

TOWN OF WOLFEBORO, NEW HAMPSHIRE
INVITATION TO BID

The Town of Wolfeboro, New Hampshire, will accept sealed bids for "Economic Development Strategic Planning". Bids must be submitted in a sealed envelope plainly marked:

"Sealed Bid, Economic Development Strategic Planning"
Town of Wolfeboro, New Hampshire
9 Union Street
PO Box 629
Wofleboro, NH 03894
Attn: Finance Director

All bids must be received no later than September 26, 2008 at 2:00 P.M. No late bids, faxed or telephone bids will be accepted. Bid proposals and specification may be obtained from the Finance Director, PO Box 629, Wolfeboro, NH 03894. Telephone number (603) 569-5970. All bids must be made on the bid forms supplied, and the bid form must be fully completed when submitted.

Wolfeboro Comprehensive Economic Development Planning Bid Package

INSTRUCTION TO BIDDERS

I. Preparation of Bid Proposal

- A. The Bidder shall submit her/his proposal using the form furnished by the Town (attached) as the cover page. The bidder shall specify a unit price, both in words and figures, for each pay item for which a quantity is given and shall also show the products of the respective unit prices and quantities written in figures in the column provided for that purpose and the total amount of the proposal obtained by adding the amount of several items. All words and figures shall be in ink or typed.
- B. If a unit price or lump sum bid already entered by the bidder on the proposal form is to be altered it should be crossed out with ink, the new unit price or lump sum bid entered above or below it, and initialed by the bidder, also with ink. In case of discrepancy between the prices written in words and those written in figures, the prices written in words shall govern.
- C. The bidder's proposal must be signed with ink by the individual, by one or more members of the partnership, by one or more members or officers of each firm representing a joint venture; by one or more officers of a corporation, or by an agent of the contractor legally qualified and acceptable to the owner. If the proposal is made by an individual, his name and post office address must be shown, by a partnership the name and post office address if each partnership member must be shown; as a joint venture, the name and post office address of each must be shown; by a corporation, the name of the corporation and its business address must be shown, together with the name of the state in which it is incorporated, and the names, titles, and business addresses of the President, Secretary, and Treasurer.
- D. Any questions regarding this proposal must be in writing to the purchasing agent at the listed address. All questions and responses will be forwarded to all potential bidders.

II. Irregular Proposals

Bid proposals will be considered irregular and may be rejected for any of the following reasons:

- A. If the proposal is on a form other than that furnished by the Town, or if the form is altered or any thereof is detached.
- B. If there are unauthorized additions, conditional or alternated bids, or irregularities of any kind which may tend to make the proposal incomplete, indefinite or ambiguous as to its meaning.
- C. If the bidder adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
- D. If the proposal does not contain a unit price for each pay item listed, except in the case of authorized alter pay items.

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III. Delivery of Bid Proposals

When sent by mail, the sealed proposal shall be addressed to the owner at the address and in the care of the official in whose office the bids are to be received. All proposals shall be filed prior to the time and at the place specified in the invitation for bids. Proposals received after the time for opening of the bids will be returned to the bidder, unopened. Faxed bid proposals are not acceptable.

IV. Withdrawal of Bid Proposals

A bidder will be permitted to withdraw his proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposals.

V. Public Opening of Bid Proposals

Proposals will be opened and read publicly at the time and place indicated in the invitation for bids. Bidders, their authorized agents, and other interested parties are invited to be present.

VI. Disqualification of Bidders

Either of the following reason may be considered as being sufficient for the disqualification of a bidder and the rejection of his proposal of proposals:

- A. More than one proposal for the same work from an individual, firm, or corporation under the same or different name.
- B. Evidence of collusion among bidders.
- C. Failure to supply complete information as requested by the bid specifications.

VII. Obtaining Bid Results

Bid results will be posted after 48 hours on the Town of Wolfeboro's web site at: www.Wolfeboronh.us or will be available by request via e-mail at the following address: wolffindir@metrocast.net.

AWARD AND EXECUTION OF CONTRACT

I. Consideration of Proposals

- A. After the proposals are opened and read, they will be compared on the basis of the selection criteria. Bid results will be available to the public. In case of discrepancy between the prices written in words and those written figures, the prices written in words shall govern, In case of a discrepancy between the total shown in the proposal and that obtained by adding the products of the quantities of items and unit bid prices, the latter shall govern.

