



**CITY OF EAST PROVIDENCE
REQUEST FOR PROPOSALS
REDISTRICTING WARD BOUNDARIES
RFP EP20/21-26**

BID OPENING WEDNESDAY, OCTOBER 20, 2021 AT 11:00 AM

A. PURPOSE

The City of East Providence will receive proposals from qualified bidders, for completing the redistricting of East Providence Ward Boundary Lines and other reports and software required by the Canvassing Authority.

B. PROJECT FUNDS

Funding has not been appropriated. Sufficient funding will be set aside once a qualified bidder is selected.

C. BACKGROUND

The City of East Providence must prepare new boundary lines for its four (4) wards in such manner that the wards shall comprise compact and contiguous territory, contain as nearly as possible an equal number of inhabitants, and have well defined boundaries as required by City Charter Sec. 12-2 and State Law. Boundary lines will be developed using the Block Statistics from the 2020 U.S. Census. The ward lines and voting districts must take into consideration census block lines, population shifts, minority populations and Rhode Island Senate and Representative Districts.

D. SCOPE OF SERVICE

The City Council seeks proposals for the following tasks and work products including but not limited to:

REDISTRICTING DATA BASE

GEOGRAPHIC DATA

TIGER/LINE FILE AND DISTRICT BOUNDARIES CURRENT

CITY WARD BOUNDARIES (MAP DIGITIZING)

INCUMBENT POINT FILES

ELECTION DATA

ELECTION RETURNS, STATE/FEDERAL OFFICES

ELECTION RETURNS, MUNICIPAL OFFICES

CONVERT RETURNS TO ELECTRONIC FILES

VERIFY/CREATE DATA FILE IN ARC MAP 10.2 COMPATIBLE FORMAT

DISAGGREGATE ELECTION DATA

Consultant selected shall meet with the City Council to discuss options for redistricting. This may consist of 4 - 5 meetings.

Analyze data, in light of Rhode Island Senate and Representative district lines and United States Congressional district lines and recommend to the City Council approaches, in accordance with **Sec. 12-2** of the City Charter, for redistricting using both graphics and written reports;

Meet with the City Council to discuss multiple options for redistricting. This may consist of several meetings;

Revise recommendations based on meeting(s) with City Council and prepare revised redistricting report showing both graphically and in report form multiple redistricting proposals;

Attend neighborhood public committee meetings to discuss redistricting proposals with Council and the public.

Revise recommendations based on meeting with City Council and prepare revised redistricting report showing both graphically and in report form the proposed redistricting.

Attend public meetings to present and discuss redistricting proposals with the public and City Council as required.

Provide expert advice and analysis to the City Council as it determines which redistricting proposal to select.

Revise redistricting proposal based on City Council changes made as a result of public meetings.

Align proposals with legislative plan to eliminate any voting pockets.

Any option may be excluded at City's discretion.

Prepare the redistricting ordinance in accordance with the directions of the City Clerk and submit to the City Council.

Perform redistricting of precincts within the four City wards.

Attend and present the redistricting proposal at the Council Public Hearing on redistricting.

Be available, upon request of the City Council, to present to the United States Department of Justice or any other relevant government entities or officials any information concerning the respondent's work products related to this contract, including methodologies employed.

E. PROJECT DELIVERABLES

Successful bidder must have the ability to provide mapping software, geographic and election data bases to redraw City of East Providence council and voting district lines.

Data base and analysis report, one (1) original, one electronic file in pdf format, and one CD or USB flash drive version of all data in Arc Map 10.2* compatible format. (*mdb file format*)

Ward boundary map, one (1) Mylar original, one electronic file in pdf format, and one CD or USB flash drive version of all data in Arc Map 10.2* compatible format. (*mdb file format*). Maps should be provided with both Geographic boundaries (*as we have now*) and Blocks.

Ward Boundary ordinance, one (1) original and one (1) CD or USB flash drive version in pdf format.

** If ESRI Arc Map 10.2 is not proposed the proposal should provide documented proof that the finished product will be compatible with Arc Map 10.2.*

The proposal submitted must be compatible, where applicable, with the existing Election Management System (CVRS) currently in use in the Canvassing Authority office.

