

**REQUEST FOR PROPOSALS
FOR
NATURAL RESOURCE CHAPTER OF THE MASTER PLAN**

Town of Wolfeboro
New Hampshire

July 15, 2008

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Planning and Development
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Wolfeboro, NH
Telephone: (603) 569-5970

PURPOSE

The Town of Wolfeboro is soliciting proposals from experienced natural resource planning consultants to develop a Natural Resources Chapter as an update of the Master Plan. The information contained in this Request for Proposal (RFP) is provided to give prospective responders background information to allow for the completion of proposals.

BACKGROUND

The 2007 Master Plan represented the first update of the Wolfeboro, New Hampshire Master Plan since 1996. While 2007 and 1996 Master Plan was partially based on previous plans and studies, this update contains a wider variety of information and analysis of existing conditions in Wolfeboro.

SCOPE OF SERVICES

The consultant will work with the Planning Board, the Town Planner, and Master Plan Chapter Committees in the completion of the assignment. The consultant will propose and implement a community involvement process to assure that the resulting plan reflects the vision of the community.

The following professional planning services are required:

- Task 1 -Public Participation
- Task 2 - Data Collection and Analysis
- Task 3 - Issue and Policy Analysis
- Task 4 - Implementation Strategies •
- Task 5 - Final Plan Chapters

Task 1. Public Participation

Task 1a. Establish Natural Resources Steering Committee

Establish a Natural Resources Steering Committee, representing a wide-range of community interests, to help guide the public participation program and the preparation of the Natural Resources Chapter.

Task 1b. Review Community Attitude Survey

Review the conclusions of the 2006 Community Opinion Survey with the Town's Planning Staff and the Steering Committee in order to determine if the information and conclusions are valid in 2008.

Report on any identified changes and modifications and bring that back to the participants for general agreement. This updated information will be incorporated into public participation process.

Task 1c. Public Planning Forums

With assistance and cooperation from the Town Planning staff, conduct up to three public planning forums - a kick off meeting, a second meeting and a wrap up meeting. These forums are in addition to regular meetings of the Master Plan Steering Committee. The nature of each forum will be defined at the project outset or shortly thereafter. For example, the kick off workshop might be a broad discussion of natural resource issues facing Wolfeboro and goals for the future.

Forum 1 - *The Kick Off Workshop*

The purpose of this workshop will be to define and prioritize issues of concern. The team will prepare the results of this meeting so that they are available for future forums as well as the newspaper and other media outlets.

Forum 2 - *Natural Resource Profile and Preliminary Actions*

Discussion of the Natural Resource Inventory with map products and presentation of key issues with preliminary strategies to address issues.

Forum 3 - *The Wrap Up Session*

The third forum would be a presentation of the proposed final chapter including the action plan with an implementation schedule.

Task 1d. Goals and Objectives Statement

Based upon the review of the Community Attitude Survey, the 2007 Master Plan Natural Resources Executive Summary and the first public forums, prepare a Goals and Objectives Statement for Natural Resources that will provide the foundation for conducting the second phase of the master plan.

Task 1 Work Products

- Goals and Objectives Statement
- Three Community Forums with written summaries.

Task 2. Data Collection and Analysis

Task 2a. Data Collection

Gather existing information and studies related to natural resources, updating where necessary, and detail the conditions and existing situation. The information from these studies and reports should be updated and supplemented from regional and state sources, as well as our own data bases. In addition, we will meet with key individuals from local organizations and Town staff to gather data to determine

current issues and needs.

Task 2b. Analysis and Mapping

Analyze the information collected for each of the following plan elements and prepare accompanying maps as appropriate based upon data available from the Town's data bases, the GRANIT system and the Lakes Region Planning Commission. These maps will build on those previously prepared by AEI and UNH student work.

- *Environmental Inventory*

Conduct an inventory of significant natural, cultural and historic resources in Wolfeboro. Such phenomenon as geology, soils, wetlands, water resources, wildlife resources, agriculture/farmlands, forests, unique natural/landscape features will be identified. We would rely on existing information from the most recent Master Plan Update and the 1996 Master Plan. Obtain information from the Lakes Region Planning Commission, the New Hampshire DES and NH Fish and Game. Identify commercial farms from Cooperative Extension Service as well as woodlots in the Extension Tree farm Program. Obtain historic/cultural resource information from the existing town inventory and Wolfeboro Historical Society or similar group.

- *Open Space and Conservation Inventory*

A similar inventory and analysis will be conducted for Wolfeboro's Open Space and Conservation areas. Obtain information from existing Town data bases as well as the statewide Protected Lands Study.

- *Analyze Resource Capability*

Analyze the capability of each of these resources in terms of the potential for future use including proper long-term management, preservation, protection or conservation. In addition, identify potential threats to, and analyze adequacy of existing regulations to protect, water resources and open space and conservation areas.

- *Zoning and Land Use Regulatory Review*

Review Wolfeboro's *Zoning Ordinance, Subdivision and the Site Plan Review Regulations*. This review will be aimed at providing recommendations designed to bring these regulations into conformance with the Town's current planning practices and to address natural resource issues identified in the above tasks. This component will include preliminary recommendations so that the Planning Board can begin considering changes to these regulations.

Based on the above activities and in cooperation with the Town, the team will

prepare a report which identifies the major issues and problems associated the land use regulations and provide recommendations of how the issues/problems can be handled.

Task 2c. Prepare Maps

Update current maps as needed and/or prepare any additional maps not recently prepared as part of the Master Plan Update. Maps such as those identified below depending upon the availability of mapped data. These maps will be prepared in a format that will be compatible with the town's GIS system.