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- B. The right is reserved to reject any or all proposals, to waive technicalities or to advertise for new proposals, if in the judgment of the Town, the best interest of the Town of Wolfeboro will be promoted thereby.

II. Award of Contract

This award is subject to appropriations at the March 2009 Town meeting, if a contract is to be awarded, the award will be made to the lowest responsible and qualified bidder whose proposal complies with all the requirements prescribed. The successful bidder will be notified, by the form mailed to the address on his proposal, that his bid has been accepted and that he has been awarded the contract.

III. Cancellation of Award

The Town reserves the right to cancel the award of any contract at any time before the execution of such contract by all parties without any liability against the Town.

BID EVALUATION

In addition to the bid amount, additional factors will be considered as an integral part of the bid evaluation process, including, but not limited to:

- A. the bidder's ability, capacity, and skill to perform within the specified time limits
- B. the bidder's experience, reputation, efficiency, judgment, and integrity
- C. the quality, availability and adaptability of the supplies and materials sold
- D. bidder's last performance
- E. sufficiency of bidder's financial resources to fulfill the contract
- F. bidder's ability to provide future maintenance and/or services
- G. other applicable factors as the Town determines necessary of appropriate (such as compatibility with existing equipment.)

**TOWN OF WOLFEBORO, NEW HAMPSHIRE
DEPARTMENT OF PLANNING AND DEVELOPMENT**

**BID #08-01
Economic Development Strategic Planning**

BID SPECIFICATIONS

The Town of Wolfeboro is requesting pricing information and availability to perform an Economic Development Strategic Plan for the Town of Wolfeboro. This would be available to be adopted as an IMPLEMENTATION STRATEGY of the Economic Base Chapter of the Master Plan and will be completed during Fiscal Year 2009.

1. Identifying Economic Opportunity

Prepare an analysis of Wolfeboro's current state of competitiveness as the one of the premier lakes region communities in New Hampshire, and its position in New England. Prepare recommendations for actions needed to strengthen the competitive position and opportunities for economic enhancement.

- A. A S.W.O.T. analysis (strengths, weaknesses, opportunities, threats) matrix.
- B. A report on the state of the regional economy, trends and external forces.
- C. A shift-share analysis on business and industry, comparing Wolfeboro to New Hampshire, and Wolfeboro to New England.
- D. A location quotient analysis of business and industry in Wolfeboro, to focus on opportunities for further cluster development and attraction potential and identifying our competitive advantages.
- E. A final report detailing Wolfeboro's current condition and the economic data supporting the findings.

2. Implementation Strategy

Define a vision for economic development in Wolfeboro using the information in Section 1 to provide a basis for the suggested economic strategy. Resources and the present condition of the economy, along with trends and our potential for development are to be used in an integrative process to establish priorities and implementation plans that are realistic and achievable.

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- A. Collaborate with the Wolfeboro Economic Development Committee to determine local priorities for economic development
- B. Strategies and activities in an implementation plan matrix
 - To retain & expand existing business
 - To recruit business & industry
 - To encourage entrepreneurship
 - To manage growth
 - To build community capacity& leadership
- C. For planning purposes, proposed action steps can be divided into time frames: short-term (1-2 years), mid-term (3-6 years), and long-term (7-10 years).
- D. Outlines for evaluating progress and outcomes against stated goals and objectives. (Benchmarking)
- E. The final report will look at Wolfeboro's future and how the Townwill implement local priorities and objectives to maximize our potential for economic enhancement.

The proposal is to include an anticipated timeline for completion, including start date, progress meetings, and draft reports in advance of a final presentation prior to the end of the Wolfeboro Fiscal Year 2009. The final report must be presented in electronic and printed format for dissemination to the widest audience possible.

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**TOWNOF WOLFEBORO NEW HAMPSHIRE
FINANCE DIRECTOR**

BID #08-01

BID PROPOSAL FORM

TOTAL BID:_____

Delivery Date:_____

The undersigned agrees that for extra work, if any, performed in accordance with the terms and provisions of the Contract Documents, he will accept compensation as stipulated therein.

Date

Bidder

Phone

By:_____

Title:_____

Business Address

City, State, Zip Code

All Bids are to be submitted on this form and in a sealed envelope, plainly marked on the outside with the Bidder's name and address and the Project name as it appears at the top of the Proposal Form.

Bid results will be posted after 48 hours on the Townof Wolfeboro's web site at: www.Wolfeboronh.us or will be available by request via e-mail at the following address: wolffindir@metrocast.net