



City of New Bedford RFP 925

Request for Proposals for Master Plan, Renewal Plan and District Improvement Financing Plan for the Redevelopment of the Hicks-Logan-Sawyer district

Part I. General Information

The City of New Bedford, in cooperation with the New Bedford Economic Development Council and the New Bedford Redevelopment Authority, is seeking the services of a qualified Designer within the meaning of Massachusetts General Laws (MGL), Chapter 7, section 38A1/2, with Massachusetts Registration to: produce a master plan, a renewal plan, and a District Improvement Financing Plan for the redevelopment of the Hicks-Logan-Sawyer district in the City of New Bedford, Massachusetts.

A. Description

The purpose of this project is to attract new investment to a large waterfront district in New Bedford. The condition of many existing structures, the current mix of uses, circulation patterns, the condition of infrastructure, lack of amenities, and existence of brownfields constitute barriers to new investment. At the same time, the district has excellent potential because of its waterfront location, access to highways, and future proximity to a commuter rail station and intermodal center. This project will seek to capitalize on those assets and on the urban character of New Bedford through the creation of a strategic plan, an urban renewal plan, and a district improvement financing plan that will create a framework for redevelopment of this district according to smart growth and transit oriented development principles.

The HLS Plan will result in three documents created through one process:

- A Master Plan (strategic plan) for the redevelopment of the district.
- A District Improvement Financing (DIF) Plan to provide potential funding for public improvements that must be approved by the state Economic Assistance Coordinating Council.

An Urban Renewal Strategy which will lead to a Waterfront Urban Renewal Plan that must be approved by the city and state.

The urban planner/firm selected for this project will be required to execute a professional services contract with the Awarding within 30 days of notification of selection.

Project Funding:

This project is funded in part by a grant through the U.S. Department of Commerce Economic Development Administration (EDA) program as well as funding from the New Bedford Redevelopment Authority and the City of New Bedford. Funding will be

managed by the Awarding Authority in conjunction with the New Bedford Economic Development Council and the New Bedford Redevelopment Authority. The fee for this planning is a fixed fee. The stated amount of the budget for this urban planning project is \$126,250. Any proposal that exceeds \$126,250.00 will be considered non-responsive.

The selected urban planner/firm shall comply with PWEDA (Public Works and Economic Development Act) under which funding for this project has been made available, the regulations issued pursuant thereto, and with all federal, state, and local laws applicable to its understanding and activities.

The selected urban planner/firm is required to comply with EDA's Public Works and Economic Development Act of 1965, as Amended, including the Economic Development Administration Reform Act of 1998 Pub.L. 105-393 and the Economic Development Administration Reauthorization Act of 2004 Pub. L. 108-373 (PWEDA), Sections 203, 207, and 209 (strategy grants), Federal laws and regulations, Executive Orders and OMB Circulars.

The successful urban planner/firm and all subcontractors employed in the completion of the project must comply with all applicable statutes, regulations, executive orders (EO), Office of Management and Budget (OMB) circulars, terms and conditions, and approved applications.

The agreement is subject to the laws and regulations of the United States. Any inconsistency or conflict in terms and conditions specified in the award will be resolved according to the following order of precedence: public laws, regulations, applicable notices published in the Federal Register, Eos, OMB circulars, Department of Commerce (DoC) Financial Assistance Standard Terms and Conditions, agency standard award conditions (if any), and special award conditions. Special award conditions may take precedence over DoC standard terms and conditions, on a case-by-case basis, when allowed by the DoC standard term and condition.

Some of the DoC terms and conditions herein contain, by reference or substance, a summary of the pertinent statutes, or regulations published in the Federal Register or Code of Federal Regulations (CFR), Eos, OMB circulars or the assurances (Forms SF-424B,424D). To the extent that it is a summary, such provision is not in derogation of, or an amendment to, any such statute, regulation, EO, or OMB circular.

In addition, the urban planner/firm selected shall comply with the appropriate provisions outlined in the **Department of Commerce Financial Assistance Standard Terms and Conditions (G, H,I,J,K,L) and found in Attachment C**

B. Proposals

All proposals are to be submitted no later than the deadline stated in Part II, "Proposal Submission Requirements," and the non-price proposals will be opened at that time.