F. APPROACH

All bidders shall describe the approach that will be taken to complete the Redistricting. As a minimum, the bidder shall address:

- Approach to completing project;
- Services to be provided including material to be supplied (maps, reports, etc.), meetings attended;
- Project staffing and organization;
- Experience with federal voting regulations including the Voting Rights Act of 1965, and ability to advise the City Council on the legal implications of redistricting options;
- Qualifications and supporting documentation;
- Anticipated time-frame for completion of work.
- Proposed fees.

G. DRAFT VOTING DISTRICT PLAN

Draft plan with whole census blocks. Produce maps for current and draft plans. Update street information in registered voter file. Generate street index for current voting district plan. Edit Tiger and Voter files to update street information. Generate street index for new voting district plan.

H. PROJECT SCHEDULE

Ward boundary lines for neighborhood meetings shall be submitted to the City Council by February 2022. Final ward boundary lines and ordinance shall be delivered by April 2022. Update of voter master file, balance all voters, produce edit reports and produce acknowledgment cards for each voter by May 2022.

I. QUALIFICATIONS

Proposals should describe firm's technical ability and competence to do the job required. Prior redistricting experience desirable and familiarity with redistricting principles, case law, and computer technology is required, as is knowledge and experience with census data base manipulation. Demonstrate experience with and knowledge of the City of East Providence including understanding of its diverse populations, its political and social behavior patterns, its neighborhoods, and its political, governmental, and bureaucratic structures is desirable.

Redistricting consultant should be prepared to work with the City Council or any other officially designated groups and should be available for day or evening meetings.

Additionally, all bidders shall provide the following:

A sworn affidavit listing all persons with an ownership interest in the respondent. An "ownership interest" shall not be deemed to include ownership of stock in a publicly traded corporation or ownership of an interest in a mutual fund or trust that holds an interest in a publicly traded corporation. This affidavit shall be a public record.

A sworn affidavit stating that no principal, member and/or officer of the contracting entity has been convicted of or plead guilty to a felony under state or federal statutes for embezzlement, theft of public funds, misuse of public funds, bribery, falsification of public records or destruction of public records.

J. SELECTION PROCESS AND CRITERIA

Proposals will be reviewed by the City Council and City Canvassing Authority. The following criteria, not listed in order of priority will be used to evaluate proposals.

- Relevant experience in municipal redistricting;
- Strength of graphic and analytical skills and presentation abilities;
- Previous relevant experience;
- Qualification of project participants;
- References;
- Availability to work and ability to produce the previously stated tasks and documents with the time frame stated;
- Knowledge of the City and its neighborhoods;
- Availability to meet with the City Council and other City officials at any time;
- Value of proposed fees relative to other firms;
- The proposal submitted.

K. GENERAL CONDITIONS

1. The City reserves the right to reject any or all proposals, to waive any informality, and to select and negotiate the consultant services in the best interest of the City.
2. The Consultant shall guarantee to perform the services offered and the total price of the proposal for a period of not less than 60 days from the deadline for submission of proposals.
3. The City reserves the right to accept all or part of any proposal and to negotiate a Contract for services and price with selected firms.
4. The firm shall provide all necessary labor, materials, equipment and facilities to perform and complete all work under this proposal.
5. The Consultant shall comply with Title VI of the Civil Rights Act of 1964 (P.L. 88- 0352) and shall incorporate the following requirements in any subcontracts.

“The Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Consultant shall take affirmative action to insure that applicants for employment are employed and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or terminations, rates of pay or other forms or compensation and selection for training including apprenticeship. The Consultant shall post in conspicuous places, available to employees and applicants for employment, notices to be obtained from the government setting forth the provisions of this non-discrimination clause. The Consultant shall, in all solicitations or advertisement for employees placed by or on behalf of the Consultant state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin. The Consultant shall work with the City's Affirmative Action Officer in implementing the Equal Employment requirements of this contract.”

Proposals will be accepted by the Controller’s Office, Attn: Dawn Kenney, Procurement Specialist, Room 103, East Providence City Hall, 145 Taunton Avenue, East Providence, RI 02914 no later than **WEDNESDAY, OCTOBER 20, 2021 at 11:00 AM**. The bids will be publicly recorded. Bids received with a time of 11:01 AM or later will be rejected.

The City intends to award a contract for the requested services on or before February 2022. The firm shall be prepared to commence work immediately upon execution of a contract with the City.

Any questions regarding the Request for Proposals may be directed in writing to Leslie Shattuck-Moore, Canvassing Authority Administrator lshattuck-moore@eastprovidenceri.gov no later than **THURSDAY, OCTOBER 13, 2021 at 4PM**.