



PLANNING DEPARTMENT
Town of Durham
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Town of Durham, New Hampshire
Request for Qualifications - Master Plan Consultant
TOWN OF DURHAM MASTER PLAN
December 2, 2013

PROJECT

The Town of Durham, New Hampshire seeks to hire a Planning Consultant (“Consultant”) to continue the work of drafting an updated Master Plan for the community.

BACKGROUND

Durham’s last master plan was written in 2000. The plan can be viewed at this link: (<http://www.ci.durham.nh.us/planningandzoning/master-plan-approved-2000>). The Town commenced an update in 2011 with an engagement process that included public forum and community survey. The Master Plan Advisory Committee was formed to assist the Planning Board to oversee the process. The project is well underway with drafts of the following six chapters:

- Agricultural Resources. Written in coordination with the Durham Agricultural Commission
- Downtown and Commercial Core. Written in coordination with the Durham Planning Board
- Economic Development. Written in coordination with the Durham Economic Development Committee
- Energy. Written in coordination with the Durham Energy Committee
- Natural Resources. Written in coordination with the Durham Conservation Commission
- Recreation. Written in coordination with the Durham Parks and Recreation Committee

SCOPE OF WORK FOR 2014

Our goal is to adopt the following chapters in 2014.

Six draft chapters

The Consultant will work with the Master Plan Advisory Committee and the Planning Board to:
a) make appropriate changes to these chapters, above; b) ensure that they incorporate the best practices in community planning; and c) reconcile areas of conflict among the chapters.

Additional chapters

Land Use. A new committee will be formed to work with the Consultant in developing a Land Use Chapter to include a proposed Land Use Map. The Land Use Chapter is the capstone of the Master Plan. A key task will be to develop this chapter so that it integrates the other chapters, as appropriate.

Historic Resources. The Town is hiring a separate Historic Preservation Consultant to work with the Durham Historic District Commission in writing a Historic Resources Chapter. The Consultant's role with this chapter will involve putting it into final format and addressing any conflicts with other chapters.

Introduction/Community Character. The consultant will write an introduction to the Master Plan including a discussion of Community Character with guidance from the Master Plan Advisory Committee and Planning Board.

SCOPE OF WORK FOR 2015

In 2015, we will develop these five additional chapters:

- Cultural Resources
- Demographics and Housing
- Public Facilities
- Transportation
- University Relations

A special committee will be created to work with the Consultant on each of these chapters. Our goal is to adopt them by the end of 2015.

PROCESS AND MEETINGS

The Master Plan Advisory Committee meets on the first and third Thursdays of every month at 7:30 a.m., when there is business for the committee. The Consultant will be expected to attend a number of these meetings. The Planning Board meets on the second and fourth Wednesdays of each month at 7:00 p.m. The Consultant will be expected to attend a number of these meetings. Much of the work may be coordinated by the Consultant via email and telephone.

BUDGET

The Consultant will be paid on an hourly basis not to exceed a certain amount (to be negotiated). We are interested in hearing your thoughts about approaches to keeping the cost of the project manageable.

TASKS

The Consultant will meet with the Master Plan Advisory Committee and the Planning Board, as needed. In 2014, the Consultant will finalize the six existing drafts, make adjustments to the Historic Resources Chapter, write an introduction, and write a new Land Use Chapter. Each chapter will be prepared following a standard format established for the other chapters of the master plan. The Consultant may suggest changes to the standard format. *The Town will look to the Consultant for leadership in developing chapters and proposing changes to existing chapters to reconcile conflicts among the chapters.* In 2015, the Consultant will develop each chapter working with a separate committee and then coordinate review of those chapters by the Master Plan Advisory Committee and the Planning Board.

There may be several maps required. The Consultant will coordinate with the Planning Department Administrative Assistant (who prepares maps) and other parties, such as the Strafford Regional Planning Commission, to develop any necessary maps.

Michael Behrendt, Town Planner; Todd Selig, Town Administrator; the Master Plan Advisory Committee chaired by Molly Donovan; and the Planning Board chaired by Peter Wolfe will coordinate with the Consultant.

We are pleased to note that the Planning Board and Master Plan Advisory Committee are dedicated and thoughtful stakeholders, members of the community are intelligent and highly engaged, and the Consultant will receive significant support from the staff. For the right consultant, working in this university town should be a stimulating and rewarding experience.

CONTACT INFORMATION

Please feel free to contact Michael Behrendt, Director of Planning and Community Development (Town Planner), at any time, with any questions or comments at 603-868-8064 or at mbehrendt@ci.durham.nh.us

RESERVATION OF RIGHTS

The Town of Durham reserves the right to reject any proposals, to waive any deficiencies in a submittal, and to accept the proposal that it deems to be the best.

The Town of Durham reserves the right to undertake any investigation that it deems necessary to evaluate the qualifications of the Consultant and to evaluate his or her submittal.

REQUEST FOR QUALIFICATIONS

We seek a Master Plan Consultant who:

- a) has significant experience in writing master plans (preferably in New Hampshire);
- b) has significant knowledge about planning principles and current thinking in the field;
- c) is an excellent writer;
- d) works effectively with people;
- e) works independently while following direction from the Town;
- f) responds to questions and concerns within a short timeframe;
- g) can be assertive in proposing changes to draft chapters where needed;
- h) is organized and detail oriented; and
- i) has an established record in creating excellent documents on time and within budget.

Please provide information on your qualifications, who will work on the project, your/their hourly rates, your experience with projects of this kind, your availability to work on this project, information about how you would approach this project, references with contact information, and samples of your work (one hard copy of each sample and/or an email link).

The qualifications statement must be submitted via email to Michael Behrendt (mbehrendt@ci.durham.nh.us) by **Monday, December 30, 2013 at 5:00 p.m.** Six hard copies must be mailed separately, postmarked by December 30, to the following address:

Michael Behrendt, AICP
Director of Planning and Community Development
Town of Durham
15 Newmarket Road
Durham, NH 03824

The Town will conduct an interview(s) with the top candidate(s) shortly after the submission deadline and will make its selection shortly after the interview process is completed. We would like for work to begin immediately after the Consultant is selected and a contract is signed.

Thank you for your consideration.