



# TOWN OF SWANSEY

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## **Request for Proposals** Temporary Planning Support Services

April 19, 2018

The Town of Swansey, New Hampshire seeks proposals from qualified and experienced firms (the Consultant) to provide temporary planning support services for an estimated three month time period. The Town's Planning & Community Development Director (the Director) is retiring on May 11<sup>th</sup> after 20 years of service. While the Town recruits a new Director, the Consultant will provide technical and professional support to the Zoning Board and Planning Board and will provide part-time office hours to provide availability for the public, Town staff, and Town officials. Total services are estimated at approximately 25 hours per week and the Town expects to hire a new Director by the end of July.

The Planning Board typically meets at 6 p.m. on the second and fourth Thursdays of the month and the Zoning Board typically meets at 7 p.m. on the third Monday of the month (and first Monday if needed); attendance at these meetings by the Consultant is mandatory. In addition to attendance at meetings, the Consultant is expected to be available in Town Hall approximately 20 hours per week. Support to the Zoning & Planning Boards will include ensuring completeness of applications, preparing for meetings including all posting and noticing requirements, sending materials to board members prior to meetings in a timely manner, serving as the point of contact with applicants, writing notices of decision, and taking other steps to finalize decisions.

Interested firms are invited to submit a brief proposal summarizing: (1) the qualifications of the firm to perform the work outlined above, as well as that of the individual who is proposed to be assigned to Swansey; (2) the Consultant's availability and proposed schedule to provide Town Hall office hours; and (3) the Consultant's proposed hourly rate for performing these services.

Completed proposals should be addressed to Town Administrator Michael Branley, Town of Swansey, PO Box 10009, Swansey, NH 03446 no later than 2:00 p.m. on May 3, 2018. Requests for more information or questions about this RFP may be directed to Town Administrator Michael Branley, at (603) 352-7411 ext. 107 ([mbranley@town.swansey.nh.us](mailto:mbranley@town.swansey.nh.us)).

The Town of Swansey reserves the right to reject any or all proposals or accept the proposal the Town deems to be in its best interest, regardless of the lowest proposal amount. The Town

reserves the right to request additional data or information or a presentation in support of written proposals, however the Town may award a contract based on the offers received, without additional submissions. The proposal should be submitted on the most favorable terms, from all aspects, which the contractor can submit. The Town reserves all rights to negotiate with the contractor of its choice based not solely upon cost, but on the qualifications and ability of the contractor to perform, consistent with the Town's intent, requirements, time schedule, and funds availability. The Town further reserves the right to:

- Not award a contract for the requested services;
- Waive any irregularities or informalities in any proposals;
- Accept the proposal deemed to be the most beneficial to the public and the Town;
- Negotiate and accept, without advertising, the proposal of any other company in the event a contract cannot be successfully negotiated with the selected firm; and
- Retain products submitted by companies for its own use at its sole discretion.