REQUEST FOR PROPOSALS/QUALIFICATIONS

TOWN OF NORTH SMITHFIELD

ENGINEER/ LAND USE CONSULTING SERVICES
HALLIWELL ELEMENTARY SCHOOL PROPERTY REDEVELOPMENT

Qualifications Due: (2 p.m.) Wednesday, October 28, 2020

The Town of North Smithfield Rhode Island seeks services of highly qualified firms with land use expertise interested in conducting a thorough land use analysis of the Halliwell Elementary School property at 358 Victory Highway in North Smithfield, Rhode Island. An optional site visit is scheduled for 10 a.m. on Wednesday, October 21, 2020.

Proposal & Qualifications must be received no later than 2 p.m. on October 28th to be eligible and will be opened at 2:15 PM on the same day at the Office of the Finance Director, North Smithfield Town Hall, 83 Green Street, Slatersville, RI.

Each statement shall be submitted in a sealed envelope that is clearly marked, “RFP/Q – Land Use Analysis – Halliwell Elementary School.

The Town reserves the right to reject any or all submittals or any part thereof, to eliminate certain tasks, to add tasks, to waive any information in the submittals, and to engage the services of a qualified firm considered to be in the best interest of the Town based on the proposals presented.

RFP/Q information is available on the Town’s website on the BIDS and RFP page. Interested parties are encouraged to review the additional information (which includes community charrette input). For questions, please contact the Planning Department (401) 767-2200, Ext. 336 or 312.
I. GENERAL OVERVIEW

The Town of North Smithfield is soliciting qualifications from Rhode Island registered Professional Engineering and or Land Planning Firms and subcontractors (Teams) with land use expertise to conduct a comprehensive land use analysis of the Halliwell Elementary School property in North Smithfield, 358 Victory Highway. A library of information exists on the Town’s website, including public charrette concepts for re-use (see attachment 1). Respondents are encouraged to review said information.

The map below depicts the property to be analyzed. The Town is seeking a highest and best use land use analysis with municipal and community use (public ownership).

II. PROJECT BACKGROUND

The 35.28-acre project site is the former Halliwell Elementary School at 358 Victory Highway near the intersection of Victory Highway and Green Street. Situated in the northern section of town the school was used for educational purposes until 2019. The school was originally constructed in 1957 and it closed in June of 2019. There are several buildings on the lot constructed in the 1950s. The site currently has wells and OWTS. Town water is accessible on Victory Highway and town sewer exists via a pump station and pressure line easterly to
Roselawn Avenue. The site provides excellent access, geographically, being only ¼ mile from Route 146.

The project involves initial reconnaissance and information gathering, report of findings and presentation, and a series of recommendations may be considered to utilize this property. The Town is open to revisions of this scope as Teams are encouraged to provide an approach and sequence to services they may propose. Part of this RFQ/P is to encourage independent thought and ideas. The Town reserves the right to interview respondents and select based on respondents’ approach and budget estimations.

III. PROJECT SCOPE: (include itemized cost estimates see Attachment 2 cost sheet)

ASSESSMENTS OF EXISTING CONDITIONS

ONSITE RECONNAISSANCE AND COORDINATION

1. Class IV perimeter survey
2. Assessment of existing conditions:
   a) Site conditions
   b) Structural
   c) Architectural
   d) Mechanical, electric, plumbing (MEP)
   e) Fire protection (FP)
   f) Review existing asbestos containing materials reports.
3. Includes property research, plan development, field crew and transfer of information
4. Wetland delineation, survey and RIDEM approval
5. Local and regional market analysis to identify viable uses (both public and private)
6. Assessment of utilities
   a) Water
   b) Sewer/OWTS, inspection
   c) Gas, electric, fiber
   d) Drainage
7. Report of findings – Including, proforma/feasibility analysis, site plan and ground level 3D visioning perspectives to convey preferred alternative(s).
8. Meetings and Public Hearings – assume at least two meetings with staff and two public hearings.

IV. LIMITATIONS

This RFP/Q does not commit the Town of North Smithfield to award a contract. The Town will not be liable to pay any costs incurred in the preparation of a submittal. The Town reserves the right to accept or reject any or all proposals received as a result of this request, interview respondents, or to cancel in part or in its entirety this RFP/Q if it is in their best interest to do so.
V. QUALIFICATIONS SUBMISSION

Where to deliver, number of copies, opening information

To be considered, the RFP/Q must be submitted to Cynthia DeJesus, Finance Director, North Smithfield Town Hall, 83 Green Street, Slatersville, RI 02876. Two (2) copies including 1 pdf must be received no later than **2 p.m. on October 28, 2020** to be eligible for consideration. Each statement shall be submitted in a sealed envelope, which is clearly marked “RFP/Q – HALLIWELL – LAND USE ANALYSIS.” RFP/Q will be opened in at **2:15 PM** on the same day at the Office of the Finance Director.

Format

Consultants responding to this RFP/Q, in addition to other documentation and information as required herein, shall provide the following:

1. Letter of transmittal including name, address, and telephone number of firm, including the location of the office that will directly contract for the work
2. Title page
3. Table of Contents
4. Brief history of the firm including:
   a. Years in business as an established firm
   b. Firm principals
   c. Size of firm (denote partnerships or subcontractors necessary to facilitate full-service scope)
   d. The name, position and telephone number of contact person authorized to conduct negotiations and authorize final contracts or otherwise bind the firm to a contractual relationship
   e. A specific listing of services the firm is uniquely qualified to provide
5. Specific staff experience, by professional and educational qualifications, as it relates to providing services for the project scope
6. Available team members their experience in various disciplines needed to complete the work
7. Summary as to why the firm(s) feels qualified to provide the requested services
8. List current and past work assignments of similar nature that the firm has directly contracted to provide within the last five years with names, address, and telephone number of references
9. A statement of Equal Opportunity Employment

VI. QUESTIONS

All questions may be directed to: Tom Kravitz
Town Planner
Town of North Smithfield
Email: tkravitz@nsmithfieldri.org
Tel. 401-767-2200-312
- Combined Library + Community Center
- Community Outreach Programs
- Art Innovation Center
- Skate Park
- Food Pantry
- Consider Future Needs for town
- Community Garden
- Place for healthy activities
- Can't do Nothing
- Needs Assessment
- Generating Income w/ Rents
- Conference Rooms for Rent (Business Incubator)
- Teen Programs
- Look at Buildable Area
- Vocational Classes
- Grant Money
- Community Center
  - Senior Center
  - Library
- Keeping Name
- Passive Recreation
- **DO NOT SELL**
- Veterans Center
- Multi purpose
- Pool
- Better Police Dept (Building)
- Playground (All ages)
- Survey the Town
- Make it Historic
- Feasibility Study

- Dog Park
- Walking Trails
- Basketball Court
- Tech/Vocational School
- Safe/Quiet (neighborhood Sounds)
- Budget Study and finding grants
- Keep Campus Style Layout
- Arts / Theater Group
- Charge Rent for vendors
- Don't need more Athletics
- Professional Buildings
- Dedicated Revenue Stream
## TASKS

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<tr>
<th>TASKS</th>
<th>COST</th>
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<tbody>
<tr>
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**ATTACHMENT 2**

**COST SHEET**