated and signed within 120 days of the notice of award and a notice to proceed with the Comprehensive Plan will be given thereafter.

### **SECTION 4.00 INSTRUCTIONS AND OTHER INFORMATION**

#### **4.10 ADDITIONAL INFORMATION AND INTERVIEWS**

The City reserves the right to seek additional information from all proposers and to schedule interviews with the finalists.

#### **4.20 RIGHT TO REJECT PROPOSALS AND WAIVE MINOR INFORMALITIES**

The City reserves the right to reject all proposals, to waive any minor informalities in the proposals, and to enter into any agreement deemed to be in the best interest of the City.

#### **4.30 REVISIONS TO RFQ/P**

Should it become necessary to revise any part of this RFQ/P or to provide additional information, an addendum will be issued by the Office of the Purchasing Agent to all individuals who have obtained copies of the original RFQ/P.

#### **4.40 EXAMINATION OF THE RFQ/P**

Proposers are responsible for examining all information and materials associated with this RFQ/P. Failure to do so shall be at the proposer's risk.

#### **4.50 PRE-BID MEETING**

A pre-bid meeting will be held at 10:00 AM on **Tuesday, May 23<sup>rd</sup>** at the Cranston City Hall, 3<sup>rd</sup> floor Council Chambers, 869 Park Avenue, Cranston, RI 02910. While attendance at this meeting is not required, it will provide an opportunity to inspect existing City records, to meet the staff of the Department of Planning and to ask questions about the RFQ/P. All proposers are therefore encouraged to attend.

#### 4.60 SUBMISSION OF PROPOSALS

Ten (10) Proposals (1 signed original and 9 copies) submitted in the format specified in Section 8.00 must be received in the Office of the Purchasing Agent not later than 4:30PM, Tuesday, June 6<sup>th</sup>, 2023 at the following address:

Office of the Purchasing Agent  
Cranston City Hall  
Room 202  
869 Park Avenue,  
Cranston, RI 02910  
ATTENTION: Mark Marchesi

Proposals or any parts thereof received in the Office of the Purchasing Agent after the required date and time will not be accepted and will be rejected as non-responsive. Delivery of proposals to any office other than the Office of the Purchasing Agent will not constitute receipt by the City. Transmission of proposals by FAX or EMAIL is not permitted. It is the sole responsibility of the proposer to ensure that proposals are received at the proper location prior to the stated deadline. The 4:30 PM, June 6<sup>th</sup>, 2023 deadline is strictly enforced.

#### 4.70 AMENDMENTS TO THE PROPOSAL

Except where this RFQ/P contains express instructions to the contrary, all requested information shall be included in the proposal document and attachments. Proposals may be amended by written notice received by the Office of the Purchasing Agent prior to the deadline specified for receipt of proposals, 4:30 PM June 6<sup>th</sup> 2023. All amendments must be delivered to the Office of the Purchasing Agent in a sealed envelope clearly marked "AMENDMENT TO PROPOSAL FOR CRANSTON COMPREHENSIVE PLAN," and include the proposer's name and the date of submission of the original proposal. Any information submitted after the deadline specified for receipt of proposals will not be considered by the City in evaluating the proposal.

#### 4.80 JOINT VENTURE PROPOSALS

If the proposal is submitted by a joint venture, the proposal must be signed by all parties to the joint venture (excluding subcontractors); final award will be contingent upon receipt of a formal joint venture agreement in a form satisfactory to the City.

#### 4.90 COST OF PREPARING PROPOSALS

The City shall not be liable for or reimburse any costs incurred by proposers in preparing, submitting or presenting proposals.

#### 4.100 ALL PROPOSALS PUBLIC RECORDS

All materials submitted in response to this RFQ/P are public records and are open to public inspection. However, pursuant to RIGL Chapter 46, all proposals shall remain confidential until the completion of all evaluations under this RFQ/P.

#### 4.110 OWNERSHIP OF MATERIALS

All materials received by the City in response to this RFQ/P shall become the property of the City.

#### 4.120 INSURANCE REQUIREMENTS

The Consultant and any subcontractors shall maintain in force throughout the term of any contact awarded under this RFQ/P Workers' Compensation Insurance and general liability insurance in the amount of \$500,000/\$1,000,000 aggregate, including non-owned auto coverage, for the entities involved and their employees, officers, and agents.

### **SECTION 5.00 SUMMARY OF SUBMISSION REQUIREMENTS FOR RFQ/P**

All proposals must include the following items:

1. A Cover Letter (see Section 8.10).
2. Information establishing compliance with minimum threshold requirements (see Section 6.00).
3. Proposal information as requested in Section 8.20.
4. Certification that the proposer will comply with the City's MBE/WBE Plan of 10% involvement. If the proposer cannot comply with the City's MBE/WBE Plan, the proposer shall provide an explanation as to why compliance is not possible.
5. The proposer's degree of compliance with the submission requirements of this RFQ/P will be a factor in subsequent evaluation of the proposal. Proposals with major deviations or omissions may be rejected as non-responsive.
6. Resumes for all key personnel including applicable references.

