

**LONG RANGE PLANNING COMMITTEE
MEETING**

March 16, 2023

2:00 p.m. – Rye Town Hall

Present: Chair Rob Wright, Patricia Losik, via Zoom, Kathryn Garcia and Planning & Zoning Administrator Kim Reed and Land Use Assistant, Kara Campbell.

I. Call to Order

Chair Wright called the meeting to order at 1:00 p.m. and led the pledge of allegiance.

Ms. Reed hands out packets for the committee with the Grant Agreement, Purchase Police and RFP.

Member Losik pointed out page 4 selection of process brings it back to the Planning Board. RFP amended by Attorney Maher. Met with the Select Board, grant between the Town and decided that Kim and Matt will move forward and Matt will sign the Agreement. A couple of questions at the BOS meeting who will make the decision. LRP send to the Planning Board and the Planning Board will make the decision. Ms. Losik reads page 4 out loud of the RFP for the committee and those listening on the live stream.

Chair Wright what is the determination LRP or Planning Board.

Member Losik question PB evaluate may this be delegated to LRP. Discuss the consultants go out to all consultants.

Chair Wright all on the list.

Member Losik decide today with couple edits made to RFP, no edits to legal notice proceed to get RFP out and when decision PB set the date. Set the due date Friday, March 24, 2023 then move get consultant before April 18th then have another meeting.

Chair Wright understand what happen, procedural question as to who owns the contract that has been resolved it is the Planning Board

Member Losik, it is the Town. The Planning Board has receipt of the grant.

Chair Wright, the discussion has been subcommittee to the PB what authority rests with them. Nothing has to be full PB then work timing and question what select process are required to big list or edited list.

Ms. Reed talks about geographics.

Member Losik has another possibility.

Ms. Reed points out that by posting on the Town Website, Posting on NHMA and in the Portsmouth Herald making it available to the public in addition to emailing to either the full list or edited listed based on Pat's suggestion.

Chair Wright asked about Attorney Maher can the Planning Board select the consultant or LRP.

Ms. Reed will reach out to Attorney Maher. She invited Matt Scruton, the Town Administrator to attend this meeting. At the Select Board meeting it was agreed upon and voted by the BOS that Matt would sign the agreement and that the Planning Board would be the recipient of the grant.

Member Losik item regards to indemnification how does the Town proceed when you have a boiler plate agreement but concern raised by the Attorney, how do we navigate that.

Mr. Scruton recommends to ask if they would amend the grant, risk of decision weigh risk versus reward. first see if it can be modified.

Ms. Reed asked if the Town has a boiler plate on indemnification.

Member Losik said only changes to the grant agreement was to change Pat's name to Matt's and put Matt and Kim's emails in and remove Pat's email.

Chair Wright asks about indemnification and Ms. Reed will reach out to see if it can be amended.

Ms. Reed brings Town Administrator up to speed of the committee talking about how to reach consultants in addition to posting it on legal notice and town of rye website.

Mr. Scruton asks if email blast.

Chair Wright solicitation is the issue getting through all the responses then would you disqualify someone 100miles away versus 10 miles.

Member Losik question to Attorney Maher send to all 30 consultants? She had intermediate step. Not just NH they are all over the country. Reviewed their connections something like this feels and looks like Rye. First step suggests a reasonable approach indication of interest in grants, Phase I, II and III. A reasonable approach we have interest in all three although have not yet applied for phase II and phase III yet. Look at consultants who list that they are interested in all 3 phases. Send to those identified phases I-III with thought open door one consultant for all phases.

Member Wright how many.

Member Losik, 9 go away. Then looks at the scope the RPC Regional Housing Agreement, part of work so she recommends sending the RFP to Rockingham Planning Committee but not include the other commissions which have their own housing assessments.

Chair Wright, how many cuts out. 17 goes away. Everyone we receive we need to give due diligence to.

Member Losik, some of the consultants work together. Evidence of collaboration. Cannot assume each one will give a proposal. Reasonable way to look at best course of action.

Mr. Scruton post public good to give everyone chance to apply.

Member Losik, not excluding anyone.

Chair Wright, if posted gives open to public and taking out 13 firms, seems like good number get a good selection base.

