



TOWN OF TRURO
REQUEST FOR PROPOSALS
LOCAL COMPREHENSIVE PLAN

June 4, 2021

The Town of Truro seeks proposals from qualified consultants to provide services to update its Local Comprehensive Plan consistent with Cape Cod Commission requirements for certification.

Proposals as described within should be submitted to Darrin Tangeman, Town Manager, Town of Truro, 24 Town Hall Road, P.O. Box 2030, Truro, MA 02666, **no later than 4:00 p.m., Friday, July 2, 2021**, with an electronic copy to dtangeman@truro-ma.gov. Please contact Mr. Tangeman at the above email address, or at (508) 214-0201, to obtain a copy of this Request for Proposals, and/or with any questions.

Funding for this project is provided by the Commonwealth of Massachusetts Department of Housing and Community Development's District Local Technical Assistance Program through the Cape Cod Commission.

TOWN OF TRURO

LOCAL COMPREHENSIVE PLAN

I. OVERVIEW

The Town of Truro's existing Local Comprehensive Plan was completed in 2005. The LCP must be updated to reflect changing conditions and community priorities, as well as consistency with the Cape Cod Commission's amended Regional Policy Plan (effective March 30, 2021). The Town seeks community consensus through the LCP process to address critical issues facing the Town, including housing, land use and development, community and economic sustainability, and natural resource protection. The LCP will:

- express the primary values, concerns and desires of the community
- establish community expectations regarding future growth and development and resource protection
- provide a planning framework for development regulations, capital facilities and infrastructure necessary to address future growth and resource protection
- provide a rationale for the adoption and amendment of zoning regulations, and other actions to manage the effects of growth and development
- provide guidance on allocation and scheduling of capital funding and infrastructure
- provide a platform to discuss planning issues that cross town lines and develop efficient and effective multi-jurisdictional approaches to address such issues
- develop a financially sustainable approach for providing the town services and infrastructure necessary to support the findings of the Plan.

An essential element of the LCP will be a robust Economic Development Plan, creating a vision for the Town's economy and identifying strategies for its achievement.

The selected Consultant will work with the Town's Local Comprehensive Plan Committee and the Town Planner on all stages of the LCP process, including public engagement; visioning; drafting; and finalizing the Plan. The LCP will be submitted to the Cape Cod Commission for certification and to Town Meeting for approval.

II. BUDGET

A. Funding

The Town has confirmed funding of \$49,000 for the initial phase of the Local Comprehensive Plan process (public engagement; preparation of Vision Statement, Growth Policy and Goals; see C.1 below). The Town has applied for additional grant funding to pay for the remainder of the LCP process. A contract for services for the remainder of the LCP process (see C.2-6 below) is contingent upon the award of such additional grant or other funding source.

B. Not to Exceed

The not to exceed total price for the services and deliverables described in this document is \$124,000.

C. Fee Schedule

Applicants shall provide a proposed Fee Schedule, identifying costs for the following Tasks, including an hourly rate and anticipated number of hours for each Task:

1. Create public engagement plan; conduct plan events, including visioning exercises. With Local Comprehensive Plan Committee, prepare Vision Statement, Growth Policy, and Goals.
2. Inventory Existing Conditions and prepare narrative conforming to LCP regulations. Identify capital facilities and infrastructure projects needed; prepare Capital Facilities Plan conforming to LCP regulations.
3. Prepare Housing Plan element of LCP, utilizing existing Housing Production Plan (HPP), supplemented as determined necessary through LCP process.
4. Prepare an Economic Development vision and strategy consistent with the Commission's Comprehensive Economic Development Strategy and Regional Policy Plan.
5. Prepare Targeted Action Plan and Schedule conforming to LCP regulations. Identify Performance Measures to track the Town's progress towards achieving its vision and goals, conforming to LCP regulations.
6. Prepare draft LCP conforming to the Commission's recommended LCP Certification Template. Finalize LCP pursuant to LCP Committee direction.

III. LOCAL COMPREHENSIVE PLAN

The LCP will conform to the Cape Cod Commission's recommended LCP Certification Template, as follows:

Vision Statement & Growth Policy. Articulation of a vision statement and growth policy that express how and where the community wants to develop and areas the community wants to protect. Consideration should be given to the Cape Cod Placetypes identified in the RPP, as well as other appropriate strategic planning areas in the community.

Community Goals. Identification of community goals, which should suit local needs but also be consistent with the goals of the Regional Policy Plan and Cape Cod Commission Act.

Existing Conditions. Narrative and data providing an overview of the town, existing assets, issues, and needs, and capacity for growth.

