

Request for Qualifications Technical Design & Community Outreach Services

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Date of Issue: April 19, 2024 – **REVISED**

Deadline for Submission: May 17, 2024 – **EXTENDED** (original deadline was April 19, 2024)

A. Project Description:

The Strafford Regional Planning Commission (SRPC) is requesting statements of qualifications to hire a design team comprised of licensed architecture, landscape architecture, and structural and civil engineers. The hired team (DESIGN TEAM) will conduct a hands-on world-café style training workshop to teach local leaders how to develop potential shovel-ready project proposals. During the Technical Assistance Phase, broken into two parts, the design team will evaluate public facilities for adaptive reuse.

B. Scope of Services

Task 1. Community Trainings

June 2024 to October 2024

SRPC & DESIGN TEAM will conduct a hands-on world café style training workshop to teach local leaders from across the 18-community SRPC region how to develop potential shovel ready project proposals. Community members can participate in the training most relevant to their individual skills gaps to generate community buy-in and capacity building for the planning and implementation processes. Participants will be encouraged to attend the training session with a community facility improvement project they wish to advance and use the workshops as an opportunity to kick start their efforts. Training sessions will focus on how to:

- A. Conduct community conversations, including generating buy-in, meeting design, facilitation strategies, and methods to build consensus.
- B. Establish a vision for facility improvements and reuse using exploratory scenario planning (XSP) activities.
- C. Develop preliminary space needs and feasibility assessments by conducting impact analyses based on high performance space criteria and evaluating current & future land use and demographic trends.
- D. Identify resources for realizing community facility development and reuse plans; participants will learn how to identify funding opportunities and prepare necessary planning documentation for successful project implementation.

SRPC & DESIGN TEAM will conduct short evaluation surveys before and after each training session to assess, (1) participants' comprehension of each training topic area; and (2) the effectiveness of training strategy used.

Task 2. Technical Assistance Phase 1

July 2024 to January 2025

SRPC & DESIGN TEAM will work with Town of Milton and Farmington community representatives to conduct community conversations, develop a vision for facility improvements and reuse, and establish space needs and feasibility assessments, for each of the five identified community facilities in two communities.

- A. SRPC & DESIGN TEAM will Conduct Background Research & Develop Existing Site Conditions Analysis
 - i. Developing Site Profile: Community Facility sites will be evaluated against [Smart Growth Siting Criteria](#) & [Active Communities Tool Assessment](#), along with existing plans, regulations, and guidance to align reuse plans with current goals, efforts, and visions.
 - ii. Determine Site Suitability: SRPC & DESIGN TEAM will seek relevant background information such as previous uses, potential environmental contaminants, available parking and underutilized space to accommodate public art installations, parklets, and other [placemaking activities](#), and multimodal transportation options to prioritize opportunities for active transportation improvements.
 - iii. Conduct [ADA accessibility assessment](#) to identify and address gaps in accessibility.
 - iv. Conducting Needs & Priorities Assessment: Municipalities and DESIGN TEAM will collaborate to identify and project Level of Service needs and capacity for each facility.
- B. Facilitate Community Conversations:
 - i. Municipality and DESIGN TEAM will collaborate to host conversations that will engage community members in the planning process to generate buy-in.
 - ii. Participants will develop group agreements and ground rules for collaboration to measure consensus building.
 - iii. Municipality and DESIGN TEAM will engage community members in [Exploratory Scenario Planning](#) (XSP) activities to identify potential community facility reuse options and craft a vision.
- C. Generate Feasibility Report:
 - i. Identify physical, social, and economic conditions that may influence future commercial developments & evaluate existing and projected future land development patterns and demographic trends.
 - ii. Conduct impact analysis for [high performance public space](#) on identified reuse options.

Task 3. Technical Assistance Phase 2

January 2025 to September 2025

SRPC & DESIGN TEAM will prepare Reuse Plans, Preliminary Architectural and Engineering Plans, Cost Estimates, or Community Facility Policies as appropriate for each of the five identified facilities in Farmington and Milton.

- A. Prepare reuse plans and designs for each of the five community facilities as appropriate. Services include, but are not limited to:
 - Architectural and engineering drawings,
 - Capital improvement needs reports,
 - Cost estimates, and/or
 - Community facility policies.

