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# **Town of Londonderry, NH**



## **Request for Proposals**

### **2004 Master Plan Revision**

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## I. INTRODUCTION

The Planning Board of the Town of Londonderry, New Hampshire (Board), is soliciting proposals for professional services (Consultant) to assist the Board in updating its 1997 master plan. The updated plan will serve as a guide in considering policy changes, land use planning, budget preparation and capital improvement planning for the Town of Londonderry future. It is anticipated that work will begin during the month of March 2003 and that the finished product will be ready for adoption by the Planning board at a public hearing during February 2004. A written outline with a fixed fee amount (contained in a separate sealed envelope, see Sections VI and XIV) for required planning tasks will be received by Andre L. Garron, AICP, Director of Planning & Economic Development, at 50 Nashua Road, Suite 100, Londonderry, New Hampshire 03053, no later than 4:00 pm on February 21, 2003. Finalists will be invited to review their proposals in a meeting with a sub-committee of the Master Plan Steering Committee.

## II. BACKGROUND

The Town of Londonderry is among the top 10 fastest growing communities in the state of New Hampshire. Londonderry's growth has been steady over the past 20 years, illustrated by the 1980 Census population of 13,598, 1990 Census population of 19,781 and a 2000 Census population of 23,236. Over the last 3 years, Londonderry has averaged over 350,000 sf. of new commercial and industrial development and over the last 10 years the number of residential units has grown by 979 units. After three decades of above average growth, Londonderry struggles to balance its economic vitality against its historic, agricultural, and cultural heritage.

## III. SCOPE OF SERVICE

The following outline is offered to describe the general extent of services to be provided by the Consultant. The Consultant is expected to provide all information required by NH RSA 674:2 and 674:3. This outline is not necessarily all-inclusive and the Consultant shall include in the proposal any tasks and services deemed necessary to satisfactorily complete the project.

### A. Task 1- Master Plan Preparation

1. General Statement
2. Vision Statement (s) - Incorporating the work of the Community Profile to be completed by the UNH Cooperative Extension (estimated completion in June 2003)
3. Land Use
  - i. Airport area using information generated by the airport area design charrette
  - ii. Innovative land use regulation to help Londonderry retain its rural/agricultural feel
  - iii. Analyze existing land use patterns and regulations to determine what Londonderry's build out would be
  - iv. Future land use

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4. Utilities- Provide a full study of all utilities located in Londonderry, including but not limited to:
  - i. Residential related growth areas
  - ii. Commercial and industrial related growth areas
5. Community Facilities- Provide a full study of Londonderry's community facilities, including but not limited to an inventory of: the type and location, measure of use, needs assessment, service standards, and facility maintenance.
6. Housing and Population- Provide a full study of Londonderry's housing needs and an analysis of population growth and projections.
7. Natural Environment/Open Space Conservation and Preservation, including the work completed by the Open Space Taskforce.
8. Recreation and Cultural Resources- Provide a full study of Londonderry's existing and potential recreational and cultural needs including the work generated by the recreational facilities need assessment and the cultural affairs committee charette.
9. Transportation – Provide a full study of Londonderry's transportation system, including but not limited to an inventory and needs assessment of the following:
  - i. Street- Capacity rating, traffic statistics (SNHPC Regional Model), traffic and pedestrian safety issues
  - ii. Public transit
  - iii. Alternative/Non-Vehicular Transportation (Including the Londonderry Trailways Master Plan)
  - iv. Transportation Demand Management (TDM)
  - v. Air Service
  - vi. Rail Service
10. Economic Development- Provide a full study of Londonderry's economy, including but not limited to:
  - i. Examine the existing economic base (Commercial, Industrial, and Agricultural)
  - ii. Examine existing number of jobs and projections
  - iii. Examine existing workforce and projections
  - iv. Examine Londonderry's share of the regional economy
  - v. Examine potential growth areas
  - vi. Integrate the information from Airport area charrette and engineering study
  - vii. Any other information that would give Londonderry a clear understanding of its economy and its potential
11. Other topic areas as deemed appropriate by the consultant and/or the Master Plan Steering Committee.

