

**TOWN OF WINDHAM  
Invitation to Proposal**

**MASTER PLAN DEVELOPMENT – PHASE I**

The Town of Windham is currently inviting proposals from qualified individuals or companies, acting singularly or in consortium, to complete Phase I of the 2015 Master Plan development.

Specifications may be obtained at [www.windhamnewhampshire.com](http://www.windhamnewhampshire.com) or at the Community Development Department, 3 North Lowell Road, Windham, NH. Proposals are due by Friday, March 21, 2014 at 12:00 PM, and will be considered for award by the Board of Selectmen at their meeting on April 7, 2014. Vendors may have a representative present at said Board of Selectmen's meeting.

The Town reserves the right to reject any and all proposals, to award proposals in whole or in part, waive technicalities or informalities, and to accept any proposal deemed to be in the best interest of the Town of Windham.

For more information, please contact Laura Scott, Community Development Director at 432-3806 or [lscott@windhamnewhampshire.com](mailto:lscott@windhamnewhampshire.com).

# **PROPOSAL SPECIFICATIONS**

## **PHASE I – MASTER PLAN**

### **SECTION I : GENERAL REQUIREMENTS:**

A) Proposals for Phase I of the 2015 Master Plan must be submitted to the Assistant Town Administrator, Town of Windham, NH, 4 North Lowell Road, Post Office Box 120, Windham, NH 03087, **NO LATER THAN 12:00 PM on Friday, March 21, 2014.** Proposals are to be submitted in a sealed envelope, clearly marked **PHASE I – MASTER PLAN.** A bidder may attach any explanatory materials, brochures, or other documents, which it may feel of use in the presentation of its proposal.

Proposals will be publicly opened and read at this time by the Asst Town Administrator or designee, and will be considered for award at the April 7, 2014 Board of Selectmen meeting.

The Town of Windham will not be responsible for late mail deliveries and no proposal will be accepted if received after the time stipulated above. No facsimile proposals will be accepted. Any unopened proposals will be returned to the vendor. All inquiries relative to this proposal shall be directed to:

Laura Scott  
P.O. Box 120  
Windham, NH 03087  
(603) 432-3806

The Town is a tax exempt organization.

- B) All proposals shall be valid for at least 120 days from the due date. No proposal may be withdrawn prior to 120 days from the due date. The Town may request additional information after the proposal opening.
- C) The Town is seeking a single turnkey proposal. However, the Town will accept separate contracts for individual phases under these specifications, if one company agrees to oversee and accept the responsibility for the entire contract. The Town may request references for any vendors and/or subcontractors. Insurance certificates for vendors and subcontractors shall be provided in accordance with Section VII.
- D) Vendors may submit multiple proposals. Each proposal will be evaluated separately.
- e) Vendors shall submit seven written (7) copies of their proposals as well as in electronic format.
- F) The Town of Windham reserves the right to reject any and all proposals, either in whole or in part; to waive any defects, informalities and/or irregularities in proposal responses; to accept substitutions or exceptions to these requirements; to negotiate

with the successful vendor; and to otherwise act as shall be determined by the Board of Selectmen to be in the best interest of the Town.

## **SECTION II : EVALUATION PROCESS:**

The evaluation process will include each proposal being reviewed by the Community Development Director and members of the Planning Board. The final recommendations will be submitted to the Town Administrator and Board of Selectmen for their approval. Proposals will be evaluated on (1) how the scope of services will be met, (2) timeline for completion, (3) cost, and (4) qualifications and experience of firm/personnel.

Vendors' proposals will be evaluated against specifications as presented in this document. No award will be made to any vendor who can not satisfy the Board of Selectmen that they have sufficient ability and experience in this class of work and sufficient capital and plan to enable them to prosecute and complete delivery of the services successfully within the time frame defined herein. The Board's decision or judgment on these matters shall be final, conclusive, and binding.

## **SECTION III : TIME TABLE:**

The following schedule shall be adhered to under these specifications:

Proposal Solicitation - February 28, 2014 to March 21, 2014  
Proposal Due Date/Opening- March 21, 2014 by 12:00 PM  
Proposal Award - April 7, 2014 at Selectmen's Meeting  
Completion Date - December 31, 2014

## **SECTION IV : SCOPE OF WORK:**

The Town of Windham last updated the Master Plan in 2000 and 2005. In accordance with NH RSA 674:3, the Town is looking to update the Master Plan in two Phases. Phase I is the subject of this Request for Proposal.

### **Scope of Services to be performed:**

- Working with Steering Committee and Planning Board in the development of Phase I work products;
- Development of community-wide survey and analysis of results;
- Planning and management of community kick-off event;
- Providing all meeting agendas and minutes, as well as draft documents and maps for all Steering Committee and Planning Board meetings, in accordance with RSA 91-A; and
- Chapters to be completed with Steering Committee and presented to Planning Board for review and adoption:
  - o Community Vision and Goals (finalized at end of Phase II)

- Demographics
- Existing Land Use
- Regional Concerns

**Minimum Qualifications and Professional Experience:** Describe the history that you/your firm have in preparing municipal Master Plans and working with municipal land use boards and volunteers. List all staff that will be working on this project and their qualifications and experience.

**Cost:** Provide a total cost for the project, as well as a breakdown by activity and staff.

**SECTION V: PAYMENT TERMS:** The successful vendor will be paid ~~WITHIN THIRTY~~ days of the date the project is completed and accepted by the Planning Board.

**SECTION VI : PENALTY:**

If, for any reason, the vendor fails to fulfill the terms of the proposal, including the timeframes for completion, the Town shall have the right to impose penalties of up to \$100 per day.

**SECTION VII : INSURANCE:**

1. **WORKER’S COMPENSATION INSURANCE** - The vendor shall purchase and maintain such insurance as necessary to protect them from claims under worker’s compensation acts, and for any claims for damages for personal injury, including death, which may arise from operations under this contract and in case any such work is sublet, the vendor shall require the subcontractor similarly to provide like insurance for all of the latter’s employees to be engaged in such work.
2. **PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE** - The vendor shall purchase and maintain such public liability and property damage insurance as shall protect them, any subcontractor performing work covered by this proposal, and the Town from claims for damage for personal injury, including accidental death, as well as from claims for property damage, real or personal, to property owned or in the custody of private individuals, firms, or corporations, or associations and to property owned by, or in the custody of the State, which may arise from operations under this proposal by themselves or any subcontractor or by anyone directly or indirectly employed by the vendor.
3. **CERTIFICATES** - The vendor shall file preliminary certificates with the proposal submission showing that the above insurance has been purchased, for both the primary proposalder and any subcontractors that will be conducting the work. The adequacy of protection shall be subject to the approval of the Board of Selectmen.

**SECTION VIII: REFERENCES:**

Provide three (3) references for municipalities that you have performed work for in the last 3 years. Include contact information and what project was completed for the municipality.

**SECTION IX : NON COLLUSION CLAUSE:**

“The undersigned certifies under penalties of perjury that this proposal is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section the word “person” means any natural person, joint venture, partnership, corporation or other business or legal entity. Further, I certify that the items to be supplied by my firm will meet or exceed the specifications as listed in this request for proposal.”

FIRM: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

\_\_\_\_\_ NAME (PRINT): \_\_\_\_\_

\_\_\_\_\_ TITLE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ DATE: \_\_\_\_\_