Every proposal must be in clearly marked, sealed envelopes: in accordance with all submission requirements set forth in Part II of this RFP. **Late proposals will not be accepted.**

Each proposal submitted in response to this RFP is subject to all of the contract terms set forth in Part V, "Contract Terms," and any contract awarded will incorporate all of these contract terms.

The City will consider only responsive proposals from responsible firms for a contract award. A responsive proposal is a proposal that complies with requirements stated in Part II and Part III of this Request for Proposals (RFP). A responsible firm is one that demonstrably possesses the skill, ability, and integrity necessary to faithfully perform the work called for in this procurement.

Each responsive proposal from a responsible firm will be evaluated solely according to the criteria set forth in Part IV of this RFP, "Evaluation Criteria." The non-price proposals will be assigned ratings of *highly advantageous*, *advantageous*, *not advantageous*, or *unacceptable* with respect to each criterion, and the reasons for each rating will be set forth in writing. A composite rating for each non-price proposal will be set forth in writing, along with the reasons for the rating. The evaluation committee will determine the most advantageous proposal from a responsible and responsive offeror, taking into consideration the non-price proposal ratings and proposal price. The Awarding Authority also reserves the right to waive any irregularity, informality, or technicality in the proposals, in its best interest, and is not obligated to award a contract based upon the lowest-priced submission. If terms cannot be mutually agreed upon, the Awarding Authority will enter into negotiations with the next highest ranking architect/firm.

Proposals will not be opened publicly, but will be opened in the presence of one or more witnesses at the time stated below. The contents of proposals shall remain confidential, and shall not be disclosed to competing offerors until the completion of the evaluation or until the maximum time for acceptance, as stated below. At the opening of proposals, the City shall prepare a register of proposals for public inspection. The price proposals will be opened separately by the Chief Procurement Officer (C.P.O), in the presence of a witness, and the price proposals will not be made known to the evaluation committee until after the recommendations of the technical proposals have been submitted to the C.P.O.

An offeror may correct, modify, or withdraw a proposal by written notice received in the office designated herein for proposal submission prior to the time set for the opening of proposals. After the opening, a firm may not change the price or any other provision of the proposal in a manner prejudicial to the interest of the City or to fair competition. The City shall waive minor informalities or allow the offeror to correct them. If a mistake and the intended offer are clearly evident on the face of the document, the City shall correct the mistake to reflect the intended correct offer and so notify the offeror in writing, and the offeror may not withdraw the offer. The City may permit an offeror to withdraw an

offer if a mistake is evident on the face of the document but the intended correct offer is not similarly evident.

Equal Opportunity and Affirmative Action Program and Labor Standards Requirements:

The successful urban planner/firm must covenant and agree to abide by the Federal and State regulations pertaining to Equal Employment as set forth in **EXECUTIVE ORDERS 11246, 11375, 11625, and 41 CFR Part 60-4, Section III of the Housing and Urban Development Act of 1968 (12 USC 170u), as amended and HUD Regulations at 24 CFR Part 135.**

In summary, these regulations require project participants not to discriminate against any employee or applicant for employment because of race, color, religion, sex, age, disability, or national origin and project participants will take appropriate measures to employ minority owned businesses. A copy of all noted regulations can be obtained from the sponsor. Also, the sponsor will make every effort to ensure that all applicants are treated fairly and equally throughout the entire advertisement, review, and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information. When applicable, the successful architect/firm must comply with all applicable the Federal Housing and Urban Development Community Development Block Grant provisions and regulatory requirements in the performance of services outlined herein.

In addition, the contractor will be required to comply with all federal labor standards and attendant laws, including the payment of the most current State prevailing wage rate and federal Davis-Bacon Act wages and compliance with Section 3 to provide employment opportunities for lower income persons and small businesses. Local, minority and woman owned business owners are encouraged to bid. The lowest responsible bidder will be selected.