- B. Draft a recommendations report that outlines the pathway to implementation including [capital improvement needs](#), cost estimates, project funding plan and possible grant opportunities. The report will also include recommendations for relevant [community facilities](#) and [adaptive reuse](#) land use policies. The funding plan may include public and private sources such as the USDA and other Federal Agencies, State Agencies, Foundations, and commercial credit.
- C. The DESIGN TEAM will facilitate reviews with community members to solicit feedback and subsequently conduct a round of revisions to incorporate comments. The design team will present final designs to each community's respective Planning Board to receive non-binding review and comment per [NH RSA 674:54](#).

Task 4. Prepare for Successful Implementation

September 2025 to June 2026

Compile work products from Tasks 1-3 into a final Recommendations Report and outline resources and opportunities to realize plans to create a baseline for use in potential grant applications or advocacy for local appropriations.

C. Project Schedule and Funding

The total project will be negotiated on a not to exceed lump sum basis. The selected consultant should be prepared to commence work as soon as a contractual agreement is executed.

Based on the requirements of this project, funding is expected to be between \$110,000 and 120,000 for the DESIGN TEAM. The amounts below are **approximate**:

- Task 1 Trainings: \$5,000
- Task 2 Technical Assistance Phase 1: \$25,000
- Task 3 Technical Assistance Phase 2: \$80,000 allocated approximately as follows:
 - Farmington's Recreation Hall and Municipal Office: \$30,000
 - Milton's Town House, Town Hall, and Town Beach: \$40,000
 - Compile reports and present to each community: \$10,000
- Task 4 Prepare for Successful Implementation: \$1,000

D. Statement of Qualifications Requirements

A firm, partnership, or individual interested in providing the design services must provide a Statement of Qualifications that includes the following:

1. Contact information: Include the name, address, phone email address of the firm. (The term "firm" used in this RFQ is meant to include all forms of organizations that may respond.)
2. Form of organization: Indicate whether the firm is a partnership, corporation or sole proprietorship and include federal taxpayer ID number. The submission must indicate if a subcontractor will be utilized to carry out any portion of the scope of services. If so, the information required in items 1 through 7 must include the relevant information for the subcontractor(s) or team member(s).
3. Submission narrative and project budget: Description of how the assistance will be provided, including the firm(s)' approach for each task, equipment and/or procedures, and project costs. The vendor shall demonstrate their knowledge of the project and document any design and construction issues associated with this project's scope and budget. This is a grant funded project with a finite total budget.
4. Key personnel: Identify the names of key personnel, their titles, experience, and how each will be involved with this assistance.
5. Statement of qualifications: Include a statement about the firm's qualifications and the key personnel identified above to undertake the proposed services. Please include brief descriptions of three (3) recent and relevant projects or services the firm has completed.
6. References: Include contact information for three (3) persons or agencies that SRPC may contact regarding the firm's past performance on similar technical consulting assistance agreements.
7. Evidence of Insurance: Provide evidence that the firm shall, at its sole expense, obtain and maintain in force the following insurance:
 - a. Commercial or comprehensive general liability insurance including contractual coverage, for all claims of bodily injury, death, or property damage, in policy amounts of not less than \$250,000 per occurrence and \$2,000,000 in the aggregate; and
 - b. Workers' compensation and employer's liability insurance as required by law.

E. Review and Evaluation Process:

The submissions will be reviewed by a selection committee comprised of Municipal representatives (Milton & Farmington) and SRPC. Prior to selection, a telephone or electronic interview (e.g., Zoom, etc.) may be requested. The evaluation criteria are as follows:

- Qualifications and experience of the project team personnel to be assigned to the project, particularly in working with municipalities in New Hampshire (25%);
- Professional competence as evidenced by the firm, partnership, or individual's three (3) most current related projects and references (25%);
- The vendor's demonstrated understanding of the project and the proposed approach, including any potential changes to the scope and budget above. 30%);
- Clarity, completeness, and conciseness of the Statement of Qualifications and approach outlined in the statement narrative (20%);

F. Submission Process:

Any questions or inquiries must be submitted in writing, and, in order to be considered, must be received by Blair Haney, Principal Planner at bhaney@strafford.org no later than **May 3, 2024**. Responses to all questions received regarding this RFQ shall be posted on the SRPC website (www.strafford.org) by **May 7, 2024**. Any changes to the Request for Proposals will be provided to all Proposers of record.

Statements of Qualification are to be submitted electronically to Blair Haney, Principal Planner at bhaney@strafford.org. All statements of qualifications/RFQ responses must be received by SRPC no later than **4:00 PM May 17, 2024**. Materials received after this time will not be accepted or reviewed. Upon receipt and review of applications by **May 24, 2024**, SRPC will conduct interviews with candidates, if necessary, by **May 31, 2024**. SRPC will notify applicants of a final **decision by June 7, 2024**.

