

TOWN OF STRATHAM RFP SUPPLEMENT IN RESPONSE TO REQUESTS TO CLARIFY THE RFP
DATED DECEMBER 29, 2017.

SUPPLEMENT DATE: JANUARY 26, 2018

1. Are all firms/organizations that submit a LOI eligible to submit a full proposal or are you inviting select firms to prepare proposals after you review LOIs?

All firms/organizations that submit a LOI can submit a full proposal. No proposals will be accepted from a firm that does not submit a LOI.

2. The RFP indicates that the Town has allocated funds towards the Master Plan update for the last two years. Per the Town's CIP, funds have been allocated at \$25,000 per year for the last three years towards the Master Plan. RPC would like to know if the funds available are closer to \$50,000 or \$75,000, as this most specifically would impact the type and intensity of outreach and communication to stakeholders during the plan development.

The Town currently has \$50,000 available. We do not yet have a targeted appropriation for this year (2018), as the appropriation will be dependent on the responses to the current RFP.

3. Would you be able to tell me how much money is available for this project?

The Town currently has \$50,000 available. We do not yet have a targeted appropriation for this year (2018), as the appropriation will be dependent on the responses to the current RFP.

4. Objective 5 in the RFP indicates presenting at and/or conducting workshops or visioning sessions with several stakeholder groups. The gathering of stakeholder input is the most critical aspect of developing a Master Plan, but can also be the most time and cost intensive. Can the Town provide a list of stakeholder groups it is specifically trying to reach and/or indicate the number of events it would like to host for input into the Master Plan? Would a multi-stakeholder outreach event be consistent with the vision for gathering input?

The Town wants all interested firms to provide, as part of their proposal, a strategy and an outreach recommendation with respect to public outreach, conducting workshops, or other visioning type sessions based on each interested firm's review of available documents and understanding of the Town. In addition, the communications strategy/plan contemplated in Objectives 2 & 3 should address methods to be employed as part of a larger stakeholders outreach effort. Proposals will be evaluated on their successful integration of all three objectives (2, 3, & 5).

5. Objective 13 in the RFP indicates a desire to incorporate all existing and new plans into the updated Master Plan. Can the town provide a list of the plans it would like incorporated into the Master Plan?

The Town website, www.strathamnh.gov, provides a fairly exhaustive list of studies and plans that have been completed to date. It is anticipated that the proposing firm will review available documents and present a strategy to review and incorporate, where and how appropriate, the existing documents. Each firm is to maximum the use of existing research in lieu of “re-creating the wheel” whenever possible.

6. The RFP states that the successful bidder will work with a “to be formed” Master Plan Steering Committee. Has the town identified potential members for this committee? Were any of the potential members involved in the drafting of the RFP? Is it anticipated that the Master Plan Committee will be established prior to preparing the final scope of work? RPC would like to understand the level of existing commitment and buy-in to the outlined master plan approach?

The Stratham Planning Board is currently formulating an ad-hoc committee to serve as a steering committee—comprised largely of existing Town Board/Committee membership. The Town envisions consultant driven process in accord with their individual proposal. The steering committee, which will be created and likely take part in the consultant review/selection process, will help to provide guidance in the implementation of the selected consultant’s plan/approach as well as to review draft documents prior to Planning Board review/action.