

CITY OF WALTHAM IN THE CITY COUNCIL

610 Main Street Waltham Massachusetts 02452

Order # 33005

Ordered:

That the RFP for the Zoning Study as amended be approved.

CITY OF WALTHAM, MASSACHUSETTS

REQUEST FOR PROPOSALS

COMPREHENSIVE ZONING ORDINANCE AND MAP UPDATE

The City of Waltham requests proposals from Planning Consultants to conduct a comprehensive review and update of the Waltham Zoning Ordinance and map.

Proposals will be received at the Office of the Purchasing Agent, City Hall, 610 Main Street, Waltham, MA, 02452, until **2:00 PM Friday April 11, 2014**.

Twenty (20) copies of the Technical Proposal and one (1) copy of the Price Proposal shall be submitted in separate sealed envelopes, marked on the outside of the envelope with the proposal title and firm's name and clearly labeled "Technical Proposal" or "Price Proposal".

The Technical Proposals will be evaluated by the Ordinances and Rules Committee of the Waltham City Council.

The City will award the contract to the most advantageous firm within sixty (60) days of the proposal due date.

All proposals must comply with Chapter 30B of Massachusetts General Laws.

The City reserves the right to accept or reject any or all proposals and to make awards as it determines to be in the best interest of the City.

Any questions pertaining to this Request for Proposals are to be directed, **IN WRITING ONLY VIA E-MAIL** to Joseph Pedulla, MCPPO, Purchasing Agent Email: jpedulla@city.waltham.ma.us.

SCOPE OF WORK

The Consultant shall review the current Zoning Ordinance and map (copy attached) for possible legal issues, antiquated content and inconsistent standards and recommend amendments to the Ordinance as an interim prior to the adoption of a revised document. A summary/report is to be provided to the Ordinances and Rules Committee of the City Council for review and confirmation of the items that warrant immediate attention. Of those requiring immediate attention, the Consultant will provide appropriate amendment language.

An intensive outreach program will be conducted by gathering information from the Mayor, City Council, Building Inspector, Planning Department, Housing Department, Board of Appeals, Board of Survey and Planning, Conservation Commission, Traffic Engineer, interest groups (e.g. business, environmental, neighborhood, etc.), and residents of Waltham. The Consultant will work to achieve outreach in coordination with the Ordinances and Rules Committee of the City Council, which may include attendance at meetings to provide updates and interaction with said Committee and providing materials for posting on the City's website throughout the process. A plan for public involvement, as well as recommendations regarding the role of the Mayor, City Departments and Boards, is appropriate, subject to approval of the Ordinances and Rules Committee of the City Council.

A comprehensive review and update of the Waltham Zoning Ordinance and map will be prepared. The revision would include, but not be limited to:

- An update to establish internal consistency within the Ordinance and bring the Zoning Ordinance and map up to or above industry standards and ensure legal compliance with all current state and federal laws.
- An update of the administrative aspects of the Zoning Ordinance, including purpose, intent, duties of the City Council, Board of Appeals and Board of Survey and Planning, and enforcement procedures.
- Establishment of zoning districts and text, including listing of permitted uses and uses allowed by special use permit and geographic location of zoning districts in the City.
- Establishment of review procedures for proposed developments and/or requested variances, including required information on site plans, cooperation with other agencies and other required data.
- Establishment of development standards and standards of approval for site plans, special use permits, variances, appeals, and zoning amendment requests.
- Establishment of basic rules and regulations, such as: setbacks and separation distances; density; lot area and coverage; landscaping, screening and buffering requirements; signage; parking and loading space allocation and dimension and internal drives; etc.
- Establishment of rules and regulations for various uses considered under uses permitted by special use permit.
- Establishment of smart growth regulatory tools and innovative approaches as feasible.
- Redesign of permitting processes in order to make them more streamlined, easier to understand and navigate, and less procedurally burdensome on applicants.
- The finished product will be an amended and recodified zoning ordinance written, to the extent practicable, in plain language.

CONTRACT PERIOD

Each proposal must identify a reasonable period of time, not to exceed twelve (12) months, to complete all tasks identified in their Plan of Services.

COST PROPOSAL REQUIREMENTS

Identify the total cost of the project as described in the "Scope of Work" above. The firm shall provide the cost of comparable projects listed in the firm's experience cited in the technical proposal. The cost proposal is fixed and all inclusive amount.

