



**REQUEST FOR PROPOSAL
COMPREHENSIVE MASTER PLAN UPDATE
RFP No. 2023-006**

Deadline for Submitting Questions Due: October 20, 2023

**Deadline for Submittal: November 3, 2023
(No later than 4:00 P.M.)**

Deliver to:

**Town of Milford
Town Hall, 1 Union Square
Milford, NH 03055**

Attn: Terrey Dolan, Community Development Director

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www.milford.nh.gov

COMPREHENSIVE MASTER PLAN UPDATE REQUEST FOR PROPOSALS (RFP)

PROJECT OVERVIEW

The Town of Milford, New Hampshire Planning Board, in conjunction with the Office of Community Development, is seeking a qualified Consultant to lead and prepare a comprehensive Master Plan update for 2025 which addresses the many challenges that impact the Town's municipal facilities and services, economic vitality/sustainability/growth, community character, and natural resources.

The Board's update to the Master Plan will be theme-based and informed by results from public engagements conducted in 2022-2023 and additional community engagement anticipated as part of the Comprehensive Master Plan Update process. In addition, the updated Plan shall reference and utilize information from the current Master Plan, including maps and other materials as well as federal, state, regional and local technical references. The updated plan shall include eye-catching graphic elements, photography and illustrations to support the theme.

The Milford Planning Board and its Master Plan Steering Committee conducted community outreach in 2022 and 2023, including a community master plan-focused survey, two community workshops and multiple meetings with local civic organizations. The summary of this information is located on the Nashua Regional Planning Commission website and is entitled, "Envision Milford's Future." This page can be found at:

https://www.nashuarpc.org/about_nrpc/our_region_communities/envision_milford/index.php
or, at: <https://www.milford.nh.gov>.

PRIMARY GOALS

- Complete a comprehensive analysis of existing conditions—including, but not limited to, town-wide infrastructure and services, conservation and restricted land, land available for development, current demand for development and resources, municipal management, and environmental considerations—and identify challenges to be addressed.
- Provide actionable recommendations to address current and future issues that will result in positive outcomes for the Town.
- Create a streamlined summary document focused on the most critical issues facing the Town today and into the future.
- Communicate information in a document that is easily accessible, linked internally and externally, and searchable for members of the public and other users. The updated Master Plan should be presented in printed form, in a web format compatible with the Town of Milford's website (<https://www.milford.nh.gov/>), and as a downloadable PDF.

SCOPE OF WORK

The successful bidder will be expected to complete each of the following elements of the Project:

1. Community Outreach

The Consultant shall review results of the Town's outreach efforts completed in 2022-2023, including a summary of data collected in a community survey and a community workshop. The Consultant shall also be responsible for evaluating this information for additional focal points and issues to be discussed. The Consultant will be required to develop a Community Outreach Plan, organize additional community outreach events and opportunities, such as focus groups, and facilitate discussions at these events. The Consultant will also coordinate additional surveys and public input methods and attend meetings as needed.

2. Goals and Vision

The Consultant shall lead the Town's Master Plan Project Team (MPPT), which shall be comprised of the Planning Board, Community Development Staff, and the Master Plan Steering Committee and Working Groups, in reviewing the existing master plan vision statement and developing a new vision statement as part of those bodies' review of the Town's existing Master Plan and approved by the Planning Board. The Vision Statement shall act as a guiding chapter or section of the Comprehensive Master Plan Update. The Consultant shall, where appropriate, recommend revisions to or expansion of the Vision Statement based on further public input and discussion. The Consultant shall support this work by collaborating with the MPPT and, where appropriate, recommending the creation of working groups to develop achievable goals and objectives related to topics of interest identified by Community Outreach activities.'

3. Working Groups

The Consultant shall, where appropriate, recommend to the MPPT the establishment of working groups and the scope of those working groups, which shall include expected deliverables and schedules. The Consultant shall also coordinate with these working groups and manage data gathering across said groups.

4. Data Collection and Analysis

The Consultant will be responsible for the following:

- a. Collecting updated information, including, but not limited to, the most recent demographics, traffic and transportation, community facilities and services, housing needs and inventory, natural resources, economic indicators, history and heritage, and recreational needs and opportunities. The MPPT shall assist the Consultant as needed in providing background information about the Town and its history. This updated data, as well as background information and input received from future community outreach and engagements, will inform the working groups and will be incorporated into the Comprehensive Master Plan Update document.
- b. Reviewing relevant research/studies previously completed for the Town and referencing

said research and studies in preparing the Comprehensive Master Plan Update. Such research and studies shall include, but shall not be limited to, the Town's existing Master Plan, natural resource inventories, open space recreation plans, conservation/environment studies and information, historical/cultural resource assessments, economic and business development/retention studies, infrastructure assessments and studies, and land use development studies, amongst other pertinent materials. The Consultant shall also review and incorporate regional and statewide reports relevant to the future of the Town.

