

REQUEST FOR QUALIFICATIONS

TOWN OF GOFFSTOWN NEW HAMPSHIRE

PLANNING CONSULTANT FOR THE PINARDVILLE SUSTAINABLE COMMUNITY PLAN AND SMART CODE

The Town of Goffstown, New Hampshire, (“The Town”) is seeking Statements of Qualification (SOQ) from qualified planning consultants/firms to provide community planning and code-writing consulting services to the Town in the areas of Sustainability and Smart Growth. The Town has been awarded a grant through New Hampshire Housing’s Community Planning Grant Program. The purpose of the grant is to do a two-year project to create a **Sustainable Community Plan** incorporating Smart Growth and sustainable principles, and a **Smart Code**, both specific to that area of Goffstown known as Pinardville. Our goal is to set the framework for a “Sustainable Pinardville.”. The Town has been awarded \$50,000 for this purpose.

All SOQ’s must be received by, 2:00 PM, prevailing time, on August 31, 2012. Interested parties must submit Five (5) copies of their statements in a sealed envelope marked with the company name, address, and “2012 Goffstown Community Planning Grant Planning Consultant”. Statements should be addressed to the Town Administrator, Town Hall, 16 Main Street, Goffstown, NH 03045. The Town of Goffstown reserves the right to reject any and all statements.

The Town hereby notifies all respondents that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, or disability in consideration for an award.

Copies of this Request for Qualifications (RFQ) may be obtained, without charge, from the Town Hall Administration office, 16 Main Street, Goffstown, NH 03045, and telephone number (603)-497-8990 ext. 100 or on the Town's web site at <http://www.goffstown.com>

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PLANNING CONSULTANT FOR THE PINARDVILLE SUSTAINABLE COMMUNITY PLAN AND SMART CODE

BACKGROUND

Development in Pinardville over the last fifty years has occurred in an uncoordinated, piecemeal fashion through variances, spot zoning, and with refashioned zoning mechanisms developed more specifically for the Goffstown Village and the Route 114 Corridor; both distinctly different than Pinardville. Pinardville is typical of the Franco-American settlements that grew in the suburbs of Manchester in the early 20th century, serving as a residential suburb for employees of the mills in Manchester. During the 1930s and 1940s a series of small homes on small lots were built in the area. Post World War II development led to a mix of residential neighborhoods and commercial businesses. Mast Road (Route 114A), Pinardville's main artery, has been developed essentially as a commercial corridor through the center of Pinardville.

Although Goffstown adopted zoning in 1961, it was enacted without comprehensive planning and therefore reflected current uses rather than the community's vision in Pinardville. Since that time, Pinardville has only seen minor changes in zoning regulations and is in sore need of better regulations that will focus on creating the flexibility needed for mixed use, compact development, and more transportation options, while supporting more active, healthy, and socially engaged lifestyles. Our project will consider all of these issues.

This project supports the regional goal (Land Use Goal C: Smart Growth/Affordable Housing in Appendix F) found in the Southern New Hampshire Planning Commission's Regional Economic Development Plan of "seeking balanced growth and development which broadens the local tax base and respects and strengthens quality of life, community character and the environment." Pinardville is an essential part of the greater Manchester region, including the business district and Saint Anselm College – which is used nationally for political events. It is incumbent upon us to ensure the viability of this part of our region.

The purpose of this RFQ is to aid the Town in selecting a consultant to perform studies, gather community data and stakeholder input, draft a Sustainable Community Plan and Smart Code for review and adoption, and present these documents to the Planning Board and citizens through the public hearing process. The Sustainable Community Plan will be proposed as an amendment to the Goffstown Master Plan. The Smart Code will be proposed as an amendment to the Zoning Ordinance, which requires voter approval, therefore it will be placed on the ballot in March of 2014 for the voters to consider.

For the purpose of conducting outreach to underrepresented populations within the Town, the selected consultant will be assisted by UNH Cooperative Extension, which is coordinating a series of trainings and technical assistance to CPG Program grantees and their selected consultants. Consultants will be required to attend a training session and to participate in a grantee workshop in the fall of 2012.

Project work will be in accordance with the Scope of Work listed below.