Member Losik, RFP is very specific.

Ms. Reed states she does not have a vote, she likes Pat Losik's suggestion and pending Attorney Maher she would like a vote.

Member Losik makes a motion to post RFP in the Portsmouth Herald, Town Website and NHMA and to email to all consultants on list of qualified NHHOP consultants that singularly offer services in Phases I-III of interest whereby that would support the Town of Rye if so chose, and the RPC, which is the only regional consultant, which is the Rockingham Planning Commission which is responsible for the 2023 Housing Needs Assessment which analysis is a component of Task 2 of the Needs Grant. Seconded by Kathryn Garcia. All in favor.

The Housing Academy. Reached out to public. The Planning Board voted that Kathryn Garcia along with 2 other volunteers to be on this Academy.

Ms. Reed said that Ann Fox stated that she would be interested. She has not heard back from Patty Weathersby and heard back from Matt Burke as a potential.

Discussion on the volunteers with the Academy, the stipend and the dates for the academy 3 webinar and 2 in person. May 9th webinar, May 17th webinar, June 1st in person and June 13th in person and June 22nd webinar.

Member Losik informs what the academy is about.

Ms. Reed points out to have The Housing Grant, Build-Out Analysis and Master Plan update happening at the same time is a blessing for Rye.

Respectfully submitted,
Kimberly Reed Planning & Zoning Administrator

Legal Notice

**Town of Rye, New Hampshire
Request for Proposals**

Notice is hereby given that the Town of Rye, Planning Board is soliciting sealed proposals for firms interested assisting the Planning Board with preparing a Needs Analysis and Planning Plan related to InvestNH Municipal Planning & Zoning Grant Program's Housing Opportunity Program Needs Assessment Grant (HOP Grant) awarded to the Town on February 8, 2023.

Interested firms should contact the Town of Rye, Planning & Zoning Administrator by calling (603) 379-8081 or emailing kreed@town.rye.nh.us, to obtain a copy of the proposal criteria. The proposal criteria is also posted on the Town of Rye Website at [2023 3 10_rfp_needs_analysis_final 3-16-2023.pdf \(rye.nh.us\)](#).

Interested firms shall provide the Town with written descriptions of their proposal outlining the criteria in the RFP.

Sealed proposals must be submitted in a sealed envelope clearly marked "Proposal for Phase I: Needs Analysis and Planning Plan" to the Town of Rye, 10 Central Road, Rye, NH 03870, Attention: Kim Reed, Planning and Zoning Administrator, no later than 2:00 p.m., March 24, 2023.

The Planning Board reserves the right to reject any or all bids for any reason. The Planning Board also reserves the right to waive any formalities in the RFP process. In evaluating bids the Planning Board may consider both monetary and non-monetary considerations as the Planning Board deems fit, within its sole discretion.

TOWN OF RYE, NEW HAMPSHIRE

The Rye Planning Board

Kim Reed

From: Kim Reed
Sent: Thursday, March 16, 2023 11:52 AM
To: Kim Reed
Subject: RFP InvestNH Municipal Planning & Zoning Grant Phase 1 Needs Assessment
Attachments: RFP Needs Analysis 3-16-2023.pdf

The Town of Rye is looking for a consultant(s) to assist with Phase I of the InvestNH Grant and potentially Phases II and III.

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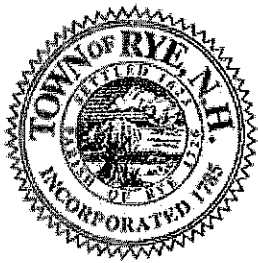
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Kimberly M. Reed, CFM
Planning & Zoning Administrator
Town of Rye NH 03870
603-379-8081
[Kreed@Town.rye.nh.us](mailto:kreed@town.rye.nh.us)



Rye
New Hampshire

March 16, 2023

The Rye Planning Board is seeking Sealed Proposals for assistance in preparing a Needs Analysis and Planning Plan related to the InvestNH Municipal Planning & Zoning Grant Program's Housing Opportunity Program Needs Assessment Grant (HOP Grant) awarded on February 8, 2023.