TECHNICAL PROPOSAL REQUIREMENTS

A complete Technical Proposal shall consist of all of the following:

1. The number of years the firm has been in the business of providing planning consulting services including but not limited to the firm's experience with comparable projects and documentation of successfully completed similar projects.
2. The name, address, contact person's name and telephone number of all Massachusetts municipalities to which the firm has provided planning consulting services and a brief synopsis of the services provided, including contract dates.
3. Identify the staff persons and subcontractors who will be responsible for carrying out specific work tasks. Identify the project manager responsible for assuring that all work tasks are completed on schedule. Describe relevant qualifications of personnel to be assigned to the project and proposed task responsibilities. Provide resumes of all key personnel who will be interacting with the City including a statement of professional experience, qualifications and education together with a report of specific experience related to the scope of services. It is expected that the principal staff person(s) listed will not change and will follow through the entirety of the project.
4. Describe the proposed approach and activities to be accomplished under the proposal. The description should include the rationale for the approach, time-line, and a list of products.
5. The completed Compliance Section of this document.
6. Price Sheet

• MINIMUM EVALUATION CRITERIA

Each technical proposal shall first be reviewed to ascertain whether or not the following minimum criteria have been met;

ME-1 The proposal includes all of the items for a complete proposal.

ME-2 Firm or principals of firm must have been in the business of providing planning consulting services and have at least five (5) years of experience in such business.

ME-3 Firm or principals of firm must have successful experience providing planning consulting services to at least three (3) Massachusetts municipalities.

• COMPARATIVE EVALUATION CRITERIA

Each technical proposal meeting the Minimum Evaluation Criteria shall be rated according to the following Comparative Evaluation Criteria:

Highly Advantageous

The proposal demonstrates an excellent knowledge of the planning consulting field. The client list demonstrates excellent experience in providing planning consulting services to Massachusetts municipalities. The resumes of key personnel show individuals with excellent experience in conducting a comprehensive review and update of zoning ordinances and maps and facilitating improvements to same. The Plan of Services exhibits excellent methodology and resources to perform the scope of work.

Advantageous

The proposal demonstrates a good knowledge of the planning consulting field. The client list demonstrates good experience in providing planning consulting services to Massachusetts municipalities. The resumes of key personnel show individuals with good experience in conducting a comprehensive review and update of zoning ordinances and maps and facilitating improvements to same. The Plan of Services exhibits good methodology and resources to perform the scope of work.

Not Advantageous

The proposal demonstrates a fair knowledge of the planning consulting field. The client demonstrates fair experience in providing planning consulting services to Massachusetts municipalities. The resumes of key personnel show individuals with fair experience in conducting a comprehensive review and update of zoning ordinances and maps and facilitating improvements to same. The Plan of Services exhibits fair methodology and resources to perform the scope of work.

Unacceptable

The proposal does not meet any one of the criteria for Not Advantageous above.

INTERVIEWS

After review of the technical proposal, the City may, at its discretion, schedule interviews with any or all of the firms for the purpose of further evaluation of the firms' qualifications ability to provide the required service. Such interviews, if necessary, shall be conducted by the Ordinances and Rules Committee of the City Council.

LANGUAGE

All proposals must be written in plain language, free of jargon and abbreviations.

Read & Adopted February 10, 2014

Attest Rosario C. Malone, CMC
City Clerk

Approved

COMPLIANCE FORMS

(PLEASE COMPLETE AND SUBMIT THESE FORMS WITH YOUR RESPONSE)

NON-COLLUSION FORM AND TAX COMPLIANCE FORM

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or 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. The undersigned certifies that no representations made by any City officials, employees, entity, or group of individuals other than the Purchasing Agent of the City of Waltham was relied upon in the making of this bid

_____, _____
(Signature of person signing bid or proposal) Date

(Name of business)

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c. 62C, & 49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

_____, _____
Signature of person submitting bid or proposal Date

Name of business

NOTE

Failure to submit any of the required documents, in this or in other sections, with your bid response package may cause the disqualification of your proposal.

