



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.

NHHOP 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.