Other non-discrimination requirements

Statutory Provisions

1. Title VI of the Civil Rights Act of 1964 (42USC ss 2000d et seq.) and DoC implementing regulations published at 15 CFR Part 8 which prohibit discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance;
2. Title IX of the Education Amendments of 1972 (20 USC ss 1681 et seq.) prohibiting discrimination on the basis of sex under D|Federally assisted education programs or activities;
3. Section 504 of the Rehabilitation Act of 1973, as amended (29 USC ss 794) and DoC implementing regulations published at 15 CFR Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance;

4. The Age Discrimination Act of 1975, as amended (42 USC ss 6101 et seq.) and doC implementing regulations published at 15 CFR Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
5. The American with Disabilities Act of 1990 (42 USC ss 12101 et seq.) prohibiting discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto, as well as public or private entities that provide public transportation;
6. Any other applicable non-discrimination law(s).

Other Provisions

Parts II and III of EO11246 (30FR 12319, 1965) as amended by EO 11375 (32 FR 14303, 1967) and 12086 (43 FR 46501, 1978) require Federally assisted construction contracts to include the nondiscrimination provisions of ss 202 and 303 of the EO and Department of Labor regulations implementing EO 11246 (41 CFR ss 60-1.4(b), 1991)

C. Right to Cancel

The City reserves the right to cancel this procurement at any time before a contract is executed and approved, in which event the City will reject all proposals received in response to this RFP.

D. Award/Start

The services are expected to be completed within twelve (12) to fifteen (15) months from the date of contract award.

E. Inquiries

All inquiries from prospective offerors concerning this RFP must be submitted in writing and addressed to Debra Travers, Chief Procurement Officer, City of New Bedford (e-mail: Debra.Travers@ci.new-bedford.ma.us Questions may be delivered via mail, fax or e-mail. Inquiries must be received no later than December 1, 2006. All responses to questions will be in writing, will be simultaneously distributed to all recipients of the RFP, and will be made available to all interested parties.

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Part II. Proposal Submission Requirements

A. Pre-Proposal

No meeting is currently scheduled. Proposers are encouraged to make inquiries for any questions. Answers will be posted in the form of an Addendum.

B. Site Visit

All offerors are encouraged to visit the area before submitting a proposal.

C. Submitting Proposals

Proposals must be submitted no later than **3:00 p.m., Monday, December 18, 2006**to:

City of New Bedford
c/o Purchasing Department - Room 208
133 William Street
New Bedford, MA 02740

Non-price proposals will be opened and recorded as having been received at that time. The proposal contents will not be disclosed until the evaluation process is completed, or until the time for acceptance specified in the RFP, whichever occurs first. **Late proposals will not be accepted.**

The following information must appear on each envelope:

Contractor's Name:

Project Name: Hicks-Logan-Sawyer Streets District Waterfront Master Plan/Urban Renewal Plan/District Improvement Financing Plan

Proposal #: 925

Date: 12/18/06 @ 3:00 p.m.

Number of Copies

One original plus eight (8) copies of the Proposal are required.

C (1). Non-Price Proposal

The **non-price proposal** must consist of the following documents:

1. A Statement of Intent focusing on a description of the urban planner/firm and sub-consultant firms organizational structure, size, capabilities, special qualifications, and key personnel promoted by the urban planner/firm as being particularly suited for undertaking and executing this project.
2. Attachments As stated above
3. Intentionally omitted
4. Credentials of key personnel employed by the urban planner/firm or sub-consultant firms will be used to substantiate urban planner's/firm's

qualifications for performing the urban planning work. Key personnel listed in the proposal including those from in sub-consultant firms are expected to be those assigned to this project and therefore should be carefully coordinated with other sections of the submittal document. Changes in key personnel as presented in the proposal will not be allowed without written approval from the Awarding Authority.

5. A Qualifying Projects List as well as those of the sub-consultants should be carefully selected from the most recent of urban planner's/firm's and sub-consultants project history and should demonstrate relevant experience and submitted with the proposal.
 6. A Client Reference List with contact person names, addresses, telephone numbers, a brief project description.
 7. Certification of financial interest disclosure and of Non-Collusion, signed and submitted.
 8. Certification of compliance with the registration requirements for foreign corporations, under M.G.L. c. 30, §39L, signed and submitted.
 9. Certification that the offeror, if awarded a contract, will guarantee completion of all work required within twelve to fifteen months from the date of notification of award, signed and submitted.
1. List (if applicable) of Subcontractors

Identify all subcontractors Company plans to use and the function for which such subcontractors will be responsible. Provide qualifications, including prior relevant experience, for subcontractors anticipated to be used. Failure to include this could render the Proposal not responsive.