- c. Completing a comprehensive analysis of existing conditions — Milford's strengths, needs, opportunities and weaknesses.

5. Implementation

The Consultant shall recommend strategies to accomplish the goals of the Town, and propose mechanisms to reasonably implement those recommendations. As part of those strategies, the Consultant shall:

- a. Provide details about municipal regulatory structures that need to be amended to achieve the specified goals of the Comprehensive Master Plan Update.
- b. Identify which entities should carry out the steps needed to achieve those goals.
- c. Prepare a clear timeline for implementation that considers how best to prioritize the goals.
- d. Recommend amendments to the Town's Zoning Ordinances, Infrastructure Design, Construction and Administration Standards, and Land Development Regulations, as well as policy changes or amendments to other provisions of the Town Code, and specify details of potential capital improvements, additional studies, and/or additional strategies that may be needed.
- e. Identify resources necessary for implementation of the recommendations.
- f. Be innovative and creative with plan implementation suggestions. Some examples are "next step" kits for top-priority projects and/or a related website or social media platform to keep the public informed of progress on the Comprehensive Master Plan Update and implementation.

6. Interim and Final Draft Plans

With the assistance of the MPPT, the Consultant shall prepare an engaging, useful Comprehensive Master Plan Update which can be implemented in a practical manner that is consistent with the options available under New Hampshire law. The Plan will be presented in written form, have an online presence and be downloadable as a PDF. The Consultant shall incorporate visuals, graphics, summaries, and other presentation tools tailored to the Master Plan's various audiences. The Comprehensive Master Plan Update shall include the following content sections/content areas:

- a. Executive Summary;
- b. Introduction/Overview of the current state of the Town and current and emerging issues;

- c. Vision Statement;
- d. Summary of public input (refer to the 2022-2023 Envision Milford community charrettes input summary);
- e. Theme-based content that identifies the needs, challenges, and opportunities available to the Town;
- f. Implementation Plan outlining specific actions to be taken by the Town and staff over a period of ten years and the amount of funding needed to complete those actions;
- g. References to existing Master Plan chapters and related/referenced documents, reports, and information as needed; and
- h. References to information used to create the Comprehensive Master Plan Update.

7. Deliverables

The Consultant shall prepare an interim draft of the Comprehensive Master Plan Update for review by the MPPT and, subsequently, by the Planning Board and the public. The Consultant shall collect comments from stakeholders and prepare a final draft of the Comprehensive Master Plan Update for the Planning Board’s consideration and adoption at a public hearing.

The Consultant shall provide ten (10) (spiral bound) printed copies and one (1) copy each in Adobe PDF and MS Word format of the interim draft(s) and final Comprehensive Master Plan Update documents, including narrative, graphics, schedules, appendices, and addenda. Any large maps shall be provided in PDF format. (Cost for mass production of final Master Plan documents will be the responsibility of the Town.) The Consultant shall also provide spreadsheets and charts in Excel format, including supporting data for all tables and graphs.

CONTRACT DOCUMENT

Upon selection, the successful bidder will provide a contract deemed suitable by the Town’s legal counsel. The Consultant shall be required to sign the written contract with the Town within 10 business days of notification of their selection.

Once the contract is executed by both parties, the Consultant will be instructed to commence providing the work as outlined in the executed 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 Milford, NH.

The contract shall include the following:

1. The requirement for the Consultant to maintain professional liability, worker’s compensation, and motor vehicle insurance in an amount satisfactory to the Town and covering assigned personnel who will be engaged on the project, together with the requirement for the Consultant to provide a certificate of insurance, give advance notice of cancellation, and name the Town as an additional insured;
2. An indemnification clause that indemnifies, protects, and holds the Town harmless against

the negligence and willful misconduct of the Consultant, its employees, and its subcontractors;

3. An acknowledgment that all work products used or created in conjunction with the services covered by this Agreement shall be the sole property of the Town of Milford, and that, in the event of cancellation or termination, such products will remain in the possession of the Town of Milford;
4. 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's project; and
5. Such other provisions as deemed necessary for the protection of the Town's best interests.

PROJECT SCHEDULE

The Consultant shall begin work upon contract approval and complete all tasks no later than the end of June 2025. A completed interim draft of the Comprehensive Master Plan Update shall be delivered to the MPPT at least two months prior to the project completion date to allow time for final review and revisions. The Consultant will provide a final draft of the Comprehensive Master Plan Update, reflecting final revisions and including supporting documents, for the Planning Board's public hearing process and will make any additional changes until the Plan is adopted.