## **SECTION 6.00 MINIMUM THRESHOLD REQUIREMENTS**

Each proposal shall meet the following minimum threshold requirements. If these requirements are not met, the proposal will be rejected as non-responsive.

### **6.10 FINANCIAL STABILITY**

The proposer must present information which demonstrates financial stability.

### **6.20 NEIGHBORHOOD AND COMPREHENSIVE PLANNING**

The proposed must show that they have successfully completed three (3) Comprehensive Plans or comparable plans within the past 10 years. Two of these plans must have been prepared for Rhode Island municipalities, and at least 1 shall have been completed consistent with the 2011 Comprehensive Plan Enabling legislation.

### **6.30 TRANSPORTATION PLANNING**

The key employee responsible for preparing the Circulation/Transportation Element of the Comprehensive Plan must be a transportation planner with a degree in either planning or transportation engineering and have a minimum of 5 years of experience in transportation planning.

### **6.40 LAND USE PLANNING AND ZONING ANALYSIS**

The project manager for the Comprehensive Plan must be a community planner with a master's degree in town, city, community or regional planning and have a minimum of 7 years of experience as a community planner in the public or private sector.

### **6.50 DESIGNING AND IMPLEMENTING CITIZEN PARTICIPATION PROGRAMS**

The proposer must describe 3 examples and submit 1 example of citizen participation programs that the proposer has designed and implemented.

### **6.60 LAND USE LAWS AND REGULATION**

The proposer must demonstrate expertise in federal, state and local laws and regulations governing the development of land in Rhode Island and in drafting local regulatory ordinances.

## **SECTION 7.00 EVALUATION CRITERIA**

All proposals that meet the minimum threshold requirements will be reviewed and evaluated by a Committee consisting of the Planning Director, Principal Planner, City Plan Commission President, DPW Director, and the Finance Director. Proposals will be evaluated based on the criteria identified below and interviews the 3 highest ranked proposals for contract award. Final decision as to the award of a contract under this RFQ/P shall be made by the Plan Commission, upon the recommendation of the Committee.

The following criteria will be used by the City in evaluating proposals which have met the minimum threshold requirements. Each criterion will be evaluated on a scale of 0 [unacceptable] to 10 [highly advantageous]. A composite ranking will be assigned to each proposal based on these ratings and a contract will be awarded based on a composite ranking to the proposal judged to be most advantageous. The criteria are presented in descending order of value.

**TECHNICAL/MANAGEMENT APPROACH [25 points]:** The clarity, completeness, and effectiveness of the proposer's response to the scope of services and the management approach as presented in the proposal. The demonstrated ability to complete the scope of services; to maintain schedule and cost control on this project; to resolve resource constraints and to interact effectively with the Planning Department, the Plan Commission, and any subcommittees.

**FIRM'S EXPERIENCE/PAST PERFORMANCE [25 points]:** The proposer's prior similar experience. The work which best illustrates the proposer's current qualifications and ability, including descriptions of prior experience and services requested in this RFQ/P.

**QUALIFICATIONS/KEY STAFF [20 points]:** The identity and qualifications (i.e., appropriateness, capability, and experience) of key personnel, team members and sub-consultants available to work on the Comprehensive Plan, including their expected project assignments and the extent of their participation.

**COST [10 points]:** Appropriateness and competitiveness of the proposal's cost, including level of effort, hourly rates, and responsiveness to cost information requirements.

**CAPACITY [10 points]:** The proposer's capacity to apply and commit to the project's tasks and to complete required services; the staffing plan for this project; project scheduling and ability to coordinate with the City.

**MBE/WBE PARTICIPATION [10 points]:** The participation and involvement [10%] of MBE's and WBE's in this project.

### **SECTION 8.00 PROPOSAL FORMAT**

To facilitate comparative analysis and evaluation, all proposals shall be submitted in the following form. The proposer's degree of compliance with the requirements of this RFQ/P will be a factor in the subsequent evaluation of the proposal. Proposals with major deviations or omissions may be rejected as non-responsive.

All proposals shall include the following items:

#### **8.10 COVER LETTER**

The proposer shall submit a cover letter, signed by an individual authorized to bind the firm, partnership, joint venture, etc., which at a minimum shall state:

- that all cost information, salaries, rates, policies, etc., are current, complete and accurate;
- that if selected the proposer will execute the Contract for Consultant Services;
- that the individuals listed in the proposal are committed to work on the project as described in the proposal. (The City considers the naming and roles of specific individuals listed in the proposal as a significant consideration in the evaluation and advises that the final selection of a consultant for this project will depend, in part, on the assignment of qualified staff.)