Key Issues and Needs. Narrative that identifies key issues or needs within the community, including but not limited to capital infrastructure and facilities needs and local housing needs.

Existing Buildout Analyses. Narrative describing any existing and relevant buildout analyses conducted for the community.

Capital Infrastructure and Facilities. Discussion of Capital Infrastructure and Facilities Plan to accommodate growth.

Housing Plan. Discussion of Town's plan to provide for the development of fair low-and-moderate income housing consistent with local needs.

Other Town Plans. Discussion of other Town plans that inform and are consistent with the LCP.

Public Process. Discussion on the public process for the development of the LCP, particularly its vision statement and growth policy.

Cape Cod Commission Involvement. Discussion on the involvement of the Cape Cod Commission in the development of the LCP.

Action Plan. Discussion of actions, including proposed zoning changes, the Town will undertake to achieve the vision and goals of the LCP, including identifying each action's timeframe, priority level, and lead departments or boards for implementation.

Zoning/Bylaw Changes. Identification of zoning/bylaw changes that will help the Town grow in line with the community's vision, growth, policy, and goals. Bylaw changes to support the Commission's Cape Cod Placetypes should be considered.

Performance Measures. Discussion and identification of measures to track the Town's progress towards achieving its vision and goals.

Review and reporting on zoning and other regulatory changes. How the town plans to review and report on progress with changes to local zoning and other regulations as proposed in the Action Plan.

IV. SCOPE OF SERVICES

The selected Consultant is expected to complete the following tasks:

1. Create a public engagement plan, maximizing community involvement by providing a variety of methods of engagement (including opportunities for Town department input). Use of the platform Bang the Table is strongly preferred as one component of the engagement plan. Conduct public events and other elements in the engagement strategy, including virtual charettes, surveys, and visioning exercises.
2. Facilitate LCP Committee discussion to reach consensus on a community Vision. Prepare Vision Statement, Growth Policy, and Goals conforming to LCP regulations.
3. Inventory existing conditions, key issues and needs as developed through the public process and as supplemented by discussion with Town departments and available resources. Prepare Existing Conditions narrative conforming to LCP regulations.

4. Identify capital facilities and infrastructure projects needed to support growth or redevelopment in areas identified by the community as appropriate. Prepare Capital Facilities Plan conforming to LCP Regulations.
5. Address Housing Plan element of LCP utilizing existing Housing Production Plan (HPP), supplemented as determined necessary through LCP process.
6. Create an Economic Development Plan consistent with the Vision Statement and Growth Policy, as well as the Commission's Comprehensive Economic Development Strategy and Regional Policy Plan.
7. Prepare Targeted Action Plan and Schedule conforming to LCP regulations, including identification of zoning/bylaw changes supporting the community's vision, growth, policy, and goals.
8. Identify Performance Measures to track the Town's progress towards achieving its vision and goals, conforming to LCP regulations.
9. Integrate the above elements into a draft LCP conforming to the Commission's recommended LCP Certification Template.
10. Finalize LCP pursuant to LCP Committee direction.

It is anticipated that the Consultant will communicate with the LCP Committee and Town departments by phone, email and video conferencing. In-person attendance will be considered, where it may be conducted consistent with requirements of the Commonwealth and the Town's Board of Health.

The Consultant will be expected to communicate with the Cape Cod Commission throughout the process regarding consistency with the LCP Regulations, RPP and CEDS.

V. ANTICIPATED SCHEDULE

Proposals due:July 2, 2021
Interviews and selection:.....July 6–9, 2021
Document review/research/
Preparation of public engagement strategy:.....June – July 2021
Public engagement/LCPC meetings:August 2021 – January 2022
Draft report:February – April 2022
Outreach/input on draft report:June – July 2022
Finalize report:July – September 2022

VI. SUBMISSION REQUIREMENTS

A. Procedures

Applicants shall submit **Non-Price Proposals** and **Price Proposals in separate envelopes** marked accordingly. Complete proposals (both components – Non-Price Proposal and Price Proposal) must be received by the Town Manager Darrin Tangeman at Truro Town

Hall, 24 Town Hall Road, Truro, MA 02666 by **4:00 p.m. on July 2, 2021**. An electronic copy of the Non-Price Proposal shall be emailed to dtangeman@truro-ma.gov.

An Applicant's **Non-Price Proposal** envelope shall include:

- Seven unbound copies of the Non-Price Proposal
- Certificate of Non-Collusion
- Certificate of Corporate Authority
- Certificate of Tax Compliance

The above Certificates are attached in Appendix B.