PROJECT SCOPE OF WORK

Project Tasks:

Task No.	Description	Schedule	Budget	Responsible Party
1A	Project Management – Overall project management, and submission of necessary financial forms and progress reports required by NH Housing. Organize an advisory committee to participate in the project’s development.	08/12 - 06/14	\$1,250.00	Town Staff
1B	Project Management – Documentation on public participation levels at public meetings, workshops, and hearings.	09/12 – 03/14	\$1,500.00	Consultant
2	Consultant Selection and Oversight – Prepare RFQ, advertise RFQ, Review Statements of Qualification, choose a qualified Consultant, recommend to Board of Selectmen, and execute contract.	08/12 – 06/14	\$875.00	Town Staff/ Selection Committee
3A	Public Outreach Activities and Education – Identify marginalized and underrepresented populations within the Pinarville Community and develop public outreach activities and education.	08/12 – 09/12	\$700.00	Town Staff (w/ NH Housing & UNH Coop. Ext.)
3B	Public Outreach Activities and Education – Develop a project webpage on the Town’s website, appropriate social media, mailings, and public notice to engage participation in the project among residents, property and business owners, youth, and marginalized and underrepresented populations within the Pinarville Community.	08/12 – 06/14	\$1,000.00	Town Staff
3C	Public Outreach Activities and Education – Measure the participation of marginalized and underrepresented populations at public meetings, workshops, and hearings.	08/12 – 03/14	\$3,000.00	Consultant
4A	Public Workshops and Design Charrette – Coordinate accommodations and notice requirements for public listening session, workshops, and charrette.	09/12 – 02/13	\$500.00	Town Staff
4B	Public Workshops and Design Charrette – Facilitate public listening session, workshops, and charrette.	09/12 – 02/13	\$6,000.00	Consultant
4C	Public Workshops and Design Charrette – Participate in public listening session, workshops, and charrette.	09/12 – 02/13	\$600.00	Advisory Committee and PB Members

Task No.	Description	Schedule	Budget	Responsible Party
5A	Pinardville Sustainable Community Plan Drafting – Provide necessary data and feedback on draft Plan. Provide notice of draft plans and make available copies on website and at public places.	01/13 – 04/13	\$500.00	Town Staff
5B	Pinardville Sustainable Community Plan Drafting – Draft the Pinardville Sustainable Community Plan. Revise and edit based to incorporate Town Staff, Planning Board, and Community feedback.	01/13 – 04/13	\$15,000.00	Consultant
5C	Pinardville Sustainable Community Plan Drafting – Review Draft Plan and provide to consultant feedback for edits and revisions	01/13 – 04/13	\$300.00	Advisory Committee and Planning Board Members
6A	Plan Adoption and Distribution – Coordinate accommodations, and notice requirements for public hearing on Plan adoption. Present and distribute adopted Plan to Selectmen and community groups.	04/13 – 05/13	\$775.00	Town Staff
6B	Plan Adoption and Distribution – Present Plan for adoption at Public Hearing. Provide plans to Town for distribution.	04/13 – 05/13	\$3,200.00	Consultant
6C	Plan Adoption and Distribution – Participate at public hearing, adoption, and Presentation of Plan to Selectmen and community groups.	04/13 – 05/13	\$300.00	Advisory Committee and Planning Board Members
7A	Smart Code Drafting – Work with consultant to provide requested data and information to implement the proposed regulatory changes.	06/13 – 09/13	\$1,000.00	Town Staff
7B	Smart Code Drafting – Draft smart growth zoning and planning changes specifically tailored and designed to reflect the visions, goals, objectives, and recommendations of the Pinardville Sustainable Community Plan.	06/13 – 09/13	\$18,000.00	Consultant
8A	Public Smart Code Workshop – Coordinate accommodations and notice requirements for public workshops to scrutinize the proposed regulatory changes.	07/13 – 11/13	\$575.00	Town Staff
8B	Public Smart Code Workshop – Facilitate public workshops to scrutinize the proposed regulatory changes.	07/13 – 11/13	\$2,100.00	Consultant
8C	Public Smart Code Workshop – Participate at public workshops to scrutinize the proposed regulatory changes.	07/13 – 11/13	\$400.00	Planning Board Members
9A	Review and Finalize Code for Adoption – Review the Draft Smart Growth Planning and Zoning Amendments for final revisions prior to adoption.	11/13 – 12/13	\$500.00	Town Staff
9B	Review and Finalize Code for Adoption – Finalize Smart Growth Planning and Zoning Amendments for adoption.	11/13 – 12/13	\$1,200.00	Consultant
9C	Review and Finalize Code for Adoption – Review the Draft Smart Growth Planning and Zoning Amendments for final revisions prior to adoption.	11/13 – 12/13	\$1,750.00	Town Attorney