## 8.20 PROPOSAL

The proposer shall submit a separate proposal in a sealed envelope clearly marked "PROPOSAL FOR CITY OF CRANSTON COMPREHENSIVE PLAN." Each proposal shall contain the following elements:

- TECHNICAL/MANAGEMENT APPROACH

The proposer shall submit a "Plan of Services" describing its approach to accomplishing the "SCOPE OF SERVICES" detailed in Attachment A. Said plan shall provide sufficient technical detail to demonstrate the proposer's understanding of the project and to enable the City to evaluate its adequacy and completeness. The proposer shall prepare and include in the proposal a timeline for completing each task in the Attachment A. "SCOPE OF SERVICES" including identifying the time periods during which the City will review and evaluate relevant draft documents and materials prior to their final acceptance by the City.

- FIRM'S EXPERIENCE/PAST PERFORMANCE

The proposer shall describe the work which best illustrates current qualifications and ability. Included shall be descriptions of prior work experience similar to the services envisioned in this RFQ/P and 3 references (with the name, title, email address and recently verified telephone number of the contact person and the name and address of the firm) for each firm or sub-consultant identified in the proposal. The proposer shall describe all prior work experience in drafting Comprehensive plans and provide the names, titles, email address and recently verified phone numbers of at least one municipal official with whom the proposer worked on each plan.

- QUALIFICATIONS/KEY STAFF

The proposer shall provide the identity and resumes of all key personnel to be involved in this project, including their project assignments and the extent of their participation. The specific skills being sought include the following: experience in preparing Comprehensive plans, facilitating citizen participation, land use planning, transportation planning, urban design and familiarity with Rhode Island laws and regulations as they pertain to land use and planning.

- PROPOSAL BUDGET

The cost of each plan element described in Attachment A - Scope of Services shall be submitted. The cost for each plan element shall include a description of tasks to be performed, the labor assigned to each task (e.g., senior engineer, land-use planner), the hourly rates for each labor category, the number of hours assigned by each labor category and "Other Direct Costs." The hourly rates proposed shall include all costs associated with direct labor wages, fringe benefits, indirect costs (or overhead) and profit and any other costs.

The proposer shall also certify in this section that the costs quoted shall remain valid for at least 120 days from the due date of this RFQ/P.

The successful proposer will receive compensation only for tasks authorized and for hours billed directly to the project by their employees at the proposed Hourly Rates plus actual and allowable Other Direct Costs incurred in connection with the project.

- CAPACITY

The proposer shall demonstrate the capacity to successfully apply and commit to the project's tasks and to complete the required services. The proposal should describe the proposer's management approach, staffing, scheduling, and capacity for coordinating tasks with the Planning Department for this project.

- MBE/WBE PARTICIPATION

The proposer shall describe MBE and WBE participation and involvement.

- ORGANIZATIONAL STRUCTURE

The proposer shall describe his/her proposed organizational structure and management approach for this project. The proposer shall describe the project team and the proposed plan to maintain schedule and cost control on this project, to resolve resource constraints, and to interact effectively with the Planning Department and the Commission.

- FINANCIAL STABILITY

The proposal shall contain information which, in the proposer's judgement, is sufficient to show financial stability. The proposal, at a minimum, shall include a statement as to whether the proposer has filed for the protection of a U.S. Bankruptcy Court in the last 7 years. If this statement is in the affirmative, the proposer must describe the circumstances that led to the filing, the ultimate disposition of the matter (e.g., a reorganization with a payment plan to creditors, the current situation and substantial detailed evidence of the firm's financial ability to complete the Comprehensive Plan if selected).

#### **SECTION 9.00 OTHER PROJECT RELATED TOPICS**

- 9.10 The Comprehensive Plan shall follow an organization outline as detailed in Attachment A "SCOPE OF SERVICES." The Consultant shall submit to the City two (2) electronic copies on a flash drive and 30 copies of the final document. All textual documents shall be formatted in Microsoft Word most current version and in an electronic format to be determined by the City.
- 9.20 It is expected that the Consultant will prepare up to 3 drafts of each Plan Element of the Comprehensive Plan. The drafts shall include an initial draft for review, comment by the public, the Department and the Plan Commission, a second draft incorporating the Department's and Commission's comments (second draft may solicit initial review by RI Division of Statewide Planning) for public presentation and a final draft incorporating all remaining comments.
- 9.30 Maps are to be submitted in a PDF format, created with a 36"x60" layout. All project data shall be submitted in an ESRI file geodatabase format. In addition, the consultant shall provide any ESRI ArcMap.mxd or ArcGIS Pro Projects, as project packages (.ppkx files), used to develop the maps.
- 9.40 It is expected that the Consultant will assist the City in conducting public hearings or various public informational meetings throughout the life of the contract. Additional work meetings with the Department, the City Plan Commission and other City officials shall be held as necessary.
- 9.50 Responsibilities of the City:  
The City shall furnish the Consultant with any documents and studies which may provide background or information relevant to the Comprehensive Plan;  
The Department shall assist the Consultant and act as direct liaison for the City.
- 9.60 The City has available the following resources and reports which may be relevant to the Comprehensive Plan:

