

**REQUEST FOR PROPOSALS FOR
REDISTRICTING WARD BOUNDARIES
PROVIDENCE, RHODE ISLAND**

A. PURPOSE:

The Committee on Ward Boundaries of the Providence City Council will receive proposals from qualified bidders for the redistricting of Providence Ward Boundary Lines and other necessary reports required by the Board of Canvassers.

B. PROJECT FUNDS:

Funding has not been appropriated. Sufficient funding will be allocated once a qualified bidder has been selected.

C. BACKGROUND:

The City of Providence must prepare new ward boundary lines as required by City Charter and State Law. Boundary lines will be developed using the Block Statistics from the 2010 United States Census. The new ward boundary lines must take into consideration population shifts, minority populations, and Rhode Island Senate and Representative Districts. In accordance with Section 204 (c) of the Providence Home Rule Charter of 1980, the Committee on Ward Boundaries and the City Council shall ensure that said boundaries are drawn in accordance with the following criteria:

- (1) Equality of ward populations so far as practicable;
- (2) Compactness and contiguousness of the territory of each ward;
- (3) The use of natural boundaries, and the inclusion of recognized neighborhoods within wards without arbitrary divisions thereof, so far as practicable.

D. SCOPE OF SERVICE:

The Committee on Ward Boundaries seeks proposals for the following tasks and work products:

DEVELOPMENT OF WARD BOUNDARIES – The selected consultant shall:

Develop a database detailing 2010 Census by block and ward showing total population and population by White, Black, Hispanic, Southeast Asian, and other;

Develop a database detailing 2000 Census by block and ward showing total population and population by White, Black, Hispanic, Southeast Asian, and other;

Prepare a block and ward comparison between the 2000 and the 2010 Census;

Provide racial bloc voting analysis and a study to define “communities of interest,” as called for by the United States Supreme Court. The study shall analyze election and demographic data to identify voting patterns among racial, ethnic, and language minority groups to determine if voting is polarized by these factors. The selected consultant shall advise the Committee on ward effectiveness by determining the proportion of minority population necessary for racial, ethnic, and language minorities to elect candidates of choice.

Analyze data, in light of Rhode Island Senate and Representative district lines and United States Congressional district lines and recommend to the Committee approaches, in accordance with Section 204 of the City Charter, for redistricting using both graphics and written reports;

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

Revise recommendations based on meeting(s) with Committee 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 Committee and the public (minimum five meetings);

Make redistricting report, including graphics and maps, available online for public consumption and comment prior to the first public committee meeting;

Make additional revisions to redistricting report made by the committee, including graphics and maps, available online for public consumption and comment throughout the redistricting process;

Provide expert advice and analysis to the Committee as it determines which redistricting proposal to select;

Revise selected redistricting proposal based on Committee changes made as a result of the public meetings and online public comment;

Prepare the redistricting ordinance in accordance with the directions of the City Solicitor and submit to Committee;

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. APPROACH:

All bidders shall describe at a minimum:

- Approach to completing the 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 the ability to advise the Committee on legal implication of redistricting options.
- Qualifications and supporting documentation; and,
- Proposed fees.

F. PROJECT SCHEDULE;

Ward boundary lines for neighborhood meetings shall be submitted to the Committee by December 31 2011. Final boundary lines and ordinance shall be delivered by January 31, 2012.

G. PRODUCTS TO BE DELIVERED:

The following final products shall be delivered:

1. Database and analysis report, one (1) original report, twenty (20) copies, and one (1) original file in "dbf" or "mdb" file format.
2. Ward Boundary maps, including one mylar original of all fifteen wards, twenty (20) copies, one (1) GIS data file for use with ESRI's Arc View, and other maps in "pdf" format as requested. The GIS file shall be ready for use with the following specifications:
 - a. Coordinate System: North American NAD83 (U.S. State plane);
 - b. Zone: 3800 Rhode Island;
 - c. Units: Feet;
3. Ward Boundary Ordinance, one (1) original, twenty five (25) copies and one (1) copy of the ordinance in Microsoft Word format.

4. Draft reports, maps, and ordinances shall be supplied as needed.

H. **QUALIFICATIONS:**

1. Bids should describe firm's technical ability and competence to do the job required. Prior redistricting experience not mandatory, but familiarity with redistricting principles, case law, and computer technology is required, as is knowledge and experience with census database manipulation. Bidding firms should have demonstrated experience with and knowledge of the City of Providence as a historic and dynamic entity, including understanding of its diverse populations, its political and social behavior patterns, its neighborhoods, and its political, governmental, and bureaucratic structures.

The redistricting consultant should be prepared to work with the Committee on Ward Boundaries, the City Council, or any other officially designated groups or individuals, at any time, night or day, and on short notice.

Additionally, all bidders shall provide the following:

- a. 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.
- b. 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.

2. Proposals will be evaluated on the following criteria:

- Previous relevant experience;
- References;
- Availability to work and ability to produce the previously stated tasks and documents within the timeframe stated;
- Knowledge of the city and its neighborhoods;
- Availability to meet with the Committee and city officials at any time;
- Cost; and,
- The proposals submitted.

Request for Proposal Forms can be downloaded [here](#) or picked up and returned to the City Clerk, 25 Dorrance Street, 3rd Floor, City Hall, Providence, RI 02903 between the period of Wednesday, October 12, 2011 and Monday, October 24, 2011 between the hours of 8:30 am and 4:00 pm.