The expense of preparing and submitting a statement of qualifications is the sole responsibility of the consultant. SRPC reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or its entirety this Request for Qualifications. This solicitation in no way obligates SRPC to award a contract. Any contract awarded by SRPC pursuant to this RFQ shall be subject to the provisions of the United States Department of Agriculture (USDA) (2CFR200), State of New Hampshire procurement regulations, and SRPC procurement policies and regulations.

SRPC will afford firms, partnerships, or individuals' full opportunity to submit proposals in response to this invitation and will not discriminate on the basis of race, color, national origin, sex, age, or disability in consideration of this award.

Attachment 1

Community Facility Technical Assistance will be provided to these facilities in Farmington and Milton.

Facility and Location	Existing Conditions	Technical Assistance
<p>Town House Facility Town House Road and NH Route 125, Milton, NH</p>	<p>The Milton Townhouse Stewardship Committee fundraised and restored (2019) this historic 1803 facility. Improvements included new bathroom plumbing, artesian well, and heating and air conditioning system. Since that time, the Town has not settled on a sustained use for the Town House and the facility sits unused and vacant.</p>	<ul style="list-style-type: none"> • Public engagement process. • Reuse plans articulating how to optimize the use of this underused facility. • Recommendations report for decision makers. • A feasibility analysis and capital needs assessment to support identified use. • Cost estimates to return the building to full-time use. • Community facility policies. • Community report-out.
<p>Milton Town Hall/Emma Ramsey Center 424 White Mountain Hwy (NH Rte. 125), Milton, NH 03851</p>	<p>Milton wishes to identify a new use for this former church and current town office building as new municipal offices are nearing completion. The site has water and sewer infrastructure, which maximizes reuse opportunities, but reuse discussions by officials have been limited. One suggestion was to repurpose the property for senior housing.</p>	<ul style="list-style-type: none"> • Public, municipal staff, and officials' engagement process to identify desired site reuse. • Feasibility study and report that identifies building and site layout options. • Recommendations report outlining capital needs, cost estimates, project funding plan and grant opportunities. • Community report-out.

Facility and Location	Existing Conditions	Technical Assistance
<p>Milton Town Beach 852 White Mountain Hwy (NH Rte. 125), Milton, NH 03851</p>	<p>The restroom and shower building, storage garage, boat launch, and pavilion are in dire need of repair, renovation, or replacement. The baseball field is used for school sports, and The Parks and Recreation Department uses the facility for several events and a summer-long youth camp. Cyanobacteria blooms and fecal matter issues have limited beach usage. The facility also includes picnic tables, grills, and parking.</p>	<ul style="list-style-type: none"> • Public engagement process to understand facility users’ thoughts, concerns, and improvement needs. • Feasibility study and prepare a report that identifies the needed new infrastructure and existing infrastructure improvements. • Recommendation report outlining the capital needs and cost, schedule of required annual incremental funds to make the needed improvements over time. • Community report-out.
<p>Farmington Municipal Building 356 Main Street Farmington, NH</p>	<p>The former two-story school built in 1876 is now being used as the municipal building for day-to-day municipal operations and transactions and board meetings on the first floor. The second floor is used as storage, and one room serves as a children's playroom and another as a workout room.</p>	<ul style="list-style-type: none"> • Public, municipal staff, and officials’ engagement process to identify desired building reuse. • Feasibility study and report that identifies building and site layout options including preliminary architectural and engineering drawings. • Recommendations report outlining capital needs, cost estimates, project funding plan and grant opportunities. • Community report-out.
<p>Farmington Recreation Hall, 531 Main Street Farmington, NH</p>	<p>The Recreation Hall is housed in the former Town Hall, built in 1928 with an included opera house. The Town’s recreation department uses the opera area for children’s activities. The building’s downstairs has two rooms also utilized for after school activities. Downstairs has a kitchen where senior meals are prepared and served in the opera area. Opera area is also used for senior bingo.</p>	<ul style="list-style-type: none"> • Public, municipal staff, and officials’ engagement process to identify desired building reuse. • Feasibility study and report that identifies building and site layout options including preliminary architectural and engineering drawings. • Recommendations report outlining capital needs, cost estimates, project funding plan and grant opportunities. • Community report-out.