- Cranston Comprehensive Plan 2012
- Zoning Bylaw and Zoning Map
- Subdivision Rules and Regulations
- City of Cranston 2022 Hazard Mitigation Plan Update
- City of Cranston Harbor Management Plan 2008
- GIS data from Cranston GIS system. (website)
- Tax Assessors database
- CDBG Consolidated Plan
- Cranston Housing Authority Consolidated Plan
- Extensive DPW materials of historic and ongoing initiatives
- Cranston Historic Commission records

#### **SECTION 10.00 LENGTH OF CONTRACT**

The term of the contract to be awarded through this RFQ/P is anticipated not to exceed 13 months in duration for the submission of the City Council adopted plan to the RI Division of Statewide Planning.

An additional period, not to exceed 12 months, to receive comments and gain approval from the RI Division of Statewide Planning.

#### **SECTION 11.00 FURTHER INFORMATION**

No further information concerning this RFQ/P is available at this time. Questions about this RFQ/P shall be directed in writing to:

Mark Marchesi  
Office of the Purchasing Agent  
Room 202  
Cranston City Hall  
869 Park Avenue,  
Cranston, RI 02910

Prospective proposers are advised that from the date that this RFQ/P is issued until the award of any resultant contract, they are not permitted to contact any municipal employee or official about a matter related to this solicitation unless they have received the permission of the Purchasing Agent. The City will not be responsible for any interpretations or misinterpretations of any oral instructions.

## ATTACHMENT A SCOPE OF SERVICES

**The Consultant shall prepare a Comprehensive Plan for the City of Cranston (including all necessary texts, documents, graphics, computer files, maps and renderings) that complies with Chapter 22.2 Rhode Island Comprehensive Planning and Land Use Act, the RI Comprehensive Planning Standards Manual as amended, the Comprehensive Planning Guidance Handbook Revised and Abridged, so that the Plan will be approved by the RI Division of Statewide Planning.**

**Once the Plan has been approved by the City Council and submitted to the RI Division of Statewide Planning for review and comment, the consultant shall be responsible for addressing any outstanding issues or concerns raised by the State in order for this Plan to be ultimately approved.**

### I. Public Outreach and Participation

The City Plan Commission believes that a Comprehensive Plan can be successfully implemented only if the residents of Cranston, through a robust and rigorous public participation process, develop a common consensus as to the City's future.

#### a. Citizen Participation Goals

Citizen input is essential in determining the goals and objectives for the comprehensive plan. As such, the consultant shall solicit citizen input from the residents of Cranston and/or other stakeholder groups throughout the comprehensive planning process. In drafting the plan, the consultant shall employ a range of public outreach and engagement strategies. In addition, the consultant shall develop a project brand with a slogan to connect the comprehensive planning process to generate excitement surrounding the project.

The community engagement process shall be designed to engage and maintain a high level of participation throughout the process. The consultant should embolden the community to think beyond the status quo, fostering an environment of cooperation in working together for Cranston's future.

#### b. Citizen Participation Process

The consultant shall have substantial experience in developing diverse public outreach programs as part of a comprehensive planning process. The consultant shall work with the City Plan Commission and the Planning Department to develop a coordinated public outreach program that encourages public participation and provides input throughout the planning process. Citizen participation tasks shall include but not be limited to:

- Holding a community wide kick-off meeting and additional charrettes with the public, stakeholders and City Plan Commission. The purpose of said meetings are to cultivate engagement and solicit input on the community's aspirations and desires for the future;
- Conducting interviews with the City Plan Commission, City Departments and other policy makers;
- Conduct a statistically valid citywide survey in addition to utilizing [E-surveys] and keypad polling during public hearings and charettes;
- Using social media and the City's website to disseminate information, to invite written comments and to update the status of drafting process.
- Utilizing interactive online hybrid meetings during the community engagement process
- Distributing various press releases periodically as necessary.
- Shall make appropriate accommodations for inclusion of individuals who are non-English speakers or for those individuals who are hearing, sight, and/or mobility impaired.

- The consultant shall be responsible for maintaining, updating and responding to queries made at the public workshops, charrettes or hearings.

The consultant shall draft all public hearing notifications for meetings and workshops and for preparing responses to questions, and taking detailed notes after each public presentation.

All meetings shall be open to the public and the consultant must assemble all written comments from the attendees.

c. Citizen Participation web-based information gathering

The consultant shall develop and maintain web content to be used on the City's webpage and other and other social media platforms. The website shall be devoted to the comprehensive planning process and include a calendar of events, a project schedule, milestones and a means for the public to sign up for updates and to utilize interactive tools to provide and receive additional feedback.