C (2). Price Proposal

The **price proposal** must consist of the following documents:

1. A fixed price that includes the furnishing of all materials, services, insurance, and other costs incurred in the performance the contract, signed by an individual authorized to bind the offeror contractually, and submitted.

Reimbursable Expense Information:

All expenses including reimbursable expenses shall be within the fixed fee amount. The Awarding Authority shall not be responsible for travel related

expenses, long distance communications or other postage, handling, printing, binding and delivery fees.

Professional Liability Insurance:

The urban planner/firm who is selected for this project will be required to submit a Certificate of Liability Insurance with \$1,000,000 General Liability Coverage, \$2,000,000 General Aggregate Liability coverage, and \$5,000,000 Excess Liability coverage. A Certificate of Errors and Omissions Insurance will also be required with \$1,000,000 minimum coverage.

D. RFP Policies and Procedures

1. Anyone who intends to submit a Proposal must contact the City's Purchasing Department directly and specifically request a copy of this RFP, unless such company was mailed a copy directly from the City's Purchasing Department. The Purchasing Department has responsibility for maintaining a control list of all potential Proposers.
2. It is the City's intent to select the company that provides the best solution for the City's needs.
3. Reference is made to the Model Agreement attached (set forth in Section V) for the terms and conditions of the Agreement to be entered into, including indemnification and insurance. The Model Agreement is subject to revision arising out of the terms and conditions imposed by law or deemed appropriate by the City Solicitor's Office or the Commonwealth's Attorney General's office.
4. Company's response to this RFP, as may be subsequently modified in negotiations with the City, may be included as exhibits in any contracts that the City may execute with Company.
5. The City reserves the right to amend this RFP. The City reserves the right to reject any or all of the proposals, or any part thereof, submitted in response to this RFP, and reserves the right to waive formalities, if such action is deemed to be in the best interest of the City. The City reserves the right to request additional information from any Proposer. The City reserves the right to award negotiated contracts to one or more Companies.
6. This RFP is not intended and shall not be construed to commit the City to pay any costs incurred in connection with any proposal or to procure or contract for any services.
7. The decision to award a contract shall be based on Company's ability to provide quality services and to comply with all applicable laws, rules and regulations.

8. The award of any contract will be made as judged to be in the best interest of the City. The final selection of the company will be made by the Evaluation Committee.
9. Each Proposal will be examined to determine whether it is responsive to the requirements of this RFP. All responsive proposals will be evaluated in accordance with the criteria set forth herein.
10. While the City is under no obligation to contact companies for clarifications, it reserves the right to do so. Depending on the number and quality of the proposals submitted, the City, at the sole discretion of the Evaluation Committee, may elect to interview all or some of the companies during the selection process and to request presentations, including demonstrations of products and services.

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Part III. Scope of Services

a.k.a. “Technical Proposal Requirements”

A. Project Overview

Project Area

The Hicks-Logan-Sawyer (HLS) area in the City of New Bedford, Massachusetts, is a 95-acre underutilized waterfront district near the downtown characterized by old mill buildings, vacant lots, brownfields, and extremely low real estate values. Businesses range from a few remaining mill operations to seafood processing, tire recycling, and auto body shops. A small, distressed residential area of 82 units remains in one corner of the district. The HLS district is adjacent to – but not in – the City’s working waterfront (the Designated Port Area), a new waterside park, and a planned inter-modal transportation center which will provide access to city and regional bus service, freight rail, ferry service to Martha’s Vineyard, and proposed commuter rail service to Boston. An interstate highway with entrance and exit ramps bisects the planning area.

The City of New Bedford has funded two studies on the Hicks-Logan-Sawyer District; **Planning for the Hicks-Logan-Sawyer District: Smart Growth and Economic Development**; and **Hicks-Logan-Sawyer Smart Growth Waterfront District: Vision Plan and Regulatory Strategy**. Both documents are found in Appendix 1.