Background

Rye is a predominately rural residential coastal community where limited lands remain available for residential development under current zoning and land use regulations. The Housing Opportunity Planning Grant Program funds will assist the Planning Board in investigating how housing options may be accommodated into the existing fabric of our community and develop strategies related to implement those options.

NNHOP Grant

The Rye Planning Board applied for the InvestNH Municipal Planning & Zoning Grant Program: Housing Opportunity Program Needs Assessment Grant on January 25, 2023. The primary goal of the HOP Grant is to gather public opinion data and engage with citizens on housing issues, compile regional and town housing needs data and projections, identify priority housing needs in the community, and review and analyze current zoning and land use regulations to identify how they facilitate, hinder, or simply do not address community housing needs.

Scope of Service

The chosen consultant will work directly with the Long-Range Planning Committee & the Planning & Zoning Administrator. The scope of services include, but is not limited to:

- Designing and Conducting a Public Opinion Survey
- Compiling and Organizing Data to identify Housing Needs and Projections;
- Analyzing and Preparing a report reflecting Housing Needs and Regulatory Limitations on those Needs;
- Engaging with the Community;
- Preparing a Workplan related to address Housing Needs, also called a Needs Analysis and Planning Plan.

Final deliverables outlined in the RFP, which shall include at minimum:

- Ten (10) reproducible hard copies and (1) electronic copy each in Adobe PDF and MS Word format of interim draft(s) and final Needs Analysis and Planning Plan documents, including narrative and graphics. Maps shall be provided in PDF format.
- Spreadsheets and charts in Excel format including supporting data for all tables and graphs, if provided.

- All information, data, documents, photos, computer records, and other materials of any kind developed by the Consultant pursuant to this project shall be the property of the Town of Rye.

PROJECT FUNDING

The Rye Planning Board has been awarded \$17,750 by the Steering Committee for the InvestNH Municipal Planning & Zoning Grant Program to pursue a Needs Analysis and Planning Plan.

PROJECT SCHEDULE

The Consultant shall begin work upon contract approval and complete all tasks by September 30, 2023 ("Completion Date"). A completed Needs Analysis and Planning Plan shall be delivered at least a month prior to the Completion Date to allow time for final review and revisions. The Consultant will provide a final draft Needs Analysis and Planning Plan reflecting final revisions and will include supporting documents related to said Plan. Respondents shall include reasonable timelines for completion of tasks and deliverables outlined below as part of their proposal. A final schedule for deliverables for services provided shall be finalized within a reasonable time after contract approval.

SUBMITTAL PACKAGE:

1. In total, ten (10) copies of the submittal, including attachments, are required.
2. Pages shall be no larger than letter-size (8 ½ x 11 inches) or, if folded to that dimension, twice letter size (11 x 17 inches). It is acceptable to produce the Submittal on both sides of the paper.
3. The Submittal must be in a sealed envelope plainly marked on the outside with the Consultant's name and project identification as follows: "**Proposal for Needs Analysis and Planning Plan,**" Town of Rye, 10 Central Road, Rye, NH 03870, Attention: Kim Reed, Planning and Zoning Administrator.
4. Submittals must be received at Land Use and Planning Administrator, 10 Central Road, Rye, NH 03870 no later than 2:00 p.m., March 24, 2023.
5. Bidders are responsible for all of their costs in preparing and submitting bids hereunder.
6. Upon selection, the successful bidder shall be required to enter into a written contract with the Town within seven (7) days from notification of selection.
7. Each bid submitted shall include a signed statement from an authorized representative certifying as follows: "The undersigned certifies under the penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person, corporation, company, or other entity."
8. Each bid submitted shall contain a certification that the Consultant does not and will not discriminate in employment practices on the basis of race, color, national origin, sex, age, or disability.
9. Each bid submitted shall include the following signed certification from an authorized representative:

***Certification Regarding Debarment, Suspension, and Other
Responsibility Matters - Primary Covered Transactions***

The Consultant certifies to the best of its knowledge and belief, that it and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) have not within a three-year period preceding this Agreement been convicted of or had a civil judgment 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 a 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 otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (l) (b) of this certification; and
- (d) have not, within a three-year period preceding this Contract, had one or more public transactions (Federal, State or local) terminated for cause or default.