II. Comprehensive Plan Elements

The Comprehensive Plan shall include the Plan Elements described below:

**GOALS AND POLICY STATEMENT:** *The plan must identify the goals and policies of the City for its future growth and development and for the conservation of its natural and cultural resources. The goals and policies of the plan shall be consistent with the goals and intent of this chapter and embody the goals and policies of the state guide plan.* The Goals and Policy Statement shall consist of a set of goals and policies by which future growth and development in Cranston will be guided. Goals and policies shall cover all functional Plan Elements of the Comprehensive Plan and shall cover the entire 20-year planning horizon. If appropriate, the goals and policies may be identified as short-range, medium and long-range goals and policies. The Goals and Policy Statement shall be developed through a citizen participation process including, but not limited to, the use of neighborhood meetings, community wide surveys, focus groups, and charettes to assess community values.

**Maps.** The plan must contain maps illustrating the following as appropriate to the municipality:

1. Existing conditions:
  - a. Land use, including the range of residential housing densities;
  - b. Zoning;
  - c. Key infrastructure such as, but not limited to, roads, public water, and sewer;
  - d. Service areas for public water and sewer;
  - e. Historical and cultural resource areas and sites;
  - f. Open space and conservation areas (public and private); and
  - g. Natural resources such as, but not limited to, surface water, wetlands, floodplains, soils, and agricultural land,
  - h. Renewable energy production and environmental sustainability
2. Future land use illustrating the desired patterns of new development, density, mixed-use intensity, and conservation as defined by the comprehensive plan and identification of discrepancy between the desired future land use and existing zoning use categories. (Excluding the Future Land Use Map to be prepared in parallel by the Planning Department).

**LAND USE PLAN:** *In conjunction with the future land use map as required above, the Comprehensive Plan shall contain a land use component that designates the proposed general distribution and general location and interrelationships of land uses including, but not limited to, residential, commercial, industrial,*

*open space, agriculture, recreation facilities, and other categories of public and private uses of land. The land use component shall be based upon the required plan content as stated in this scope of services. It shall relate the proposed standards of population density and building intensity to the capacity of the land and available or planned facilities and services. The land use component shall contain an analysis of the inconsistency of existing zoning districts, if any, with planned future land use. The land use component shall specify the process and schedule by which the zoning ordinance and zoning map shall be amended to conform to the Comprehensive Plan and shall be included as part of the implementation program.*

The Land Use Plan Element is the principal component of the Comprehensive Plan. It shall identify the distribution and location for residential, commercial, industrial, open space, public facility and recreation uses as currently exists and as proposed, with the proposed allocation of land uses based on the Goals and Policy Statement. The Land Use Plan shall identify optimum development intensities and standards for each land use classification and location based on current development, the natural characteristics of the land and projected municipal services and facilities. The allocation of land uses shall take into consideration impacts on surface and subsurface water resources, wetlands and other sensitive and fragile natural resources. The Land Use Plan shall include a general analysis of inconsistencies between existing zoning and the Land Use Plan.

The Land Use Plan shall be supplemented by map(s), in size(s) suitable for public presentation and for inclusion in the Comprehensive Plan Document, that graphically portray Cranston with regard to current and proposed uses of land. The map(s) shall be of sufficient scale and accuracy to:

- Allow for a visual determination of Cranston's policies and goals for the future use and intensity of development of all land and water bodies within the City;
- Determine the consistency of a new Land Use Plan with the current zoning ordinance and current Future Land Use Map (2012) to use as a basis to revise or replace inconsistent zoning requirements, subdivision regulations and other land use controls.

**HOUSING:** *The plan must include the identification of existing housing patterns, an analysis of existing and forecasted housing needs, and identification of areas suitable for future housing development or rehabilitation. The plan shall include an affordable housing program that meets the requirements of §42-128-8.1, the "Comprehensive Housing Production and Rehabilitation Act of 2004" (as amended) and chapter 53 of this title, the "Rhode Island Low and Moderate Income Housing Act." The plan must include goals and policies that further the goal of §45-22.2-3(c)(3) and implementation techniques that identify specific programs to promote the preservation, production, and rehabilitation of housing.*

This Element shall identify existing and future housing needs within Cranston and identify programs, policies and strategies, to be included in the Implementation Element, by which the City can meet the housing goals identified in the Goals and Policy Statement. The plan shall include an affordable housing program that meets the requirements of §42-128-8.1, the "Comprehensive Housing Production and Rehabilitation Act of 2004" and Chapter 53 of this title, the "Rhode Island Low and Moderate Income Housing Act." The plan must include goals and policies that further the goal of §45-22.2-3(c)(3) and implementation techniques that identify specific programs to promote the preservation, production, and rehabilitation of housing. The housing element shall at a minimum:

- Inventory and analyze existing housing stock including age, condition, type, location, occupancy and costs (rents and sales);
- Identify both existing and future housing needs with due consideration of the housing market area and affordability;
- Identify specific programs to be included in the Implementation Element, to preserve and enhance the City's residential neighborhoods, to preserve and enhance the City's housing stock and to encourage housing affordability.