Economic Development Need

The City of New Bedford in general and the HLS area in particular have been undergoing structural economic dislocation for many decades. This planning project addresses the need to create a new framework for development in the HLS area and New Bedford that emphasizes the promise of New Bedford as a smart growth location. It focuses on the opportunities to bring new and diversified uses to a distressed area and unlock the potential of this waterfront district. Without a vision for the area and a framework for public and private actions, the HLS area will continue to languish. This project will build on the work of the Regional Competitiveness Council and the SouthCoast Development Partnership and it will contribute to meeting the following goals of the 2006 Comprehensive Economic Development Strategy for the region:

- Promote the expansion of quality industrial land in the region
- Promote entrepreneurship and preserve existing business and industry
- Work to maintain and enhance the region’s quality of life
- Support the development of transportation projects necessary for economic development
- Pursue a policy of sustainable development
- Provide data and information to support economic development
- Promote the cleanup and redevelopment of existing brownfield sites for economic development
- Improve the education and skills of the region’s workforce

- Attract high skill/high wage businesses and households to the region
- Promote and expand our tourism industry
- Promote economic justice

The HLS project will promote investment and redevelopment in an existing urban area close to transportation facilities, a key aspect of smart growth development. Like many older cities in Massachusetts, New Bedford has not been growing, while surrounding towns have been experiencing sprawl development. Southeastern Massachusetts is the fastest-growing region in the state, but New Bedford has yet to capture its share of the benefits of this growth. Enhancing the economic prosperity of New Bedford is critical to balanced growth in this region, which is pursuing a smart growth development agenda as a way to retain its unique character while improving economic opportunities. Although discussions of smart growth often focus on housing, mixed-use development in urban environments – including commercial and industrial uses – is an essential element of smart growth. “Office sprawl” and the proliferation of low-density suburban industrial parks and other dispersed employment centers, is as serious a smart growth issue as is residential sprawl because it uses up green open space, contributed to traffic congestion and air pollution, and it is impossible to serve by public transportation in a cost-effective manner.

The HLS master plan, urban renewal and DIF plan are designed to capitalize on the district’s waterfront location, access to transportation, and on New Bedford’s importance for smart growth as an urban center. The master plan, DIF plan and urban renewal plan will provide a market-based framework for implementing regulations and initiatives to provide an attractive opportunity and environment for private investment, for example, through new zoning, tax increment financing, streetscape improvements, public access to the waterfront, and events programming. The plans will identify the public actions and investments needed to stimulate private investment and the potential funding sources for those public actions. It will include detailed market and real estate analysis to support both long-term and incremental change within a smart growth framework. The participation elements of the planning process and associated materials will educate the general public, property owners, and developers about the smart growth potential for the district. The purpose of the HLS strategy is to help position New Bedford and this district, in particular, to compete more effectively with other regions for emerging opportunities, build on existing strengths, and create a vibrant mixed-use waterfront district. The plan will explore the potential in the district for sectors such as communications and transportation, marine technologies, sustainable technologies, recreational boating, tourism and entertainment, as well as retail and housing. This master plan, urban renewal plan, and DIF plan will give New Bedford the tools to implement public investments and public activities to attract additional new investment to the HLS district.

One of the challenges facing New Bedford is the relatively low educational and skill level of its labor force. The HLS strategy will focus on creating an environment attractive to businesses that can bring job ladders, offering opportunities to employees to enhance their skills and their earning power.

At present, the HLS area has only a handful of successful businesses in 95 acres of waterfront land. By attracting private capital investment, new jobs, and new activity to the area, redevelopment of the HLS district will produce returns in the form of more property taxes to the City, making it more capable of providing services, and more and better jobs to New Bedford residents, increasing their ability to become economically self-sufficient and prosperous taxpayers.

Despite the challenges facing the HLS district, within the last year a developer purchased the Wamsutta Mills with the intention of creating housing in the former mill. The developer is currently assembling financing for the mill rehabilitation. Sites located on the Coggeshall Street corridor have also seen interest and some investment from retailers and convenience businesses.

PROJECT DESCRIPTION

The purpose of this project is to attract new investment to a large waterfront district in New Bedford. The condition of many existing structures, the current mix of uses, circulation patterns, the condition of infrastructure, lack of amenities, and existence of brownfields constitute barriers to new investment. At the same time, the district has excellent potential because of its waterfront location, access to the interstate highway system, and proximity to future commuter rail and intermodal center. This project will seek to capitalize on those assets and on the urban character of New Bedford through the creation of a strategic plan, an urban renewal plan, and a district improvement financing plan that will set a framework for redevelopment of this district according to smart growth and transit oriented development principles.

