



Town of New Hampton

Office of The Selectmen
6 Pinnacle Hill Road
New Hampton, New Hampshire 03256

(603) 744-3559
Fax (603) 744-5106
www.new-hampton.nh.us

REQUEST FOR PROPOSALS PLANNING CONSULTANT SERVICES

The Town of New Hampton is soliciting proposals from an experienced Firm/Planning Consultant to review and assist in updating the existing Master Plan in time for the 2025 Town Meeting. Upon completion of the master plan review and update, the consultant will work with the Planning Board to rewrite the New Hampton Town Zoning Ordinance in time for the 2025 or 2026 Town Meeting. The Planning Board has been working for two years on updating its Master Plan and is at a point where a professional Planning Consultant is needed to make any suggestions on where the document needs to be reworked or where it needs to meet the criteria under New Hampshire RSA 674.2 Master Plan Purpose and Description. Once that review has been completed the professional Planning Consultant will assist the Planning Board to prepare a Zoning Ordinance that reflects the guidelines of the Master Plan. (The current Master Plan and Zoning ordinance are available on the Town of New Hampton website, www.new-hampton.nh.us)

Proposals must be received **no later than 3:30 PM on April 10, 2024**, from interested firms to be eligible for consideration by the Town. Each proposal shall be submitted in a **sealed envelope** which is clearly marked.

Planning Consultant Bid
Town of New Hampton
6 Pinnacle Hill Road
New Hampton, NH 03256

Questions concerning this RFP should be addressed to:
Corey Davenport, Town Administrator
6 Pinnacle Hill Road
New Hampton, NH 03256
Office Phone: (603)-744-5352
E-mail: townadmin@new-hampton.nh.us

The bids will be publicly opened and read aloud on Thursday April 11th at 6:30 p.m. The winning bid will be announced no later than Thursday April 25th at the Select Board meeting which starts at 6:00 p.m. Bid packages may be obtained by contacting the Town Administrator at the above address.

All proposals received will be considered confidential and are not available for public review until after a vendor has been select



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1. BACKGROUND:

The Master Plan forms the basis of all decisions made by the Planning Board, its committees, and the Zoning Board of Adjustment. The existing Master Plan was published in 2002 and has had several updates. There was an updated community survey completed in 2019. Those results are on the Town of New Hampton website www.new-hampton.nh.us.

The Zoning Ordinance was adopted in 1986 and has had 25 Town Warrants containing amendments to the point that there are conflicting statements throughout the document, missing definitions, and definitions that are within the context of the document but not in the definition section of the ordinance. A total rewrite of the Zoning Ordinance may be necessary.

2. SCOPE OF SERVICES:

- a. The Consultant will work directly with the Planning Board and any subcommittees to review and recommend updates or suggested changes to the Master Plan in accordance with RSA 674:2 and RSA 674:3. This is not a rewrite of the existing Master Plan but suggestions to any improvements that may be considered.
- b. One area of the Master Plan that is of interest to the Planning Board is a chapter on Housing Needs and recommended strategies to meet those needs.
- c. Once the review of the Master Plan has been completed the Consultant will work with the Planning Board to rewrite the New Hampton Zoning Ordinance so that it is compliant with the Master Plan and reflects the view of the town residents, as expressed in the 2019 community survey. Areas of consideration are as follows:
 - i. The Zoning Ordinance should have a comprehensive definition section.
 - ii. The Zoning Ordinance should have maps defining the various districts.
 - iii. The Cluster Development sections should be removed from the Subdivision Regulations and placed in the Zoning Ordinance.
 - iv. Any zoning changes should take into considerations any and all impacts on public utilities, traffic impacts, and regional impacts.
 - v. The zoning changes should consider natural terrain, wetlands, and waterways.
 - vi. The zoning updates should consider impacts on existing residential, commercial, and industrial land uses.

3. PROPOSAL FORMAT:

- a. Cover letter: The cover letter shall be signed by a representative of the Consultant authorized to enter into a contractual arrangement with the Town. The cover letter shall also identify the person who will be responsible for regular communications with the Town, including meeting attendance.
- b. Consultant Background: Provide information on the Consultant's background, including:
 - i. Organization, size, and office locations.
 - ii. The office location where work associated with the project will be performed.
 - iii. A description of the range of services provided by the Consultant. Specifically, areas of expertise in Master Plan Development and creation of Zoning Ordinances for small towns, similar to New Hampton.



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- iv. Identify the individual or team who would be providing planning services to the Town. List their experience in providing services to towns of comparable size and character.
- v. Provide descriptions of recent prior experiences with similar communities undertaken within the last five (5) years. For each project include the name, title, e-mail address and telephone number of a representative of the Town providing the reference so we may contact them to discuss their experiences.
- vi. Include representative samples, prepared by the individual who would be assigned to work with the Town, and material and/or correspondence that may be helpful in assessing the level and quality of service.
- vii. The Town of New Hampton expects each potential Planning Consultant to identify any potential conflicts of interest and the plan for handling these matters.
- viii. Provide descriptions of each major work task, including key dates in a time line during the duration of the contract.
- ix. Delineate the total fees of the project by work tasks. This delineation should be broken down for both the master plan and zoning ordinance updates. Please include billing options for all expected services.