- Identify specific locations within the City that accommodate increased density for the specific purpose of creating new affordable housing opportunities.

**ECONOMIC DEVELOPMENT:** *The plan must include the identification of existing types and patterns of economic activities including, but not limited to, business, commercial, industrial, agricultural, and tourism. The plan must also identify areas suitable for future economic expansion or revitalization. The plan must include goals, policies, and implementation techniques reflecting local, regional, and statewide concerns for the expansion and stabilization of the economic base and the promotion of quality employment opportunities and job growth.*

This Plan Element shall review Cranston's current economic status and identify policies and programs (existing and proposed), to be included in the Implementation Element, which reflect community concerns for stabilization of the City's economic base and the promotion of quality employment opportunities. Programs and policies shall be internally consistent with the Land Use Plan. The Economic Development Element shall consider at a minimum:

- Future population requirements for goods and services;
- Future population requirements for robust employment opportunities;
- The ability of the existing infrastructure to service existing facilities and services;
- The effect of varying intensities of economic development on surrounding land uses;
- The availability of suitable development sites and the types of economic development best suited for such sites, taking into account soil capabilities, environmental constraints, and infrastructure requirements;
- Identify strategies to promote streetscape harmony and discourage visual pollution, especially along major commercial corridors as well as in the City's historic villages;
- The availability of existing building space and types of economic development best suited to such space, with consideration for compatibility with surrounding land uses;
- Identification of programs, to be included in the Implementation Element, designed to enhance Rolf Square, Knightsville, Fiskville and Pawtuxet Village;
- Identification of innovative / flexible zoning techniques to enable efficient redevelopment of existing commercial / industrial areas that meet a wide range of modern business needs.

**NATURAL RESOURCE IDENTIFICATION AND CONSERVATION:** *The plan must be based on an inventory of significant natural resource areas such as, but not limited to, water, soils, prime agricultural lands, forests, wildlife, wetlands, aquifers, coastal features, and floodplains. The plan must include goals, policies, and implementation techniques for the protection and management of these areas.*

This Plan Element shall provide an inventory of important resource areas within the City such as water bodies, wetlands, floodplains, soils and cultural resources (i.e., structures and sites of historic significance). This Plan Element shall include an identification of programs, to be included in the Implementation Element, to protect those resources identified as important to the City.

**HISTORICAL AND CULTURAL RESOURCES IDENTIFICATION AND PROTECTION:** The City has recently created an updated Historic Preservation and Resources document. This document will be provided to the chosen consultant for incorporation in the overall Comprehensive Plan. The consultant shall be responsible for ensuring this element is consistent with the aforementioned State guidelines.

**OPEN SPACE AND OUTDOOR RECREATION IDENTIFICATION AND PROTECTION:** *The plan must be based on an inventory of outdoor recreational resources, open space areas, and recorded access to these resources and areas. The plan must contain an analysis of forecasted needs, policies for the*

*management and protection of these resources and areas, and identification of areas for potential expansion. The plan must include goals, policies, and implementation techniques for the protection and management of existing resources and acquisition of additional resources if appropriate.*

This Plan Element shall analyze the City's existing open space and recreation resources and facilities, analyze future needs and identify policies to manage and protect these resources. This Element shall contain at a minimum the following items:

- An inventory of existing open space and recreation facilities, including access to such areas;
- An analysis of the projected need for open space and recreation facilities including the need for the creation of a municipal land trust;
- An implementation program, to be included in the Implementation Element, designed to achieve local open space and recreation goals and to satisfy projected needs and goals, policies, and implementation techniques for the protection and management of existing resources and acquisition of additional resources if appropriate.

**SERVICES AND FACILITIES ELEMENT [including energy and potable water]:** *The plan must be based on an inventory of existing physical infrastructure such as, but not limited to, educational facilities, public safety facilities, libraries, indoor recreation facilities, and community centers. The plan must describe services provided to the community such as, but not limited to, water supply and the management of wastewater, storm water, and solid waste. The plan must consider energy production and consumption. The plan must analyze the needs for future types and levels of services and facilities, including, in accordance with § 46-15.3-5.1, water supply system management planning, which includes demand management goals as well as plans for water conservation and efficient use of water concerning any water supplier providing service in the municipality, and contain goals, policies, and implementation techniques for meeting future demands.*