The HLS Plan will result in three documents created through one process:

- A Master Plan (strategic plan) for the redevelopment of the district.
- A District Improvement Financing (DIF) Plan to provide potential funding for public improvements that must be approved by the state Economic Assistance Coordinating Council.
- An Urban Renewal Strategy which will lead to a Waterfront Urban Renewal Plan that must be approved by the city and state.

Master Plan

Building on previous studies of the area (Phases I, II and III), a detailed master plan will be created for redevelopment of the HLS Area. The plan will be the foundation of an urban renewal strategy and urban renewal plan for the HLS Area. Consultation with property owners and other stakeholders as well as the general public will be part of the planning process as well as a robust public participatory process. The plan will include an economic development and real estate analysis and a physical plan, as well as an implementation strategy. The Master Plan will identify the opportunities for new land uses (through a land use plan and zoning), rehabilitation and replacement of existing structures, new and/or

improved infrastructure (lighting, utilities roadways, bikeways, pedestrian ways), and new public amenities including waterfront access.

▪ *Physical Plan*

The physical plan will apply Best Practices and Standards for mixed-use development to the HLS Area. New Bedford's limited amount of land available for development means that the City must become a champion in the creative and sensitive organization of a mix of uses to maximize both economic and amenity values and minimize traffic and other adverse impacts. This part of the New Bedford Smart Economic Growth project will provide a physical master plan and development and design guidelines that demonstrate how to manage the complex adjacencies of different uses

▪ *Economic Development Plan*

The plan will build on regional economic analysis by the CEDS and the Southeast Massachusetts Regional Competitiveness Council, which identified regional traded and emerging industry clusters. Redevelopment alternatives and potential for the short and long term will be analyzed for their real estate market feasibility and their potential contribution to employment and the tax base in New Bedford. Among the potential economic development elements that have been discussed are housing (affordable and market rate rental and ownership) marine technology, mega-yacht (over 150 feet) repair and servicing, a sustainable technologies incubator district with a sustainable technologies charter high school, recreational waterfront uses, mixed-use projects (office, retail and residential), entertainment, and a bus maintenance facility, and a regional Intelligent Transportation Systems (ITS) center.

URBAN RENEWAL PLAN

The selected firm shall prepare an Urban Renewal Plan according to M.G.L. Chapter 121B. In addition the selected firm shall assist the city in obtaining approvals from the Planning Board, City Council, Mayor, and the New Bedford Redevelopment Authority as well as the Department of Housing and Community Development; and attend and participate in public meeting and public hearings on the Urban Renewal Plan.

The Urban Renewal Plan is an application submitted by the City of New Bedford through the New Bedford Redevelopment Authority to DHCD requesting its approval of a redevelopment of the Hicks/Logan/Sawyer District area project.

In order for DHCD to approve a proposed Urban Renewal Plan, the plan must make the following findings:

1. The project area would not, by private enterprise alone and without either government subsidy or the exercise of governmental powers, be made available for urban renewal – i.e., without public involvement, the project/site would not be developed.
2. The proposed land uses and building requirements in the project area will afford maximum opportunity to privately financed urban renewal

consistent with the needs of the locality as a whole – i.e., the project will enhance/promote desired private investment

3. The plan for financing the project is sound
4. The project area is a decadent, substandard or blighted open area.
5. The urban renewal plan is complete as required under 760CMR 12.00
6. The Relocation Plan is approved under M.G.L. c.79A.