## IV. PUBLIC PARTICIPATION

Public participation will be vital to the success of the master plan. During the

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preparation process, which is expected to take approximately 12 months, citizen committees will be created to provide input and review specific chapters of the master plan. As each chapter reaches preliminary draft, the Board will hold a public hearing on the chapter to solicit comments. In addition, each chapter draft will be put on the Town's website for review by the public. The Consultant will also be responsible for making a presentation to community service and social clubs. When all chapters have been completed, a final set of 1-2 hearings will be scheduled for adoption of the plan. A Master Plan Steering Committee member will head each citizen subcommittee of volunteers.

## V. TOWN OF LONDONDERRY STAFF INVOLVEMENT

While the Planning & Economic Development Director, Assistant Town Planner, Planning & Economic Development Secretary, and other municipal staff will be closely involved with preparation of the Master Plan, existing work commitments preclude them from spending substantial time conducting research, writing documents, and setting up meetings. It is essential that the consultant be able to dedicate the time needed to conduct these tasks independently and to lead the Master Plan project

## VI. PROPOSAL SUBMISSION

All responses to this RFP must be received in a sealed envelope and clearly marked "LONDONDERRY MASTER PLAN PROPOSAL" by 4:00PM, on February 21, 2003 to be eligible for consideration. Proposals shall be submitted to:

Planning & Economic Development Department  
ATTN: Andre L. Garron, AICP  
Londonderry Town Offices  
50 Nashua Rd, Suite 100  
Londonderry, NH 03053

**The proposal and the bid price (including cost estimates and hourly rates, See Section X) should be submitted in separate sealed envelopes.** Please submit nine (9) copies of the RFP response and one (1) sealed bid price with your submission. The Town of Londonderry will be employing a quality based selection process, and will not open the bids until all of the proposals have been reviewed for their quality. They shall be publicly opened and read at the following scheduled RFP opening meeting on February 21, 2003 at 4:00PM in the Large Conference Room on the second floor of the Town Offices.

## VII. REVISIONS TO THE REQUEST FOR PROPOSAL

If it becomes necessary to revise any part of the RFP, an addendum will be sent to all those who received the original document.

## VIII. LIMITATIONS OF LIABILITY

The Town of Londonderry 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.

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## IX. PROPOSAL PREPARATION

In order to facilitate evaluation of the proposals, the offerer 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.

## X. FORMAT FOR PROPOSALS

Proposers are requested to be concise and proposals should include, in order, the following:

- A. Letter of Transmittal;
- B. Executive Summary;
- C. Brief organizational profile, including background and experience of the firm;
- D. Previous project summaries, including reference contact information, for a minimum of three (3) projects which are similar in scope to the project described herein which demonstrate pertinent corporate and key personnel experience; listing of the pertinent projects may be included. (The Town reserves the right to contact any references provided herein or otherwise obtained);
- E. Proposed Operation Plan and potential Project Schedule including an explanation/discussion of technical approaches and a detailed outline of the proposed services for executing the requirements of the Proposed Scope of Services (please note that the final master plan document as well as all maps and supporting information is expected to be delivered in both hard copy and electronic format);
- F. Project management including:
  - i. Project organizational chart including key staff to be assigned
  - ii. Location of office from which the management of the project will be performed
  - iii. Summary/matrix of key personnel's shared project experience
- G. Appendices: Resumes of person(s) who will be performing the work.
- H. Cost estimates and typical billing rates (***In a separate sealed envelope***):
  - i. Proposers are urged to provide a Matrix for the Project, showing hours by classification (i.e. Principal, Project Manager, etc.) for the tasks identified in the proposal. A schedule of billing rates by classification, etc. is also desired.

## XI. 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)

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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.