Task No.	Description	Schedule	Budget	Responsible Party
9D	Review and Finalize Code for Adoption – Review the Draft Smart Growth Planning and Zoning Amendments for final revisions prior to adoption.	11/13 – 12/13	\$300.00	Advisory Committee and Planning Board Members
10A	Propose Smart Code for Adoption – Coordinate and facilitate public hearing to be held prior to adoption of any smart growth regulatory change in accordance with applicable land use statutes. Promote any proposed zoning amendments on the project webpage and within the context of the Media Distribution Plan.	12/13 – 13/14	\$775.00	Town Staff
10B	Propose Smart Code for Adoption – Participate at public hearing to be held prior to adoption of any smart growth regulatory change in accordance with applicable land use statutes. Promote any proposed zoning amendments on the project webpage and within the context of the Media Distribution Plan.	12/13 – 13/14	\$400.00	Advisory Committee and Planning Board Members
	Total		\$62,500.00	

SUBMISSION REQUIREMENTS

EXPERIENCE

Statements of Qualification must include references to experience in the following areas:

1. The New Hampshire land use planning regulatory environment, including land use statutes, case law, local ordinances, and regulations.
2. Specific experience related to the Town’s proposed scope of work.
3. Development and successful implementation of public relations campaigns related to proposed zoning amendments or similar public information campaigns.

SUBMITTAL CONTENTS

Statements of Qualification must specifically include the following:

1. 1-3 page statement summarizing how the consultant is particularly qualified, identifying familiarity with development of land use regulations in New Hampshire, including an understanding of NH land use statutes and demonstrating an understanding of the intent of the project scope of this RFQ.
2. A brief discussion on methodology for project approach and management.
3. Key project team personnel resumes/qualifications, demonstrating relevant experience as well as anticipated proportional distribution of the workload among personnel and time availability to work on this project. If different consultants/firms will be teaming together, indicate who will be the lead consultant/firm/project manager directly responsible for overall project performance.
4. Plan for outreach to the community with specific emphasis on outreach to include underrepresented or marginalized population groups.
5. Reference to best examples of relevant/comparable projects completed successfully by this consultant/firm
6. Three references, including contact information.

SELECTION PROCESS:

A review committee comprised of two Town officials, two Town staff members and one Town community member will review all statements and select a number of firms for formal presentation and interview. The selection will be based upon a combination of factors including, but not limited to:

- Understanding of Project Scope
- Experience of appointed staff
- Ability to meet schedule deadlines and be available and accessible as needed
- Experience of supervisory personnel
- Experience and capabilities of the consultant/firm
- Management approach and capacity to perform the work
- Successful completion(s) of projects with similar scopes of work
- References

Statements, when received, shall be irrevocable for a period of ninety (90) calendar days following date received. The Board of Selectmen's judgment shall be final and the right is reserved by the Town to reject any or all statements as he/she may determine *incomplete*, and to waive defects in form or minor irregularities where the best interest of the Town would be served.

Respondents are responsible for all costs incurred in the development and submission of their SOQ. The Town assumes no contractual obligation as a result of the issuance of this RFQ, the preparation or submission of a SOQ by a respondent.

General questions regarding this RFQ may be addressed to:

Brian Rose
Planning and Zoning Administrator
16 Main Street
Goffstown, NH 03045

(603) 497-8990 ext. 118
brose@goffstownnh.gov

For general questions about the CPG Program, contact Ben Frost at (603) 310-9361 or bfrost@nhhfa.org.