CERTIFICATE OF VOTE OF AUTHORIZATION

Date:

I _____, Clerk of _____ hereby certify that at a meeting of the Board of Directors of said Corporation duly held on the _____ day of _____ at which time a quorum was present and voting throughout, the following vote was duly passed and is now in full force and effect:

VOTED: That _____ (*name*) is hereby authorized, directed and empowered for the name and on behalf of this Corporation to sign, seal with the corporate seal, execute, acknowledge and deliver all contracts and other obligations of this Corporation; the execution of any such contract to be valid and binding upon this Corporation for all purposes, and that this vote shall remain in full force and effect unless and until the same has been altered, amended or revoked by a subsequent vote of such directors and a certificate of such later vote attested by the Clerk of this Corporation.

I further certify that _____ is duly elected/appointed _____ of said corporation

SIGNED:

(Corporate Seal)

Clerk of the Corporation:

Print Name: _____

COMMONWEALTH OF MASSACHUSETTS

County of _____

Date:

Then personally appeared the above named and acknowledged the foregoing instrument to be their free act and deed before me, _____

Notary Public;

My Commission expires: _____

CORPORATION IDENTIFICATION

The bidder for the information of the Awarding Authority furnishes the following information.

If a Corporation:

Incorporated in what state _____
President _____
Treasurer _____
Secretary _____
Federal ID Number _____

If a foreign (out of State) Corporation – Are you registered to do business in Massachusetts?

Yes _____, No _____

If you are selected for this work you are required under M.G.L.ch. 30S, 39L to obtain from the Secretary of State, Foreign Corp. Section, State House, Boston, a certificate stating that you Corporation is registered, and furnish said certificate to the Awarding Authority prior to the award.

If a Partnership: (Name all partners)

Name of partner _____
Residence _____
Name of partner _____
Residence _____

If an Individual:

Name _____
Residence _____

If an Individual doing business under a firm's name:

Name of Firm _____
Name of Individual _____
Business Address _____
Residence _____
Date _____
Name of Bidder _____
By _____

Signature _____

Title _____

Business Address (POST OFFICE BOX NUMBER NOT ACCEPTABLE)

City State Telephone Number Today's Date

DEBARMENT CERTIFICATION

In connection with this bid and all procurement transactions, by signature thereon, the respondent certifies that neither the company nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from the award of contracts, procurement or non procurement programs from the Commonwealth of Massachusetts, the US Federal Government and /or the City of Waltham. "Principals" means officers, directors, owners, partners and persons having primary interest, management or supervisory responsibilities with the business entity. Vendors shall provide immediate written notification to the Purchasing Agent of the City of Waltham at any time during the period of the contract of prior to the contract award if the vendor learns of any changed condition with regards to the debarment of the company or its officers. This certification is a material representation of fact upon which reliance will be placed when making the business award. If at any time it is determined that the vendor knowingly misrepresented this certification, in addition to other legal remedies available to the City of Waltham, the contract will be cancelled and the award revoked.

Company Name

Address

City _____, State _____, Zip Code

Phone Number (____) _____

E-Mail Address

Signed by Authorized Company Representative:

Print Name _____, Date

PRICE SHEET

My Company offers to provide the services specified within this document for the Not-To-Exceed Amount of:

\$ _____
(Amount in Numbers)

(Amount in words)

My company recognizes receipt of Addenda # _____.



Company: _____

Authorized Signature: _____

Print Name: _____

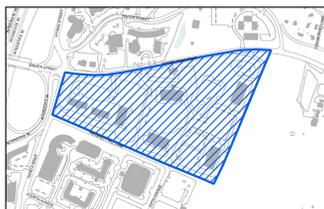
Date: _____

**ZONING DISTRICT
MAP OF
WALTHAM
MASS.**

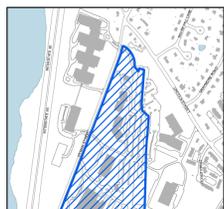
Attest:

Rosario "Russ" Malone
City Clerk

Revised: March 11, 2014



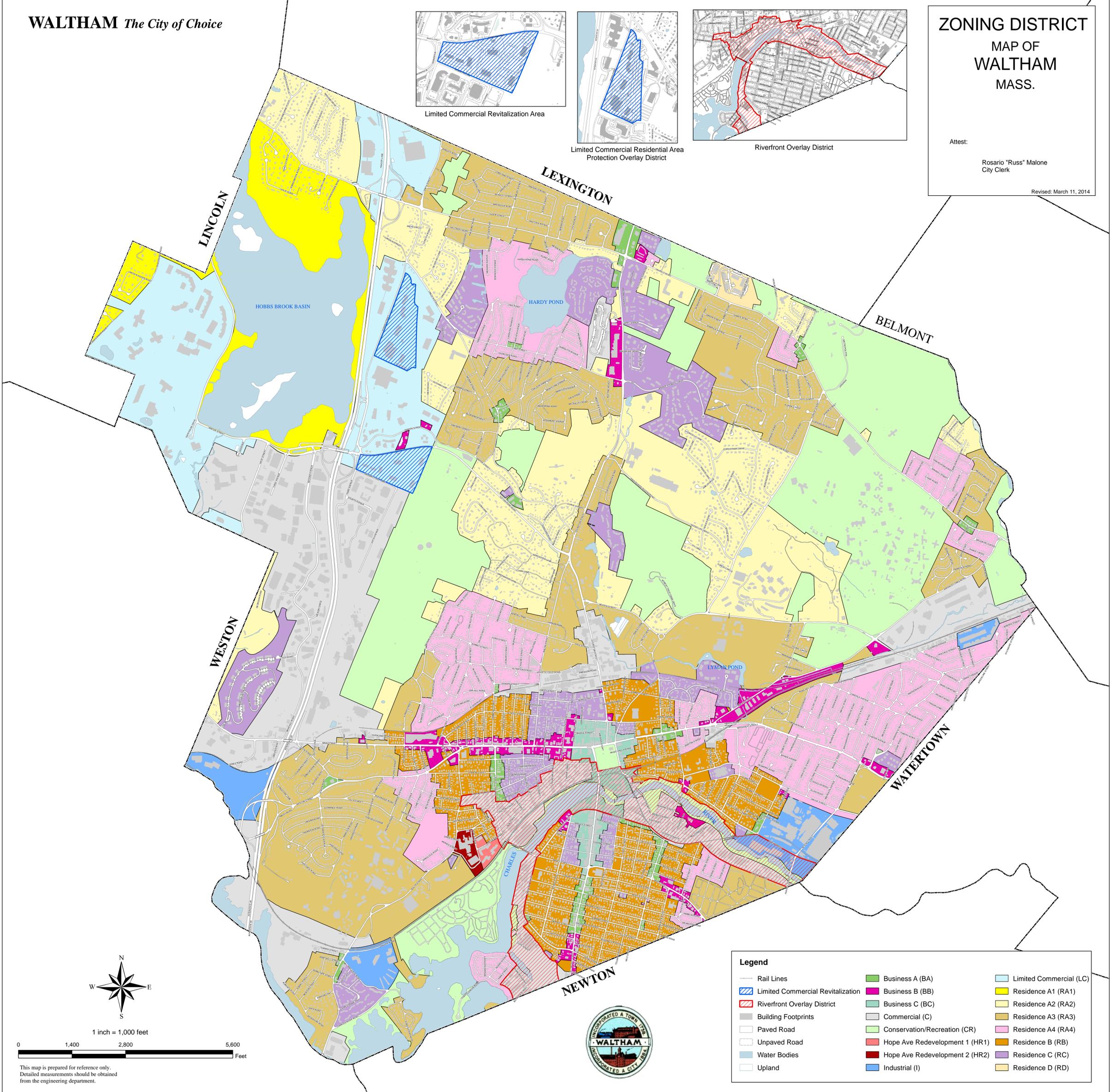
Limited Commercial Revitalization Area



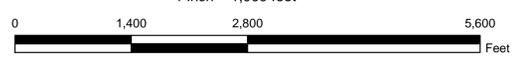
Limited Commercial Residential Area
Protection Overlay District



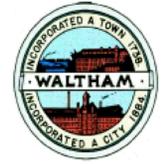
Riverfront Overlay District



1 inch = 1,000 feet



This map is prepared for reference only.
Detailed measurements should be obtained
from the engineering department.



Legend		
Rail Lines	Business A (BA)	Limited Commercial (LC)
Limited Commercial Revitalization	Business B (BB)	Residence A1 (RA1)
Riverfront Overlay District	Business C (BC)	Residence A2 (RA2)
Building Footprints	Commercial (C)	Residence A3 (RA3)
Paved Road	Conservation/Recreation (CR)	Residence A4 (RA4)
Unpaved Road	Hope Ave Redevelopment 1 (HR1)	Residence B (RB)
Water Bodies	Hope Ave Redevelopment 2 (HR2)	Residence C (RC)
Upland	Industrial (I)	Residence D (RD)