## **XII. NATURE OF PROPOSAL AND ELIGIBILITY**

The proposal is submitted in accordance with the Purchasing Procedures and Purchasing Policies of the Town of Londonderry and is promulgated thereunder, and constitutes a firm and binding offer. The determination of whether a proposal may be withdrawn is solely at the discretion of the Planning & Economic Development Director. However, in no event shall a proposal be withdrawn unless the request for withdrawal is filed within five (5) days of the date of the opening and the proposer establishes that the proposal contains a material mistake and the mistake occurred despite the exercise of reasonable care.

## **XIII. 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.

## **XIV. PROPOSAL EVALUATION AND SELECTION**

Proposals will be reviewed using a quality based evaluation process. The Town Planning staff, along with the selection subcommittee of the Master Plan Steering Committee 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:

- A. The proposal's responsiveness to the RFP (format, capabilities, work program, approach, clarity, ability to meet proposed schedule, etc.);
- B. Apparent 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;
- C. The qualifications and experience of personnel committed to the project;

Once the highest quality proposals have been identified, the staff will contact and schedule interviews selected firms with the selection subcommittee of the Master Plan Steering Committee. The Staff and Steering Committee will recommend to the Planning Board the highest ranking firm for selection.

Prior to making recommendation to the Planning Board, the Staff and subcommittee will open the separate envelope containing the bids. The Staff and subcommittee reserve the right to hold a second interview with firms to discuss the bid price and negotiate the bids with prospective consultants prior to making a recommendation to the Planning Board.

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ATTACHMENT A

## TOWN OF LONDONDERRY REQUEST FOR PROPOSAL 2004 Master Plan

### PROPOSAL FORM

Proposal of \_\_\_\_\_  
NAME

\_\_\_\_\_  
ADDRESS

to furnish and deliver all material and perform all work in accordance with the contract with the Town of Londonderry 2004 Master Plan on which proposals will be received until 4:00PM, prevailing time, Friday February 21, 2003 at:

Planning & Economic Development Department  
Londonderry Town Offices  
50 Nashua Rd, Suite 100  
Londonderry, NH 03053

In accordance with the invitation of the Town of Londonderry to submit proposals for the project herein before named, and in conformity with the Request for Proposals (RFP), the undersigned hereby certifies that the undersigned is the only person, firm or corporation interested in this proposal as principles; that this proposal is made without collusion with any person, firm or corporation; that an examination has been made of the documents furnished with the RFP.

A cost summary and sample level of effort is provided for information along with a proposed fee for proposed services. A rate schedule by labor category is also included.

It is further proposed:

The undersigned declares under penalty of perjury under the laws of the United States and the State of New Hampshire that, in accordance with provisions of Title 23 U.S.C., Section 112(c), the undersigned has not either directly or indirectly entered into any agreement, participated in any collusion or otherwise take any action in restraint of free competitive bidding in connection with this contract.

#### Certification Regarding Debarment, Suspension and Other Responsibility Matters – Primary Covered Transaction

- I. The prospective primary participant certifies to the best of its knowledge and belief, that it and all its principals: (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or committee; (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this



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certification and (d) Have not within a three-year period preceding this application/proposal had one or more public transaction (Federal, State or local) terminated for cause or default

II. Where the prospective primary participant is unable to certify to any the statements in this certifications, such prospective participant shall attach an explanation to this proposal.

Dated \_\_\_\_\_ -

(IF A FIRM OR AN INDIVIDUAL)

Signature of Bidder \_\_\_\_\_

Printed Name \_\_\_\_\_

Address of Bidder \_\_\_\_\_

\_\_\_\_\_

Telephone Number \_\_\_\_\_

Names and Address of Relevant Members of the Firm:

\_\_\_\_\_  
\_\_\_\_\_

(IF A CORPORATION OR OTHER ENTITY)

Signature of Bidder \_\_\_\_\_

Printed Name \_\_\_\_\_

Address of Bidder \_\_\_\_\_

\_\_\_\_\_

Telephone Number \_\_\_\_\_

Incorporated under the laws of the State of \_\_\_\_\_

Names of Officers / Member / Principals:

- |    |      |       |
|----|------|-------|
| 1. |      |       |
|    | Name | Title |
| 2. |      |       |
|    | Name | Title |
| 3. |      |       |
|    | Name | Title |