



Town of Bristol, Rhode Island

Department of Community Development

10 Court Street
Bristol, RI 02809
bristolri.gov
401-253-7000

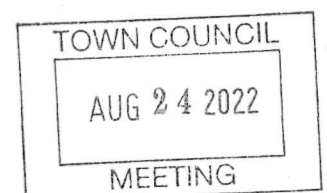
August 17, 2022

TO: Honorable Town Council
FROM: Diane M. Williamson
RE: **Proposal for Seasonal Outdoor Dining Regulations**

As requested by the Town Council, we have received a cost proposal from one of our on-call engineers for the creation of Seasonal Outdoor Dining Regulations. (See attached).

If the Town Council would like to move forward with this proposal, the cost for the scope of work outlined is \$12,100 plus any reimbursable expenses as indicated for mileage and printing.

Thank you.



August 11, 2022

Ms. Diane Williamson
Director, Community Development
Town of Bristol
235 High Street
Bristol, RI 02809

Re: **Request for Proposal**
Seasonal Outdoor Dining Guidelines
Bristol, Rhode Island
(Pare Proposal No. TP351.22)

Dear Ms. Williamson:

In response to the Town of Bristol Request for Proposals (RFP) for seasonal outdoor dining guidelines, Pare Corporation (Pare) is pleased to have this opportunity to submit this Proposal for Professional Services. Outlined herein is the description of your project, our scope of services, and the method and basis of compensation for our services.

PROJECT DESCRIPTION

The Town of Bristol is seeking professional services from a multi-disciplinary engineering firm to create Design Regulations for Seasonal Outdoor Dining. The regulations developed will be Town-wide but tailored to specific neighborhoods and will include provisions for ADA compliance, safety for pedestrians, parking requirements, storm preparedness and aesthetic considerations.

SCOPE OF SERVICES

The Scope of Services to complete the development of regulations for seasonal outdoor seating includes the following:

1. *Kickoff Meeting/Project Coordination* - Pare will coordinate with the Town of Bristol and participate in a Kickoff Meeting shortly after contract award. The purpose of the Kickoff Meeting will be to review project schedule and project milestones; to define the areas of concern and to obtain information regarding the existing issues and to verify the project goals, objectives and deliverables; and to establish, responsibilities, and communication paths. During the Kickoff Meeting, project schedule and milestones may be adjusted as necessary.

An on-site visit to the project locations with the Town will be performed to review the site conditions and the existing useage by restaurants.





Ms. Diane Williamson

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Pare will hold a public workshop with the Bristol Business Owners and residents to obtain public input. The Town will be responsible for securing a site to hold the meeting. Pare will prepare all presentation materials and supporting documentation for the meeting.

Pare will attend two progress meetings at the following key project milestones:

- Upon completion of the Field Reviews and Data Collection
- Upon completion of the 'Draft' Outdoor Dining Design Regulations and Standards as well as the checklist for the application

Pare representatives at the Progress Meetings will include the Project Manager at a minimum. Pare staff will prepare and distribute minutes for all meetings.

2. Field Visits - Pare will walk the project sites with the Town and will also conduct an independent field visit to the sites to obtain field measurements and to obtain information regarding parking for the various sites.
3. Data Collection: Pare will perform research of regulations established for outdoor dining implemented by other Towns. Based on our review of other communities and our feedback from the Town and businesses, Pare will identify recommendations for implementation.
4. Regulations Development: Pare will develop regulations and standards for outdoor dining. The regulations will take into the overall requirements for outdoor dining, parking, landscaping, safety items such as barriers. Illumination, ADA requirements, etc. In addition to developing regulations and standards, a checklist for the application will be prepared.
5. Town Council Meeting: After review of the draft documents and feedback from the Town and other interested parties, Pare will finalize the regulations and checklist. The final documents will be submitted and presented to the Town Council at one of their regularly scheduled meetings in February 2023.

SERVICES PROVIDED BY THE TOWN OF BRISTOL

- The Town shall provide Pare with any information available that would be beneficial for this assignment.
- The Town will be responsible for setting up the public workshop with the business owners and residents.
- The Town shall ensure access to the properties to perform the necessary field work.

PERIOD OF SERVICE

The time period for completing this assignment will be 3 months to complete the documents. Presentation to the Council will occur in February 2023 for adoption so businesses could apply outdoor seating in May 2023.