SUBMITTAL FORMAT FOR COST PROPOSAL:

1. Bidders should provide a cost proposal that provides an itemization of proposed costs, broken down by labor various work tasks associated with the work.
2. The total cost for the work should be provided on a lump sum, not to exceed basis.
3. The cost proposal shall identify the hourly rates for all personnel and consultants that will be working on the project and the expected number of hours of work needed for each task as part of their proposal and percent of the total budget.
4. Proposals should include a milestone billing schedule that acknowledges that the Town of Rye will hold 15% of the project funding until the final product has been reviewed and adopted.
5. Cost proposals should identify the hourly rate for personnel associated with the work that may be considered optional or outside the scope of the engagement.

SUBMITTAL FORMAT FOR STATEMENT OF QUALIFICATIONS:

1. Outside cover and first page shall contain the Title of the RFP: **"Proposal for Needs Analysis and Planning Plan."**
2. The Transmittal Letter will include:
 - a. A Description of the Firm, including, but not limited to, (i) the number of employees employed by the Consultant; (ii) the employees available for the work and their areas of specialization; (iii) the number of years the Consultant has been in operation; and (iv) the location of office(s) proposed to handle the work.
 - b. The names, contact information, and resumes of key staff who will be assigned to this work in a format that identifies each team member's education and qualifications;
 - c. The identity of the Project Manager,;
 - d. If different consultants will be teaming together, the identity of the lead Consultant;
 - e. A statement summarizing how the Consultant and/or Project Team is specifically qualified for this project.
 - f. A list of a minimum of three (3) references of comparable projects.
 - g. A statement indicating that to the best of the Consultant's abilities, all information contained in the Submittal is complete and accurate.

- h. A statement granting the Town of Rye, NH and its representatives' authorization to contact any existing or previous client of the Consultant (or a Consultant's Team Member} for purposes of obtaining an independent evaluation of the Consultant's or a Consultant's Team member's performance.
 - i. A description of how actual or perceived conflicts of interest will be prevented or mitigated that may exist or arise based on any relationships with the Town, Town officials, interested stakeholders, or other clients.
 3. At least one copy of the transmittal letter must have the original signature of an officer of each principal firm that comprises the Consultant (not a sub-consultant).
 4. Proposals shall include a Scope of Work. The Scope of Work shall describe the Consultant's approach and technical plan for accomplishing the tasks described in the Scope of Work, including the methods and team member participation in their implementation. The Consultant is encouraged to elaborate and improve on the task listed in the RFP; however, the Consultant shall not delete any of the scope of work tasks described below.

DESCRIPTION OF THE SELECTION PROCESS:

The Statement of Qualifications and Cost Proposals ("Submittal") will be evaluated by the Planning Board. The Planning Board may request and consider additional information of Consultants beyond that sought in this RFP as the Planning Board, in its sole discretion, deems useful. In evaluating Submittals, the Planning Board may, but shall not be required to, conduct interviews with bidders.

The Planning Board shall review compliant proposals and shall determine the Consultant that the Board, in its sole discretion, deems best suited to perform the Work. The Planning Board may reject any or all bids for any reason.

In evaluating bids, the Planning Board may waive any of the requirements or formalities set forth in this Request for Proposals as the Planning Board deems appropriate in its sole discretion.

SELECTION CRITERIA:

Qualifications will be reviewed and evaluated by the Planning Board based on the following criteria:

1. Consultant's experience and approach to similar projects.
2. The proposed contract price and hourly rates.
3. References from previous projects.
4. Professional qualifications of individuals assigned to the project.
5. Current work schedule availability.
6. Consultant's understanding of budget and ability to meet project budget.
7. Consultant's ability to reduce project costs and manage schedule.

No one criteria set forth above shall be determinative. The Planning Board may weigh the criteria set forth above as it deems fit within its sole discretion and may consider such other criteria as the Planning Board deems appropriate and in the best interest of the Town.

Consultant's must be approved by the Program prior to being selected. To the extent that Consultant has not been pre-approved by the InvestNH Municipal Planning & Zoning Grant Program, selection shall be contingent on the approval of the Program Administrator, Plan NH on behalf of the New Hampshire Housing Financial Authority.

