



## Town of North Kingstown, Rhode Island

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### **ADDENDUM NO. 1 – July 6, 2011**

**FOR BIDS SCHEDULED TO BE OPENED July 6, 2011, 11:00 A.M.**

**To: All Known Request For Proposal Holders**

**Project:** Town of North Kingstown  
Healthy Places by Design

**Acknowledge receipt of addendum by inserting its number (1) and date (July 6, 2011) on Page 17 of the Bid Form. Failure to do so may subject the bidder to disqualification.**

#### Comments/Clarifications to Facsimile Questions/Points of Clarification:

**Question 1.** Can you provide any more details on the required ARRA training – how much time would be required for the ARRA training session and when that will occur?

**Answer:** The details of the ARRA training and the amount of time required are not clear to the town at this point. Our best estimate on this would be 4-8 hours of time. More information will be given during the Department of Health's kick-off workshop. The kick-off workshop is to be held during the week of July 18, 2011 in Providence. This kick-off workshop is mandatory for all participants and will be an all day (8 hour) workshop.

**Question 2.** Can you provide any more details on the kick-off workshop with RI Dept of Health – how much time would be required and when is that scheduled to occur?

**Answer:** See email text from Department of Health below regarding the schedule of kick-off workshop.

**Question 3.** National Charrette Institute Training. We are familiar with the NCI, but the first available training posted on their web page is the Sept 29-30 in British Columbia (and it's 3-days, not 5). Is there a specific workshop that is being organized by NCI for this grant? If so, when will that be scheduled? What is the cost of the NCI training and is that expected to be included in our project budget proposal or are there additional funds available?

**Answer:** There is a specific 5-day workshop that is being organized by NCI for this grant. The schedule is discussed in the email text below. The cost of registration for this training will be borne by the Department of Health. The cost of the consultant's time to attend the training will

be borne by the consultant. One or more members of the consulting team (up to 3) will be able to attend this training so that they have the capabilities to lead the town effort during the charrette.

**Question 4.** For all required trainings, how many members of the consultant team would you expect to attend?

Answer: The town anticipates that at least one (1) member of the consultant team will attend the following trainings:

- Department of Health kick-off workshop (1 day)
- ARRA training (1/2 – 1 day)
- NCI charrette training (5 days)
- Two GrowSmart trainings for professional planners (1/2 day each)

Additional team members may be included as the consultant sees fit to achieve the necessary skill set for a successful project.

**Question 5.** Who will be responsible for marketing and publicity of this project (e.g. advertising of the charrette and other general public outreach)?

The town and the project CBO (West Bay Family YMCA) will be primarily responsible for marketing and publicity of the project as a whole. The town shall be responsible for all “hard costs” associated with advertising. The consultant will be responsible for assisting the town and CBO with marketing and public outreach efforts for meetings in which the consultant will be the lead facilitator. This will include the 5-day charrette and any community meetings that may occur after the charrette to assist the consultant with fine-tuning the Action Plan and Comprehensive Plan amendments.

**Question 6.** Who will be responsible for the costs of refreshments, registration, etc for the charrette?

Answer: The cost of refreshments for the charrette shall not be borne by the consultant. There will be no cost for registration at the 5-day community charrette. The cost of registration for the NCI training and all other required trainings will be borne by the Department of Health.

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*The following text is from an email from the Department of Health to the three selected HPbD communities (Pawtucket, North Kingstown, and South Kingstown) on June 13, 2011:*

“HPbD Kick-off Meeting - week of July 18th. This will most likely be held Monday July 18th or Thursday the 21st, but we will let you know once we have the date finalized (hopefully by the end of the week).

- Our basic schedule for the kick-off is to have a few sessions in the morning that pertain to both municipal and CBO staff. The afternoon sessions will be reserved for further training with the

CBO. Any of you are welcome to stay if you would like, but we are sensitive to your time. We are currently working on the schedule for the kick-off and will send that to you soon.

NCI Charrette Training - week of August 22nd. This will most likely take place in Providence, but again, we'll let you know when arrangements with the hotel have been finalized.

Community Charrettes - originally we had hoped these would occur in Sept, but due to the late NCI training, we understand that they will need to be pushed back. We're hoping October will be feasible, but if not we can work with you to make early November work.

Grow Smart Trainings - the two trainings that will occur outside of your charrettes - Zoning & Incentives for Mixed Use and Complete Streets - are scheduled to take place late summer/early fall. There is a chance the Zoning & Incentives one will be held in late July, due to the schedule of the trainers. I am interested to hear your thoughts on this. I know the end of July will be busy with the kick-off and starting to conduct the community assessments, so I want to know if you think adding another training into the end of the month will be feasible or not.

That's it for now! I will continue to keep you updated as things get finalized and our time line falls into place. Please let me know if you have any questions.”