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City of Somersworth, New Hampshire

OFFICE OF THE FINANCE DIRECTOR

REQUEST FOR PROPOSAL

Form Based Code Ordinance

The City of Somersworth is requesting proposals for the drafting of a form-based code ordinance.

*All Bids must be submitted with the attached bid certificate, in a **sealed envelope, plainly marked:***
“RFP for Form Based Code Ordinance”

Somersworth City Hall
Attn: Scott A. Smith, Director of Finance
One Government Way
Somersworth, NH 03878

All proposals/bids must be received by November 1, 2018 **at 2:00 p.m. EST** at which time they will be publicly opened and read aloud at the Somersworth City Hall.

****IMPORTANT:*** *If you are not interested in submitting a quotation on this particular bid request, but wish to remain on our active bid list, please sign and return the attached form with a **NO BID** indication. Failure to respond in this manner will result in deletion from our bid list.*

Vendors wishing to respond to a bid request with alternates to specifications must notify the Finance Office no less than five (5) days prior to the bid request opening date. If the proposed changes are acceptable, the City will advise other potential respondents, thereby maintaining equality in the bid process. Failure to advise the City could result either in rejection of the alternate proposal or in an untimely extension of the sealed bid process.

Vendors may be asked, as part of the bid evaluation process, to supply company financial information. This data will be held in the strictest confidence and be utilized only to help assess the stability of a responding firm. The records will be returned to you after identifying the successful respondent to the bid request.

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1. Introduction

The City of Somersworth is requesting proposals from qualified consultants for the purposes of drafting a form based code ordinance.

Proposers should make themselves familiar with the following specifications as well as the general terms and conditions.

Two (2) hard copies of your proposal shall be submitted in a sealed package clearly marked "RFP for Form Based Code Ordinance" with the name and address of the proposer on the outside of the package. Proposals delivered after the appointed time and date will be rejected.

Questions regarding this request shall be directed to Scott A. Smith, Director of Finance, One Government Way, Somersworth, NH 03878. Questions should be made in writing, and may be made via e-mail to sasmith@somersworth.com. No questions will be accepted after October 23, 2018 at 4:00 PM.

*All Bids must be submitted with the attached bid certificate, in a **sealed envelope, plainly marked: "RFP for Form Based Code Ordinance"***

Somersworth City Hall
Attn: Scott A. Smith, Director of Finance
One Government Way
Somersworth, NH 03878

All proposals/bids must be received by November 1, 2018, at **2:00 p.m. EST** at which time they will be publicly opened and read aloud at the Somersworth City Hall.

The purpose of this request for proposal (RFP) is to provide prospective consultants with our requirements and to establish a consistent evaluation process for all responding vendors.

Costs incurred for the preparation of this proposal in response to this RFP shall be the sole responsibility of the Consultant submitting the proposal. The City of Somersworth reserves the right to select or reject any proposal that it deems to be in the best interest to accomplish the project specified. The City reserves the right to accept the proposal on one or more items of a proposal, on all items of a proposal or any combination of items. The City reserves the right to discontinue the selection process at any time prior to the awarding of a contract. The City reserves the right to waive defects and informalities of the proposals.

1. GOAL

The City is seeking to increase economic development on our Main Street Corridor. Part of the overall goal is transparency and ease of land use and development, while at the same time keeping in place regulations that help steer development in the direction that the City Council desires. A form based code will provide an expedited, yet clear and concise process for land development on the Main Street Corridor.

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2. SCOPE OF WORK

Provide a graphic based, form based code (FBC) ordinance based on Community input and desires of the City Council.

3. FUNCTIONAL REQUIREMENTS AND ESSENTIAL COMPONENTS

1. The FBC Ordinance should take into account existing language and provisions in existing ordinances.
2. The FBC Ordinance should include an area more or less on both sides of Main Street from Market Street to Indigo Hill Road in Somersworth
3. b. The Ordinance should include graphics of intended building or site “forms” that are required within the ordinance.

4. PROPOSALS MUST INCLUDE:

1. Summary of your project approach and scope of work
2. Estimated project timeline and schedule of deliverables. Include each work element/ phase, major milestones and draft ordinance submittal.
3. Three most recent projects completed or references from your body of work that you feel best represent elements of the scope of work you have proposed to us
4. Brief profiles and billable rate of each project team member
5. Examples of graphic abilities of the appropriate project team member.