An Applicants **Price Proposal** shall include a Fee Schedule as described above.

B. Contents

To be considered, a complete Proposal must include:

1. Applicant's name and all contact information.
2. An explanation of the Applicant's proposed approach and methodology, referencing prior relevant projects preparing an LCP, master plan, or other substantial planning document for a municipality or regional entity.
3. A Work Plan corresponding to the Scope of Services, containing a list of specific tasks and proposed schedule.
4. A Statement of Qualifications including:
 - a. Experience and qualifications of individuals who will undertake this project, with responsibilities anticipated of each. Resumes or CVs may be included.
 - b. Description of selected, relevant projects completed by the Applicant.
 - c. Names, titles and contact information of references for relevant projects completed.
 - d. One or more written sample of an LCP, master plan, or other substantial planning document for a municipality or regional entity.
5. Executed Certificates (Non-Collusion, Corporate Authority, Tax Compliance).
6. Price Proposal (**submitted in separate envelope**).

C. Terms

1. This RFP, the Town's selection process, and the award of contract to a Selected Consultant are governed by the Uniform Procurement Act, G.L. c. 30B.
2. In submitting a Proposal, an Applicant agrees that if selected, the Applicant will comply with all applicable federal, state and local laws in its performance of a contract with the Town of Truro.

3. Following submission of a Proposal, an Applicant is not permitted to modify such Proposal, except for minor corrections. No Proposal may be amended so as to prejudice fair competition or the Town of Truro.
4. The Town of Truro retains the right to modify this RFP as needed to serve the interests of the Town. If any modifications are made to the RFP, an addendum will be issued, and emailed to all Applicants on record as having requested or received this RFP.
5. The Town of Truro reserves the right to cancel this RFP, or to reject all proposals, should such action be in the best interest of the Town.
6. The Town of Truro will select a Consultant offering the most advantageous proposal, taking into consideration all evaluation criteria and proposal prices.
7. The Selected Consultant will be required to obtain and maintain, at its own expense, general liability and motor vehicle liability insurance policies in connection with any operations included in the contract and shall have the Town of Truro listed as an additional insured on such policies. Workers' compensation insurance, in accordance with the requirements of Massachusetts law, will also be required if applicable.
8. The Selected Consultant will be required to indemnify and hold harmless the Town of Truro, and its officers, boards, and employees, from and against all claims, causes of action, suite, damages and liability of any kind which arise out of the negligence or willful misconduct of the Selected Consultant or its officers, employees, agents and representative regarding the services performed.
9. All reports and materials prepared by the Selected Consultant will be public information and shall not be copyrighted.

VII. EVALUATION CRITERIA AND SELECTION PROCESS

A. Minimum Evaluation Criteria (Quality Requirements)

1. The Consultant must have completed one or more comprehensive plan, master plan, or comparable planning document for a municipality or regional entity.
2. The Consultant must be able to start work on the project within thirty days of the award of the contract and must be able work continuously to complete the project within the time anticipated in this RFP or as reasonably extended.

B. Comparative Evaluation Criteria

The following ratings will be used to evaluate all Proposals meeting the above Quality Requirements:

Highly Advantageous: proposal excels with respect to criterion

Advantageous: proposal fully responds to criterion

Not Advantageous: proposal does not respond to criterion

These ratings will be applied the following Criteria for comparative purposes:

1. Thoroughness and creativity of proposed public engagement strategy
2. Understanding and responsiveness of Proposal to particular requirements of Cape Cod Commission for certification of LCP
3. Quality of plans, reports, or comparable work product prepared for municipal clients
4. Quality of references
5. Availability to focus on this project

C. Selection Process

Review. Proposals will be opened and reviewed pursuant to the requirements of G.L. c. 30B. A Selection Committee (including the Town Manager or designee, and the Town Planner) will interview selected Applicants meeting the Quality Requirements the week of June 21 – 24, 2021. There is no entitlement to an interview.

Most Advantageous Proposal. The Selection Committee will determine the most advantageous proposal, taking into consideration all evaluation criteria and proposal prices. The contract will be awarded to the Consultant offering the most advantageous proposal.

Execution of Agreement. The Town intends to award a contract by June 24, 2021. The Town will prepare an Agreement (contract) for execution by the Town and Selected Consultant within 30 days of such award.

VIII. REFERENCE DOCUMENTS

Links to Truro's 2005 Local Comprehensive Plan, other Town planning documents, and selected Cape Cod Commission materials can be found here:

<https://www.truro-ma.gov/local-comprehensive-plan-committee/pages/plans>