

## **Request for Proposals**

### **Town of Atkinson Circuit-Rider Planner July 13, 2021**

The Planning Board of the Town of Atkinson is seeking proposals from capable Planning firms or individual contractors for circuit-rider planning services with experience in New Hampshire Planning, Land Use, Zoning, Conservation and Environmental issues. Suggested scope of services for the proposal are included below, are available at Atkinson Town Hall and on the Town web site - <http://www.town-atkinsonnh.com/> . Alternatives to the attached scope of services are allowed if they meet the Town's requirements. Proposals should be sent to: Planning Office, clearly labeled "Circuit-Rider Services", at or before 12:00 PM on July 30, 2021 in the Planning Office, to be opened and read. For further information please contact Sue Coppeta, Atkinson Planning & Zoning Administrator by phone at 603-362-5761 or by email at [landuse@atkinson-nh.gov](mailto:landuse@atkinson-nh.gov). All proposals will be taken under advisement pending review and recommendation by the Planning Board to the Selectmen.

Proposals shall be in a sealed envelope, plainly marked "Circuit-Rider Planner RFP" and addressed to:

Atkinson Planning & Zoning Administrator  
19 Academy Avenue  
Atkinson, New Hampshire 03811

### **Scope of Services**

The circuit-rider planner services should total 10 – 12 hours per month for all of the following -

Work will include attendance at 2 evening Planning Board meetings per month (1<sup>st</sup> & 3<sup>rd</sup> Wednesdays)

Work will include review of all Planning Board Subdivision and Site Plan applications and provide assistance with the administration of these applications including but not limited to plan review, answering questions from applicants and planning board members, and providing research and literature searches.

Work will also include assisting and recommending updates to Atkinson's Zoning Ordinance and Site Plan and Subdivision regulations, posting and adoption of these amendments and assisting in legal compliance for public hearings and providing timely suggestions for new amendments. Expertise with requirements for ongoing MS4 permitting is preferred.

Work can also include other services reasonably necessary to the board and its staff that are not attributable to the administration of a particular application before the Board.

Responses to this Proposal should include:

- Cover Letter
- Resume
- Name, phone numbers & email addresses for 3 municipal references\
- Education and training qualifications
- The hourly rates to be charged for the services proposed

## **Proposal Requirements**

### *Conflict of Interest Policy*

Provide a statement on how you will prevent or mitigate any perceived conflicts of interest that may exist based on relationships with Town officials or other clients.

### *Insurance & Indemnification*

Provide a copy of an insurance certificate and statement of indemnification to cover assigned personnel who will be engaged on behalf of the Town. The Town reserves the right, however, to negotiate additional terms and coverages upon acceptance of a proposal. In addition, the Town will require an original certificate of insurance with a cancellation limitation clause that identifies the Town of Atkinson as an additional insured prior to the start of any actual work.

### *Fee Schedule*

Proposals should include an hourly breakdown of proposed hours for Planning Board meeting support and attendance as well as proposed hours for general assistance for a 12 month contract. Also include a proposed billing schedule.

### *Work Product*

All work products used or created in conjunction with the services cover under this Agreement shall be the sole property of the Town of Atkinson, and that, in the event of Cancellation or Termination, such products will remain with the Town of Atkinson

### *Compensation*

The Contractor shall be compensated as an independent contractor under this Agreement. As such, the Contractor shall be responsible for providing F.I.C.A., Worker's Compensation, Unemployment Compensation & Liability to all employees assigned to the Town of Atkinson.