5. DETAILED COST PROPOSAL

1. FBC Ordinance Development: Identify costs related to ordinance drafting including any time for community meetings.
2. Travel costs: Identify any travel costs associated with your project team members.
3. Contractual Stipulations: Identify your company’s terms and conditions of payment and hourly rate for additional work after proposal is accepted

6. INSURANCE

The selected Consultant will be required to submit a certificate of insurance, naming the City of Somersworth as an additional insured, showing minimum General Liability limits of \$2,000,000 per occurrence and \$2,000,000 aggregate, Professional Liability, automobile coverage and workers compensation participation. The policy shall be an occurrence based policy. Thirty-day (30) notice is required for cancellation of policy and City of Somersworth shall be listed as additional insured.

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BID CERTIFICATE

The undersigned represents that they are authorized to bind the bidder to the bid amount specified and hereby offers to provide to the City of Somersworth the commodities and services as contained in the attached competitive sealed bid specifications at the price stated in complete accordance with all conditions of the bid specifications. Furthermore,

The undersigned certifies that this bid is in all respects bona fide, fair, and made without collusion or fraud with any other person. As used in this section the word "person" means any natural person, joint venture, partnership, corporation or other business or legal entity

Signature/Title

Company

Business Address _____

City/City _____

State _____

Zip _____

Date

Phone Number

Check here if appropriate : _____(X) NO BID

Any deviations from the above stated specifications must be so noted and any bid prices must be reflective o/ these deviations

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GENERAL TERMS AND CONDITIONS

Preparation of Bids/Proposals

Bids shall be submitted on the forms provided and must be signed by the bidder or the bidder's authorized representative. The person signing the bid shall initial any corrections to entries made on the proposal form.

Unless otherwise stated in the Request for Bid/Proposal, the bidder agrees that the bid shall be open for acceptance for sixty (60) calendar days from the date of submittal to the City of Somersworth.

Acceptance or Rejection of Bids/Proposals

The City of Somersworth reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that is determined to be in the best interest of the City.

The City of Somersworth also reserves the right to reject the bid of a bidder that has failed to perform properly or complete on time contracts of a similar nature.

Delivery of Bids/Proposals

Bids must be submitted in a sealed envelope, and shall be addressed to the City at the address and to the attention of the official as outlined in the bid documents. All bids must be submitted prior to the specified date and time. Any bids received after the specified date and time will not be considered and will not be opened. Bids delivered via facsimile, e-mail, or any format other than within a sealed envelope shall not be considered.

Withdrawal of Bids/Proposals

A bidder will be permitted to withdraw their bid unopened after it has been deposited if such request is received in writing prior to the time specified for opening the bid.

Public Opening of Bid/Proposals

Bids will be publicly opened and read aloud at the time and place as indicated in the bid documents. Any bidder, authorized agent, or other interested party may be present.

Bid/Proposal Ownership and Costs

Upon submission, bids become the property of the City of Somersworth. The cost of preparing and submitting a bid is the sole responsibility of the bidder and shall not be chargeable in any manner to the City. The City will not reimburse any bidder for any costs associated with the preparation and submission of a bid.

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Examination of Proposed Materials

The submission of a bid shall be deemed a representation and warranty by the bidder that it has investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP. No requests for modification in the provisions of the bid shall be considered after its submission on the grounds that the bidder was not fully informed as to any fact or condition. Statistical information, which is contained within a RFP or any addendum thereto, is for informational purposes only. The City disclaims any responsibility for this information that may subsequently be determined to be incomplete or inaccurate.

Quantities

Quantities of materials, whether to be used on projects, or purchased directly by the City, are provided for informational purposes only unless otherwise specifically stated. The City disclaims any responsibility for this information that may subsequently be determined to be incomplete or inaccurate. Bidders are responsible to verify the accuracy of these estimates.

Buy Local

The City of Somersworth reserves the right to award any bid to local vendors, as determined by the City, even in the event they may not be the lowest qualified vendor, if it is determined to be in the best interest of the City. The City will consider such factors as overall cost, prior service, and any other pertinent information available when making such decisions.

Insurance Requirements

The successful bidder shall procure and maintain insurance, in the amounts and coverage detailed by the proposal documents at the bidder's sole expense. The successful bidder shall be required to present to the City of Somersworth a certificate of insurance in the amounts required naming the City of Somersworth as an additional insured.

Bid Results

After the bids are opened and read, the bid results will be available for the public. Bidders that desire a comprehensive list of the bid results may do so by attending the bid opening, or requesting such, in writing, to the Director of Finance and Administration.

The award of a bid shall not be considered official until such time that a Purchase Order, fully executed contract, or an award letter has been issued by the City of Somersworth. No presumption of award shall be made by any bidder until such documents have been executed and are in hand. Verbal notification of award is not considered official. Any action by the bidder to assume otherwise

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is done so at their own risk and the City will not be held liable for any expense incurred by a bidder that has not received an official award.