

## **RFP Town of Northwood 2023      Master Plan Chapter Updates and Regulatory Audit**

Introduction: The Town of Northwood Planning Board (Northwood, New Hampshire) is soliciting proposals for professional services (Consultant) to assist with the development of a successor to the Town's 2004 Master Plan for the **Housing, Natural and Water Resources, Recreation, and Community Facilities Chapters**. As Phase II of an approved Invest NH Housing Opportunity Planning grant, the town also is soliciting proposals for completion of a **Regulatory Audit**. Interested consultants may apply for all aspects of the solicitation or for a specific portion of the project.

The Town of Northwood was founded in 1773 and is home to over 4300 year-round residents. Situated on Route 4, the Town is on the main thoroughfare between Concord and Portsmouth and sees an average of 13,000 commuters every day. Northwood has many lakes and ponds within its border. Northwood has a large area of contiguous conserved land, both public and private, including Northwood Meadows State Park and Forrest Peters Wildlife Management Area.

In 2022 the Planning Board contracted with a consultant for the Vision and Land Use Chapters, which were successfully received and adopted. The planning board has received funding through a warrant article and an Invest NH Grant to complete up to four additional chapters. Four board members have committed to serving on a steering committee and the board is looking to move forward on the next chapters.

The Town requires Master Plan Updates that are concise, innovative, engaging, action-oriented, and "user friendly". It will be a document that invites perusal by residents, prospective residents, and businesses. Multi-media applications that help make the plan (and planning process) more interactive and stimulating are requested. Meaningful public engagement will be a hallmark of this project. The final chapter updates and all associated data and documents will be the property of the Town upon completion of the project. The Town has appropriated up to \$55,000 for this aspect of the project, which includes \$30,000 from the unassigned fund balance and \$25,000 from an approved Invest NH HOP grant for the Housing Chapter. The Regulatory Audit includes \$45,655 funding from an approved Invest NH HOP grant. Consultants who apply for the Housing Chapter Update and/or Regulatory Audit must be on the approved list of consultants for the grant funding.

Scope of Service: The following outline is offered to describe the general extent of services to be provided by the Consultant. This outline is not necessarily all inclusive and the Consultant may include in the proposal any tasks (or alternatives) and services deemed necessary to satisfactorily complete the project. Northwood encourages consultants to bring innovative thoughts and industry expertise to help the community produce the master plan chapter updates which are engaging and reflective of the desired growth patterns and values of our community. The Planning Board believes that a successful town plan can only be achieved through intensive public engagement in the process.

The Town and the selected firm will determine the final scope of work following selection. This is a high-priority project, and as such, an aggressive schedule towards completion is anticipated. The selected firm will, at a minimum, perform the following tasks and activities:

- The Planning Board has determined that it will obtain input from as broad a cross-section of its residents, landowners, businesses, and other stakeholders as possible. To this end, the contractor will be required to implement the following:

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*Assist with the development, tabulation, and analysis of the focus for each chapter update. An initial Town Wide survey to establish a baseline of how Northwood views itself was completed in 2022.*

- Design and execute public meetings and community forums to obtain input from as broad a cross-section of its residents, landowners, businesses, and other stakeholders as possible which we anticipate will take on a variety of forms.
- Create GIS and custom mapping
- Write text for Northwood Master Plan Chapters, identify and obtain pertinent data, complete data analysis and identify/prepare appropriate infographics and photographs.

Project Timeline and Proposal Submission: The Town anticipates work to begin during the spring of 2023 with the finished product ready for adoption by a vote of the Planning Board in late spring of 2024. **A written proposal with a fixed fee amount (contained in a sealed envelope), must be received by Land Use Specialist Linda Smith, 818 First NH Turnpike, New Hampshire 03261, no later than 9:30 am on Monday, May 1, 2023. All responses to this RFP must be received in a sealed envelope and clearly marked "NORTHWOOD-MASTER PLAN CHAPTER UPDATES or NORTHWOOD-REGULATORY AUDIT."** The Town of Northwood will be employing a quality-based selection process and the proposals will be publicly opened and reviewed on Monday, May 1 at 10 am at the Northwood Town Office, 818 First NH Turnpike, Northwood, NH 03261

Questions relevant to any of the items in this RFP should be directed by email to Land Use Specialist Linda Smith, [lsmith@northwoodnh.org](mailto:lsmith@northwoodnh.org) Revisions to the Request for Proposals: If it becomes necessary to revise any part of the RFP, an addendum will be sent to all those who received the original document and will be posted to the Town's website, Land Use page, on or before May 8, 2023.

Limitation of Liability: The Town of Northwood assumes no responsibility or liability for costs incurred by Proposers in responding to this RFP or in responding to any further request for interviews, additional data, etc.

Proposal Preparation: In order to facilitate evaluation of the proposals, the respondent is instructed to be concise and to follow the outline below in responding. Proposals that do not follow the outline, or do not contain the required information, may be considered as unresponsive proposals. Additional detailed information may be annexed to the proposal.

Signature: The proposal shall be signed by an official authorized to bind the offer and shall contain a statement to the effect that the proposal is a firm offer for a ninety (90) day period from opening. The proposal shall also provide the following information: name, title, address, and telephone number of the individual(s) with authority to contractually bind the company and also who may be contacted during the period of proposal evaluation for the purpose of clarifying submitted information.

**Proposal Requirements:** Interested firms are required to submit the following information:

1. A letter of interest.
2. An organizational chart of the project team including identification and associated costs per hour of project manager, professional support staff, principal in charge, and known sub-consultant/ contractor relationships.

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3. Statements of qualifications and resumes for project team members with specific mention of related projects including specific knowledge and experience.
4. A demonstrated record of completing similar projects on schedule and within budget.
5. Provide sample(s) of your most recent town adopted plans, including URLs to web- based examples if available.
6. A list of at least three references and contacts from past or current client relationships involving similar projects.
7. The proposal shall be signed by an official authorized to bind the offer and shall contain a statement to the effect that the proposal is a firm offer for a ninety (90) day period from opening.
8. The proposal shall also provide the following information: name, title, address, and telephone numbers of the individual(s) with authority to contractually bind the company and also who may be contacted during the period of proposal evaluation for the purpose of clarifying submitted information.
9. A separate envelope with the fixed price for the work outlined above.

*Right to Reject Proposals and Waive Informalities: The Town reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any RFP, and to accept or reject any item or combination of items.*

**Proposal Evaluation and Selection:** Proposals will be reviewed using a quality-based evaluation process. The Land Use & Community Development staff, Planning Board representatives, and Town Administrator will evaluate each proposal based on the documentation requested herein, utilizing criteria, which includes, but is not necessarily limited to or in the order of, the following:

- Qualifications and reputations of the firm and the personnel to be assigned to this project (i.e., specialized experience and technical competence of the firm and its personnel in the required disciplines, including a thorough knowledge of the legal, federal, state and local land use statutes and regulations);
- Experience of the firm's personnel working together as a team to complete similar projects;
- Demonstration of overall project understanding and demonstrated insight into local conditions and potential issues;
- Clarity and completeness of the proposal and creativity/thoroughness in addressing the scope of work, and submission of a complete proposal with all elements required by the Request for Proposals; and
- Cost and value of the proposal.