This Plan Element shall provide an inventory of existing and forecasted needs for facilities and services used by the public such as schools, water, sanitary sewers, storm water drainage, libraries, protective services (police, fire and emergency services), public works facilities/ services, solid and hazardous waste disposal, municipal offices, facilities/services for special needs populations and community facilities. This element shall analyze the needs for future types and levels of services and facilities, including, in accordance with § 46-15.3-5.1, water supply system management planning, which includes demand management goals as well as plans for water conservation and efficient use of water concerning any water supplier providing service in the municipality, and contain goals, policies, and implementation techniques for meeting future demands. At a minimum, this Plan Element shall include:

- An inventory of existing public facilities and services including quasi-public and private facilities;
- A general analysis of the effectiveness of each such facility and service, noting any deficiencies in the services provided;
- A forecast of current and future needs for such facilities and services;
- An analysis of the potential for cooperating with neighboring communities for the provision of joint/shared services;
- Identification of programs, to be included in the Implementation Element, that will eliminate current deficiencies and provide for the expansion of existing facilities and services or the initiation of new facilities and services to satisfy future needs.

**NATURAL HAZARDS AND CLIMATE CHANGE ELEMENT:** This plan element shall include an identification of areas that could be vulnerable to the effects of sea-level rise, flooding, storm damage, drought, or other natural hazards. Goals, policies, and implementation techniques shall be identified that would help to avoid or minimize the effects that natural hazards pose to lives, infrastructure, and property.

This plan element shall utilize and expand upon the (April 2023 adopted) City of Cranston 2022 Hazard Mitigation Plan Update. This Element shall at a minimum:

- Identify the high-priority natural hazards and climate change trends that are likely to impact the municipality.
- Identify the areas of the community that could be exposed to flooding, including riverine and coastal flooding, sea-level rise, and coastal storm surge by including:
  - One or more maps that illustrate the areas that would currently be inundated in the event of a 1% and 0.2% storm as they appear on the most recent Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps (FIRMs);
  - One or more maps that illustrate the areas that would be inundated in the event of Category 1 through 4 hurricanes; and
  - One or more maps that illustrate the areas that are projected to be inundated due to 1', 3', and 5' of sea-level rise.
- Include goals that embody the state's goals regarding natural hazards and climate change and policies to support each goal.
- Include implementation actions within the Implementation Program that would help avoid or minimize the effects that natural hazards pose to life, infrastructure, and property.

**CIRCULATION/TRANSPORTATION:** *The plan must be based on an inventory and analysis of existing and proposed major circulation systems, including transit and bikeways; street patterns; and any other modes of transportation, including pedestrian, in coordination with the land use element. Goals, policies, and implementation techniques for the provision of fast, safe, efficient, and convenient transportation that promotes conservation and environmental stewardship must be identified.*

This Plan Element shall include an inventory and analysis of the City's existing and proposed major circulation system, the regional circulation system and other modes of transportation which may influence local development. The focus of this Element are the major City streets and roads, special needs transit, pedestrian circulation, bicycle paths and parking. This Plan Element must be coordinated with and guided by the Land Use Plan Element and the other Elements of the Comprehensive Plan. This plan Element shall include:

- An inventory of:
  - major streets and highways, arranged by functional classification and jurisdiction with capacities, conditions, traffic control devices and average daily traffic volumes;
  - parking facilities in areas where parking is a problem;
  - multi-modal transportation systems for pedestrian and other special routes and facilities for bicycle trails and bike ways;
- An assessment and forecast of the need to change, improve or expand the City's circulation system including an analysis of roadway improvements that could be made to better accommodate bicycle traffic;
- Identification of policies and actions to be included in the Implementation Element that address:
  - Street design and construction standards for subdivisions and other areas of new development;
  - Control of development on and access to major highways to maximize road capacity and safety;
  - Public off-street and curb parking requirements to serve land uses that generate traffic;

- The role of public transit and the regional circulation system relative to existing and forecasted development;
- The role of other modes of transportation such as bicycling as an element of community development;
- The need to provide the necessary charging infrastructure for electric powered vehicles (EV).

**IMPLEMENTATION:** *A statement which defines and schedules the specific public actions to be undertaken in order to achieve the goals and objectives of each component of the comprehensive plan. Scheduled expansion or replacement of public facilities, and the anticipated costs and revenue sources proposed to meet those costs reflected in a municipality's capital improvement program, must be included in the implementation program.*

- i. *The implementation program identifies the public actions necessary to implement the objectives and standards of each component of the comprehensive plan that require the adoption or amendment of codes and ordinances by the governing body of the municipality.*
- ii. *The implementation program identifies other public authorities or agencies owning water supply facilities or providing water supply services to the municipality, and coordinates the goals and objectives of the comprehensive plan with the actions of public authorities or agencies with regard to the protection of watersheds as provided in § 46-15.3-1 et seq.*
- iii. *The implementation program must detail the timing and schedule of municipal actions required to amend the zoning ordinance and map to conform to the comprehensive plan.*