SELECTION CRITERIA

Bids for the Comprehensive Master Plan Update project will be reviewed and evaluated based on the following criteria:

1. The completeness of the proposal;
2. Consultant's experience and approach to similar projects;
3. Consultant's proposal and plan for accomplishing the Scope of Work;
4. The proposed contract price as a lump-sum, inclusive of all costs, fees, and expenditures;
5. References from previous projects;
6. Professional qualifications of individuals who will be assigned to the project;
7. Consultant's demonstrated ability to manage project costs, manage schedules; and work effectively with working groups and stakeholders.

The Town may reject any and all bids for any reason.

SUBMITTAL FORMAT FOR PROPOSAL

1. Outside cover to read "Proposal for Comprehensive Master Plan Update, Town of Milford, NH"

2. Transmittal Letter:

- a. A description of the firm, including, but not limited to, the number of employees employed by the Consultant; the employees available for the work and their areas of specialization; the number of years the Consultant has been in operation; and the location of office(s) proposed to handle the work. Limit to one single-sided page.
- 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. Limit to one single-sided page per staff member.
- c. The identity and contact information of the Project Manager.
- d. If multiple consulting organizations will be working together on the project, include the identity of the lead Consultant.
- e. A statement summarizing how the Consultant and/or Project Team is specifically qualified for this project. Limit to one single-sided page.
- f. A minimum of three (3) references for comparable projects, including identification of the specific projects and communities for which those projects were completed and reference contact information. Each reference should be described in no more than one single-sided page.
- g. A description of how actual or perceived conflicts of interest based on relationships with the Town, Town officials, interested stakeholders, or the Consultant's other clients will be prevented or mitigated. Limit to one single-sided page.
- h. One copy of the transmittal letter must be marked Original and have the original signature of an officer of each principal firm that comprises the Consultant.

3. Proposal Narrative (*Limit to one single-sided page.*)

The Proposal Narrative shall describe the Consultant's approach and technical plan for accomplishing the project elements described in the RFP's Scope of Work, including methods and team member participation. The Consultant is encouraged to elaborate and improve on the list of tasks in the Scope of Work but shall not delete any of the Scope of Work tasks described herein.

4. Scope of Work:

- a. Consultant's specific proposal and strategies for addressing each element of the Project, as identified in the Scope of Work section of the RFP; Limit to 4 single-sided pages.
- b. Detailed schedule, which includes timetables for accomplishing milestones for each element of the Project, as identified in the Scope of Work section of the RFP; Limit to 2 single-sided pages.
- c. Specific deliverables that will address each element of the Project, as identified in the Scope of Work section of the RFP; Limit to two single-sided pages.
- d. Schedule of anticipated onsite meetings with the MPPT, working groups, the Planning

Board, and public hearings/outreach meetings; *Limit to two single-sided pages.*

SUBMITTAL PACKAGE INSTRUCTIONS

1. Ten (10) copies of the Submittal are required.
2. Pages shall be stapled single-sided, letter-size (8 ½ x 11 inches).
3. The Submittal must be in a sealed envelope plainly marked on the outside as follows:
Consultant’s Name
Proposal for Comprehensive Master Plan Update
Town of Milford, Office of Community Development
1 Union Square, Milford, NH 03055
Attention: Terrence Dolan, Community Development Director
4. Submittals must be received at the Office of Community Development, Milford Town Hall, 1 Union Square, Milford, NH 03055 no later than 4:00 pm, Thursday, **November 2, 2023.**
5. Bidders are responsible for all of their costs in preparing and submitting bids for this RFP.
6. Upon selection, the successful bidder shall be required to enter into a written contract with the Town within ten (10) business days of notification of selection.
7. The total cost for the Work should be provided on a lump-sum, not-to-exceed basis.
8. Proposals should include a milestone billing schedule which acknowledges that the Town of Milford will hold 15% of the project funding until the final product has been approved.
9. Cost proposals should identify the hourly rate for personnel associated with work that may be considered optional or outside the scope of the engagement.

CONSULTANT SIGNATURE(S)

This statement indicates that, to the best of my abilities, all information contained in this Submittal is complete and accurate.

I grant the Town of Milford, NH and its representatives authorization to contact any of my existing or previous clients (or a team member’s clients) for purposes of obtaining an independent evaluation of my or my team member’s performance.

I certify under the penalty of perjury that this bid is in all respects bona fide, fair and made without fraud or collusion with any other person, corporation, company, or other entity.

_____ Date _____

Signature Required

_____ Date _____

_____ Date _____

CONTACT INFORMATION

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1 Union Square
Milford, NH 03055
(603) 249-0620
tdolan@milford.nh.gov