4. PROPOSAL SUBMISSION GUIDELINES:

The Proposal submission shall include three (3) copies, to be submitted no later than Wednesday April 4th, 2024 at 3:30 PM. Envelope shall be marked "Planning Consultant Bid." Proposals received after this time shall not be considered. The cost of preparing and submitting a response is the sole responsibility of the Consultant and shall not be chargeable in any manner to the Town. The Town will not reimburse any Consultant for any costs associated with the preparation and submission of a response or expense incurred in making presentation, participation in an interview, or negotiation of a contract with the Town.

Any Consultant submitting or considering submission of a response to this request that is in doubt as to the meaning of any part of this RFP or the details herein, may submit a written request for interpretation, clarification, or correction directly to Corey Davenport, Town Administrator.

Telephone or e-mail proposals will not be accepted in response to Request for Proposals. The Town reserves the right to reject any or all proposals, or accept any proposal determined to be in the best interest of the Town.

Selection of a Consultant will be made at the complete discretion of the Town. All submissions or components thereof become property of the Town.

5. PROPOSAL REVIEW, EVALUATION, AND SELECTION PROCESS:

Proposals will be reviewed by the Town to determine which Consultant(s) will be selected to participate in an interview with the Town.

It is the intent of the Town to select a consultant in accordance with the following tentative schedule for the Master Plan Review:

- RFP send out in mid-March, 2024;
- Request for interpretation, clarification, or correction of the RFP no later than April 3rd, 2024.



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- Responses to questions would be forthcoming as soon as possible, but no later than April 8th, 2024;
- RFP submission deadline April 10th, 2024 at 3:30 pm;
- Review of RFP submissions April 11th, 2024;
- Selection of RFP submissions and interviews Mid-April, 2024 (if applicable);
- May 1st 2024 through September 2024 work performance; and,
- Present work product to include the process by which the town residents, government, and stakeholders can jointly produce a plan and the outline of the plan to the Planning Board in October 2024.
- If requested, attend public hearing(s) related to the Master Plan/Zoning Ordinance December 2024.

If it is determined that it is unreasonable to complete Zoning Ordinance changes in time for Town Meeting 2025. Please follow the additional timeline below:

- Continue to work with the Planning Board on Zoning Ordinance changes/rewrite February 2025 through September 2025.
- Present work product to include the process by which the town residents, government, and stakeholders can jointly produce a plan and the outline of the plan to the Planning Board in October 2025.
- If requested, attend public hearing(s) related to the Master Plan/Zoning Ordinance December 2025.

The Town will select a consultant based upon the written response, oral interviews, contact with references, and any other pertinent information deemed necessary by the Town including, but not limited to, the following criteria:

- Submission Responsiveness
- Community Outreach and Engagement Approach
- Consultant Qualifications and Experience
- Staff Qualifications and Experience
- Work Program and Timeline
- Cost and Fees
- Consultant Oral Presentation and Interview (if applicable)

In response to the proposals, the Town may select one or more consultant(s) for interviews and an oral presentation. The submission of a response shall not guarantee an opportunity to an interview.

The Town will then negotiate a contract, specific scope of services, and fee with the selected Consultant.

The Town reserves the right to request substitution of any provider identified by the Consultant as part of its team. If an agreement cannot be reached with the selected Consultant, the Town retains the right to terminate negotiations with that Consultant without notice and open negotiations with the next ranked Consultant.

The compensation discussed with one interested Consultant will not be disclosed or discussed with another Consultant.



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No work shall begin until the Consultant and the Town have executed a contract. The contract with the Town is binding all terms, conditions, and provisions of the proposal, and other terms, conditions and provisions negotiated prior to award of the contract.

Any contract resulting from this RFP must be approved by the Board of Selectmen if applicable, and is subject to funding.

6. ACCEPTANCE OR REJECTION OF RESPONSES:

The contract may be awarded to the Consultant that most closely satisfies the needs of the Town and is deemed to be the most advantageous to the Town. The Town reserves the right to accept or reject any item or group of items in a response.

The Town also reserves the right to waive any informality or irregularity in any response.

The Town also reserves the right to reject any and all responses, or portions thereof, received in response to the RFP, to negotiate separately with any source whatsoever, in any manner necessary, to serve the best interest of the Town. Additionally, the Town may, for any reason, decide not to award an agreement as a result of this RFP.

Non-acceptance of any response shall not imply that the proposal was deficient.

7. EXAMINATION OF PROPOSAL MATERIALS:

The submission of a response shall be deemed a representation and warranty by the Consultant that it has investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP. No requests for modification in the provisions of the response shall be considered after its submission on the grounds that the Consultant was not fully informed as to any fact or condition.

8. TOWN'S USE OF MATERIAL:

All material submitted shall become the property of the Town, unless it is clearly marked as proprietary information. The Town reserves the right to use any ideas presented in the submission, without compensation paid to the Consultant.

9. INSURANCE REQUIREMENTS:

The selected Consultant shall procure and maintain for the duration of the contract, insurance against claims which may arise from or in connection with the performance of the work by the Consultant, its agents, representatives, or employees. Proof and coverage amounts of such insurance in the form of a Certificate of Insurance, which names the Town of New Hampton as an Additional Insured, shall be received and approved by the Town prior to execution of the contract.

10. HOLD HARMLESS:



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The selected Consultant shall indemnify and hold harmless the Town and its officers, officials, employees and agents from and against all claims, damages, losses and expenses including attorney's fees arising out of performance of the scope of services included herein, caused in whole or in part by any negligent act or omission of the Consultant, their officers, employees, agents, representatives or subcontractors, except where caused by the active negligence, sole negligence, or willful misconduct on the part of the Town of New Hampton, NH.