This Plan Element shall identify and schedule those City actions necessary to achieve, over a twenty (20) year period, the goals and objectives set by each Plan Element of the Comprehensive Plan. This Plan Element shall:

- Specify the process by which the City's regulatory structures (i.e., Zoning, Subdivision Control and General Ordinance) shall be amended so as to be consistent with the Comprehensive Plan by:
  - Detailing the timing and scheduling of actions required to amend the City's Zoning Ordinance and Map to conform to the Comprehensive Plan;
  - Drafting actual zoning amendments, general bylaw amendments and amendments to the Subdivision Rules and Regulations for consistency with the Plan.
- Identify specific programs required to accomplish the goals and policies set by each functional Plan Element;
- Provide a schedule for the replacement or expansion of public facilities, their anticipated costs and the revenue sources proposed to meet those costs; and
- Identify the process by which the Comprehensive Plan will be regularly reviewed and updated.

**It is the belief of the City Plan Commission that a Comprehensive Plan can be successfully implemented only if the residents of Cranston, through a robust public participation process, develop a common consensus as to what actions and programs are required to implement the Comprehensive Plan. The City Plan Commission therefore views the creation of a widely accepted Implementation Element as critical to assure the adoption and implementation of the Comprehensive Plan.**

**APPENDIX A**  
**CITY OF CRANSTON, RHODE ISLAND**  
**CHARTER**  
**(SECTION 7.07. DIVISION OF CONTRACT AND PURCHASE)**

- (A) The division of contract and purchase shall consist of the purchasing agent who shall be the head of the division, and such other employees as may be provided by ordinance, from time to time. The purchasing agent shall be a person skilled in the areas of governmental or private business purchasing and property control and accountability and he/she shall have such other skills as the city council may from time to time require by ordinance. He/she shall be appointed for an indefinite term by the Director of Finance as provided in Sec. 7.02.
- (B) The Board of Contract and Purchase shall consist of the following members:
- 1) The Director of Public Works.
  - 2) The Director of Finance.
  - 3) The president of the council or his designee shall appoint one (1) private citizen, who shall be a person skilled in governmental or private business purchasing and property control and accountability, appointed in the month of January of each year.
  - 4) Two (2) private citizens, who shall be persons skilled in governmental or private business purchasing and property control and accountability, appointed in the month of January of each year by the leader of the majority party in the council.
  - 5) Two (2) private citizens, who shall be persons skilled in governmental or private business purchasing and property control and accountability, appointed in the month of January of each year by the council minority leader or if there be no such a minority member of the council then the appointment shall be made by the city chairman of the political party whose endorsed candidate for a city wide council seat received the most votes next after the lowest number of votes cast by the electorate for a successful candidate for a city wide council seat in the preceding election or his designee.
- Any vacancy on the Board of Contract and Purchase shall be filled in the same manner as the original appointment for the remainder of the unexpired term.
- (C) The Board of Contract and Purchase shall meet at least twice a month and such meetings shall be held no earlier than 5:00 p.m. Eastern Standard Time and its agenda shall be advertised in a paper of local circulation at least one (1) week prior to the meeting. The exact time, date, place and conduct of said meetings shall be specified by ordinance. All meetings of the Board of Contract and Purchase shall conform in all respects to the State of Rhode Island Open Meetings Law.
- (D) All contracts awarded by the Board of Contract and Purchase must contain a starting date and a termination or completion date. Any contract which does not have a starting date or termination or completion date shall be void. No contract awarded by the Board of Contract and Purchase shall be extended past its termination date or completion date unless an extension is granted by the Board of Contract and Purchase at a regularly scheduled meeting of the Board. Any contract extended past its termination or completion date without a proper vote of the Board shall be void.
- (E) No contract awarded by the Board of Contract and Purchase shall be extended or amended if the result of said extension or amendment is to materially alter the terms of the original contract. A material alteration for the purposes of this section is an alteration or extension of a contract which increases the original contract amount by more than fifteen (15%) percent. Any contract which the Board wishes to materially alter must be rebid pursuant to the terms and conditions set forth in Section 7.09 of this Charter for awarding contracts. Any contract which is materially altered and which has not been rebid is void.
- (F) All bid packages or Request for Proposals issued by the Purchasing Agent, the Board of Contract and Purchase, the various Departments or Divisions of City Government or any Board or Commission created by Charter or Ordinance shall include in their bid packages or Request for Proposals a copy of this section, Section 7.07 entitled, "Division of Contract and Purchase". All bidders who receive a bid package or a Request for Proposal and bid shall be presumed to know that any contract which violates any provision of this section is void.
- (G) Any contract which violates the provisions of this section shall be deemed void and the City Solicitor at the direction of the Mayor or City Council, by a majority vote of the council, shall commence suit to recover all moneys expended by the city pursuant to the terms of said void contract. (Reso. No. 94-38,6-27-94, approved at referendum 11-8-94).