

Memo

To: Mayor Grenier & City Council
CC: Jim Wheeler, City Manager
From: Pamela E Laflamme, Community Development Director
Date: October 16, 2020
Re: Master Plan Consultant Selection

The City's Master Plan is ten years old with much of the work for the document starting as early as 2008. To keep the document current it time for a revision. The City received grant funds from the Neil & Louise Tillotson Fund at the end of last year to support the majority of this work which will build off the information and data gathered from the Community Profile and Economic Development Strategy projects completed last fall. We advertised statewide and on the City's website (we are able to track that the RFP was downloaded by many consultants and trade publications). We also advertised with NHMA and sent direct solicitations to consultants. With all of that effort, we only received one proposal from Resilience Planning & Design LLC. Steve Whitman, the Principal Planner at Resilience was part of the team who worked with Jeff Taylor of JHT & Associates on the City's 2010 Master Plan.

After careful review of the proposal, I am thankful that while we only received one proposal, it is a strong proposal. It is clear that Resilience has both experience and a reasonable fee structure for this project that fits within the budget established for the project. I reviewed their most recent project which was a Master Plan project for Littleton just approved by the town this past July. I would recommend to the Mayor and Council that the City hire Resilience Planning & Design LLC to lead the Master Plan Revision project for the City.

Suggested Council Motion: A motion to hire Resilience Planning & Design LLC for the Master Plan Revision Project for a sum not to exceed \$35,000.00.