CONTRACT DOCUMENT:

Upon final selection, the successful Consultant will be sent a contract for execution.

Consultant shall be required to sign said written contract with the Town within seven (7) days from notification of selection.

When the contract is executed by both parties, the Consultant will be instructed to commence providing the work as outlined in the contract. All information, plans, documents, photos, and other materials of any kind acquired or developed by the Consultant pursuant to this project shall be the property of the Town of Rye, NH.

The contract shall include the following:

1. All necessary warranties, certifications, and acknowledgments as required in the document titled, "InvestNH Municipal Planning & Zoning Grant Program Housing Opportunity Planning Grant – Grant Agreement";
2. The requirement for the Consultant to maintain professional liability, worker's compensation, and motor vehicle insurance in an amount satisfactory to the Town and which covers assigned personnel who will be engaged the project, together with the requirement for Consultant to provide a certificate of insurance, advance notice of cancellation, and the naming of the Town as an additional insured;
3. An indemnification clause that indemnifies, protects, and holds the Town harmless against the negligence and willful misconduct of the Consultant, its employees, and subcontractors;
4. An acknowledgment that all work products used or created in conjunction with the services cover under this Agreement shall be the sole property of the Town of Rye, and that, in the event of cancellation or termination, such products will remain with the Town of Rye;
5. An acknowledgment that the Consultant will be compensated as an independent contractor and will be responsible for providing F.I.C.A., Worker's Compensation, Unemployment Compensation & Liability to all employees assigned to the Town of Rye; and
6. Such other provisions as deemed necessary for the protection of the Town's best interests.



SPRING 2023 CLASS

HOUSING ACADEMY is a training program for InvestNH Housing Opportunity Planning (HOP) Grant and Community Housing Grant recipients to help build and further develop local capacity related to housing matters. UNH Cooperative Extension will provide housing education and community engagement training and support grantees as they develop their local community engagement strategies.



WHO SHOULD PARTICIPATE

Municipal grantees are eligible to have up to three people participate in Housing Academy. Participants can include municipal staff. In addition, we want to build local capacity for engagement on housing matters by encouraging municipalities to identify volunteers (including members of local boards or governing bodies, or other interested citizens) to attend. No housing or community engagement experience is necessary – just an interest in expanding a variety of local housing options.

IN-PERSON AND VIRTUAL SESSIONS

Housing Academy participants will meet via webinars, in-person training sessions, and place-based training in communities around the state. There will also be opportunities for community participants to share best practices and challenges and learn from each other.

HOUSING AND COMMUNITY ENGAGEMENT TOPICS

Through a variety of engagement techniques and tools such as storytelling, interviews, focus groups, art, posters, polls, listening sessions and more, Housing Academy is designed to be interactive. Community engagement techniques and tools will be taught so participants can develop and implement an engagement plan in their city or town. Speakers, panels, teachers and participants will explore a wide range of housing and community engagement topics, including:

- Understanding the housing crisis
- Using data
- How to talk about housing
- Envisioning communities with more housing options
- Community engagement beyond public meetings
- How to make change – working with opposing views and mapping out regulatory change
- Bringing new people and voices into the housing discussion

SPRING 2023 HOUSING ACADEMY SCHEDULE

MAY 9	9:00 AM – 10:30 AM Kickoff webinar
MAY 17	9:00 AM – 10:30 AM Webinar
JUNE 1	9:00 AM – 1:00 PM In-person training
JUNE 13	9:00 AM – 1:00 PM In-person training
JUNE 22	9:00 AM – 10:30 AM Webinar

Housing Academy Office Hours:
Housing Academy participants can get assistance with their community engagement plan. Contact us to schedule an appointment with UNH Cooperative Extension staff.

QUESTIONS ABOUT HOUSING ACADEMY? CONTACT US!

CONTACT US AT
info@NHHOPgrants.org



www.nhhopgrants.org



As part of Governor Sununu's \$100 million InvestNH initiative, \$5 million has been allocated to provide grants to municipalities to help housing development opportunities. The NH Department of Business and Economic Affairs has contracted with New Hampshire Housing to administer this program.