The Urban Renewal Plan must include all information as specified under Massachusetts Regulations 760 CMR 12:00, including the following information:

- Maps of the project area
- Data demonstrating that the area meets the eligibility criteria as a substandard, decadent or blighted open area
- Project objectives including specifications of all proposed redevelopment and detailed job creation and retention estimates
- A financial plan including cost estimates and a project budget
- Local approvals
- Site preparations including land protections and measures to address environmental or flood problems
- Public improvements including how the improvements will help achieve the objectives of the plan
- A relocation plan
- Redeveloper's obligations (restrictions that are or will be placed on owners of individual parcels)
- Disposition for each parcel including any known redeveloper
- A report on citizen participation describing meaningful citizen participation in the planning process and expected citizen participation during project execution

DISTRICT IMPROVEMENT FINANCING PLAN

The selected firm shall prepare a District Improvement Financing Plan (DIF) according to Chapter 40Q of the Massachusetts General Laws and enacted into law as Section 18 of the Acts of 2003. The DIF allows Massachusetts municipalities to pledge future increases in property taxes generated in a specified section of the community (the "Development District") to the repayment of a bond issue to finance capital improvements benefiting the Development District. It is expected that the consultant will prepare the application for the Hicks/Logan/Sawyer District designation, development district program, invested revenue district, and a financing plan that will be the tools for the completion of the needed infrastructure and the operation of the District. Once the development program plan and the financing plan are prepared, the consultant will assist in getting approvals from the City Council and the Mayor. In addition the consultant will assist in obtaining approval of the designation and the development district program, invested development district, and financing plan from the Massachusetts Economic Assistance Coordinating Council pursuant to regulations they have adopted (402 CMR 3.01 through 3.18).

GOVERNMENT AND PUBLIC PARTICIPATION IN THE PROJECT

The Awarding Authority takes seriously the maximum inclusion of the public and private sectors in the development of the Master Plan, Urban Renewal Plan, and the DIF Plan. Among the public governmental agencies that need to be brought into the process include: the MA Department of Housing and Community Development, MA Office of Business Development, the New Bedford Redevelopment Authority, the New Bedford Planning Board, The New Bedford Harbor Development Commission, the New Bedford Historical Commission, and the New Bedford Conservation Commission. City agencies that need to be involved include the Planning Dept., the Community Development Dept., the Department of Environmental Stewardship, the Conservation Agent, and the Dept of Public Infrastructure. Other entities to be involved in the project include the New Bedford Economic Development Council, stakeholders in the project area including property owners, tenants, developers, and residents of the project area. In addition the general public and neighborhood associations need to be brought into the process. It is important that the urban planner/firm outlines the process to get the above entities involved in the planning process.

Also, it is expected that the selected firm shall attend an appropriate number of public meetings, public hearings, as well as other informational venues to listen, to receive input, and to impart information about the planning process.

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Part IV. Evaluation Criteria

Evaluation Criteria and Selection Procedures

A. Method of Designer Selection

Initial screening of applicants to establish those to be interviewed will be based on the contents of the proposal and qualifications submittal. Upon short-listing of the planning/urban design firms to establish a final ranking, interviews will be conducted with each finalist and the Selection Committee will determine a final selection ranking. Negotiations with the top firm will commence and the price proposal will be opened for the top firm at that time. If the selection committee fails to negotiate a successful contract, the selection committee will go to the next top ranked firm, open the cost proposal and negotiate a contract. Selection criteria for the initial screening and interviews will include the following in no particular order

1. Presentation and completeness of the proposal and qualifications submittal
2. Strength and credibility of project history and in particular depth of experience with similar projects and prior experience in municipal and private services under fixed term as well as fixed fee contracts and including past planning experience with the City of New Bedford, MA., experience working with the state urban renewal regulations as well as the District Improvement Financing regulations.
3. Strength and credibility of client references including letters of recommendation and direct contact of clients listed
4. Qualifications, credentials and availability of key personnel to be assigned to this project.
5. Communications skills conveyed by the written submittal as well as during the interview.
6. Familiarity with the locale.
7. Examples of written products similar to the ones to be produced under this RFP
8. Financial stability of the firm
9. Experience in and a plan for conducting a public process with governmental, citizen, and neighborhood groups as well as the firm's philosophy on how one engages the public in the planning process.

Specific evaluation criteria the selection committee will use to evaluate proposals include:

- Relevant experience of proposer and proposed project staff
 - Highly Advantageous: The proposer has at least five (5) years of experience consulting with municipalities on projects of similar size and scope to this project.
 - Advantageous: The proposer has at least three (3) years of experience consulting with municipalities on projects of similar size and scope to this project.