- Soil Conditions and Prime Soils
 - Water Resources--both ground water and surface water as well as wetlands and floodplains
 - Land Cover
 - Land Use
 - Open Space and Conservation
 - Historic Resources --based on update of the Town's existing inventory of historic resources.
 - Prime wetlands

Task 2 Work Products

Preparation of such maps as

- Existing and Future Land Use Maps
- Community Facilities Map
- Conservation & Preservation Map
- Utilities & Community Facilities Map
- Prime coverage maps
- Working Papers - Inventory and Analysis for Land Use, Community Facilities, Conservation & Preservation and Utilities & Public Services
- Up to three meetings with the Steering Committee

Task 3. Issue and Policy Analysis

The policy section of the plan will consider the full range of issues that have been developed during the course of the planning process and review the goals and objectives recently prepared by the Town. It will also look at the strengths, weaknesses, opportunities and limitations of the Town in order to establish realistic policies that "fit" the particular character of Wolfeboro.

As an example, the policy section could establish policies for the following:

- **Land use**
 - natural resources,

- open space and recreation, as related to land use
- **Conservation & Preservation** -water resources
 - sensitive resources (wetlands, steep slopes)

Work with the Steering Committee to identify the policy areas that need to be addressed in the Master Plan to identify policies as the basis for future strategies.

Task 3 Work Products

- Two meetings with Chapter Steering Committee
- Working Paper - Policy Analysis for Review and Discussion.

Task 4. Implementation Strategies

Consider the full range of tools that the Town might use to support the implementation of the Natural Resources and Conservation Chapter of the Master Plan.

These tools might consider:

- Regulatory changes to the Town's land use regulations
- Non-regulatory recommendations, such as land acquisition or educational programs
- Making public facility and infrastructure investments as part of a revised Capital Improvements Program
- Improving access to public resources

Work with the Steering Committee to develop a detailed implementation strategy that sets out the step-by-step actions and activities necessary to translate the policies and previously prepared Community Vision for Wolfeboro into actual programs. This strategy will identify specific actions, establish a time frame for each action, identify the individual or group responsible for the action and an order of magnitude cost where appropriate.

Task 4 Work Products

- Draft Chapter for Natural Resources

Task 5. Final Plan Chapter for Natural Resources

Assist the Steering Committee in holding a public forum to present the plan findings and implementation strategy. Following the public meeting, and based upon input from the Committee, prepare a Final Plan document that can be used as a single document or separated to highlight specific plan elements such as conservation.

Task 5 Work Products

- Final Natural Resource Chapter of the Master Plan

PROPOSAL REQUIREMENTS

The proposal shall be written in an 8 ½" X 11" format. A total of three (3) copies must be received no later than Thursday August 15, 2008 at 2:00 p.m. Proposals received after this deadline shall not be considered. All costs incurred for proposal preparation, presentation or contract negotiation shall be the responsibility of the consultant. Questions regarding specifications or handling of proposals shall be directed to the Robert Houseman, Director of Planning and Development at (603) 569-5970.

Proposals shall be delivered in a sealed envelope to the following address:

Robert Houseman, Director
Planning and Development
Town of Wolfeboro
PO Box 629
9 Union Street
Wolfeboro, NH 03894

PROPOSAL FORMAT

Proposals shall include the following information:

1. **Cover letter.** The cover letter shall be signed by a member of the consulting firm empowered to commit the firm to a contractual arrangement with the Town. The cover letter shall also identify the person who will be responsible for regular communications with the Town, including meeting attendance.
2. **Corporate Background.** Provide information on the firm's background, including:
 - a. Organization, size and office locations.
 - b. The office location where work associated with the project would be performed.
 - c. A description of the range of services provided by your firm. Specify any area of expertise the firm has, or members of the firm that have special qualifications to handle the Town's planning services.
3. **Professional Staff.** Identify the individual or individuals who would be providing land use planning services to the Town. List their experience in providing services to town's similar in size and character.
4. **Experience and References.** Provide descriptions of recent prior experience with similar communities undertaken within the last five (5) years. For each project, include the name, title and telephone number of a representative that the Town may contact to discuss their experience.

5. **Samples.** Include representative samples, prepared by the individual who would be assigned to work with the town, material and/or correspondence that may be helpful in assessing the level and quality of service.
6. **Disclosure.** The Town of Wolfeboro expects each potential Planning Consultant to identify any potential conflicts of interest and the plan for handling these matters.
7. **Extent of Proposed Update.** From your review of the existing Master Plan, provide a recommendation on the scope of update to be (should be) completed by your firm.
8. **Work Effort & Time Line.** Provide descriptions of each major work effort focus, including key milestones in a time line.
9. **Fees.** Delineate the total fees for the project; include any billing options for all expected services.

PROPOSAL REVIEW, EVALUATION AND SELECTION PROCESS

Selection of a Consultant will be made at the complete discretion of the Town, which reserves the right to accept or reject any and all proposals. All submissions or parts thereof become property of Town.

Proposals will be reviewed by the Town to determine which consultant(s) will be invited to participate in an interview with the Town.

It is the intent of the Town to select a consultant in accordance with the following schedule:

Deadlines Tasks

July 15: RFP distributed

August 15: Proposals due

August 29, 2008: Interviews scheduled with selected finalist(s)

September 18, 2008: Selected Consultant notified

Town officials shall evaluate the proposals based upon the firms' ability to provide the service required, qualifications of personnel assigned, location of the office which will serve the community, compatibility of submission with respect to the Request for Proposals, reference analysis from other communities, and past experience of the firm with similar Towns.