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BASIS OF COMPENSATION AND METHOD OF PAYMENT

The Town of Bristol shall pay Pare Corporation for Basic Services rendered as described above, a lump sum fee of **Twelve Thousand One Hundred Dollars (\$12,100.00)**.

In addition to payments provided for as above, unless and as otherwise provided for in this Proposal, the Town of Bristol shall pay Pare Corporation the actual costs of reimbursable expenses incurred and in accordance with the attached Schedule of Fees.

Rates for personnel categories and for reimbursable expenses are shown on the attached Schedule of Fees. Invoices for services rendered and expenses incurred will be submitted monthly and are due and payable upon receipt. Invoices not paid within thirty days of the invoice date shall be subject to a one and one-half percent (1.5%) per month interest charge. In addition, for contracts more than thirty days in arrears for payment, Pare may, with seven (7) days written notice, suspend services.

Pare Corporation reserves the right to renegotiate or adjust our fee accordingly if our Proposal for Service is not accepted within a 60-day period.

This represents our best judgement at this time as to the effort required to achieve the stated objectives. It should be recognized that should the Scope of Services or corresponding level of effort upon which this Proposal is based change, an increase or decrease in charges may result. You will be notified of any change regarding an increase in charges, and we will not exceed the recommended budget without your approval nor will we be required to work beyond the approved budget.

ADDITIONAL SERVICES

Services required by the Town of Bristol which are not part of the Scope of Services as described above shall be considered Additional Services. Additional Services shall be furnished by Pare or obtained from others by Pare if requested in writing by the Town of Bristol. The Town of Bristol shall pay Pare for Additional Services in accordance with rates and charges agreed to in writing prior to authorization by the Town of Bristol.

Oral directives by the Town of Bristol authorizing Additional Services will be confirmed in writing by Pare. The Town of Bristol shall pay Pare for orally directed Additional Services furnished by Pare in accordance with Pare's current Schedule of Fees unless other rates and charges for compensation are agreed to subsequent to completion of authorized Additional Services.

As stated above, this letter constitutes our Proposal for Professional Services in connection with this Project. Should you accept this Proposal, we will enter into a separate form of agreement that will supersede this Proposal and constitute the final, complete and integrated agreement between us.



Ms. Diane Williamson

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August 11, 2022

Thank you for the opportunity to submit this Proposal. If you have any questions, please contact me at your convenience.

Sincerely,

John P. Shevlin, P.E.
Chief Executive Officer

JPS/
Enclosures:

Schedule of Fees dated August 11, 2022

SCHEDULE OF FEES

For Proposal for Services, dated August 11, 2022
(Pare Proposal No. TP351.22)

LABOR:

Engineer I	\$ 115.00/Hour
Engineer II	\$ 135.00/Hour
Project Engineer	\$ 155.00/Hour
Senior Project Engineer	\$ 180.00/Hour
Managing Engineer	\$ 210.00/Hour
Principal/Officer	\$ 245.00/Hour
Environmental Scientist	\$ 105.00/Hour
Senior Environmental Scientist	\$ 125.00/Hour
Principal Environmental Scientist	\$ 170.00/Hour
Senior Project Coordinator	\$ 150.00/Hour
CADD Operator/Designer	\$ 100.00/Hour
Senior CADD Operator/Designer	\$ 125.00/Hour
Principal CADD Operator/Designer	\$ 150.00/Hour
GIS Specialist	\$ 120.00/Hour
Construction Observer	\$ 100.00/Hour
Senior Construction Observer	\$ 125.00/Hour
Principal Construction Observer	\$ 150.00/Hour
Engineering Technician	\$ 90.00/Hour
Senior Engineering Technician	\$ 105.00/Hour
Clerical/Office Personnel	\$ 80.00/Hour

REIMBURSABLE EXPENSES:

Mileage (at Federal Standard Rate)	\$ 0.585/Mile
Printing/Copying Wide Format (in-house)	\$ 0.15/Square Foot
Photocopying (in-house)	\$ 0.10/Copy
Outside Services and Out-of-Pocket Expenses	Cost plus 10%

The above rates for technical and support personnel will be charged for actual time worked on the project. In addition, there will be charges for time required for travel from company office to job or site, and return.

For expert and material witness services, including preparation, associated with any actual or potential litigation, mediation, arbitration, or similar proceeding, a fifty percent (50%) premium will be added to the above rates. Overtime worked by non-exempt, non-professional employees will be charged at a rate of one and one-half times the rates shown above for all time worked in excess of 8 hours per day.