- Not Advantageous: The proposer has less than three (3) years of experience consulting with municipalities on projects of similar size and scope to this project
- Staffing plan and methodology:
 - Highly Advantageous: The plan of services proposes a detailed, logical, and highly efficient scheme for producing a complete report that addresses all of the required issues.
 - Advantageous: The plan of services proposes a credible scheme for producing a complete report that address all of the required issues
 - Not Advantageous: The plan of services is not sufficiently detailed to fully evaluate, or the plan does not contain all the components necessary to produce a complete report that addresses all of the required issues.
- Proposer's demonstrated ability to complete projects on a timely basis:
 - Highly Advantageous: All of the proposer's references indicate that the projects were completed on schedule or with minimal, insignificant delays.
 - Advantageous: Only one of the proposer's references indicates that the project was completed with substantial delays attributable to the proposer, and no current project or project completed in the last three years experienced substantial delays attributable to the proposer.
 - Not Advantageous: Two of the proposer's references indicate that the project was completed with substantial delays attributable to the proposer, and no current project or project completed in the last year experienced substantial delays attributable to the proposer.
 - Unacceptable: More than two of the proposer's references indicate that the project was completed with substantial delays attributable to the proposer.
- Evaluation of the plan:
 - Highly Advantageous: The proposal contains a clear and comprehensive plan that addresses all of the project objectives stated in the RFP
 - Advantageous: The proposal contains a clear plan that addresses most of the project objectives stated in the RFP.
 - Not Advantageous: The proposal does not contain a clear plan that addresses most of the project objectives stated in the RFP.
- Evaluation of written product (samples submitted with proposal)
 - Advantageous: The writing sample is well organized, clear and concise, with few or no significant analytical, grammatical, or typographical errors.
 - Unacceptable: The writing sample is not well organized, clear and concise, or it contains numerous significant analytical, grammatical, or typographical errors.
- Evaluation of oral presentation (if proposer is requested to come in and make a presentation)

- Advantageous: The proposer's oral presentation was clear and well organized and demonstrated the proposer's ability to communicate effectively.
- Not Advantageous: The proposer's oral presentation was unclear and disorganized and did not demonstrate the proposer's ability to communicate effectively.

The committee shall rank the applicants according to the evaluation criteria and transmit the list to the awarding authority.

The top-ranking finalist will then be invited to a meeting with the Selection Committee to discuss the project in more detail, the outcome of which will dictate further actions with the top ranking finalist or other planning/urban design firms in the final ranking. In the event the sponsor is not able to negotiate a mutually acceptable contract with the successful planning/urban design firm, it reserves the right to terminate negotiations and then undertake negotiations with one of the other urban planner/firms in order of priority in the final ranking. The selection committee shall recommend the top ranking finalist to the Mayor. If the Mayor selects a firm other than the one ranked first by the Committee, the Mayor shall file a written justification for the selection with the Committee

End of text for Part IV

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ATTACHMENTS

ATTACHMENT A
CERTIFICATE OF COMPLIANCE WITH TAX LAWS

Pursuant to MGL Ch. 62C, sec. 49A, I/we certify under the penalties of perjury that I/we have complied with all laws of the Commonwealth of Massachusetts relating to taxes.

Federal Identification Number

Name of Company

Street Address/P.O. Box No.

City, State, Zip

By:
Company Officer, Title

Date

ATTACHMENT A
CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

(Signature of individual submitting bid or proposal)

(Name of Business)

ATTACHMENT B

CHAPTER 803 DISCLOSURE STATEMENT

In compliance with Chapter 60, Section 77B of the Massachusetts General Laws as amended by Chapter 803 of the Acts of 1985, I hereby certify, that I have never been convicted of a crime involving the willful and malicious setting of a fire, or of a crime involving the aiding, counseling, or procuring of a willful and malicious setting of a fire, or of a crime involving the fraudulent filing of a claim for fire insurance; nor am I delinquent in the payment of real estate taxes in the City of New Bedford, or being delinquent, an application for the abatement for such tax is pending or a pending petition before the appellate tax board has been filed in good faith.

This statement is made under the pains and penalties of perjury this day of , 200 .

Applicant (Signature)

Co-Applicant (Signature)

Co-Applicant (Signature)

ATTACHMENT C

Department of Commerce Financial Assistance Standard Terms and Conditions